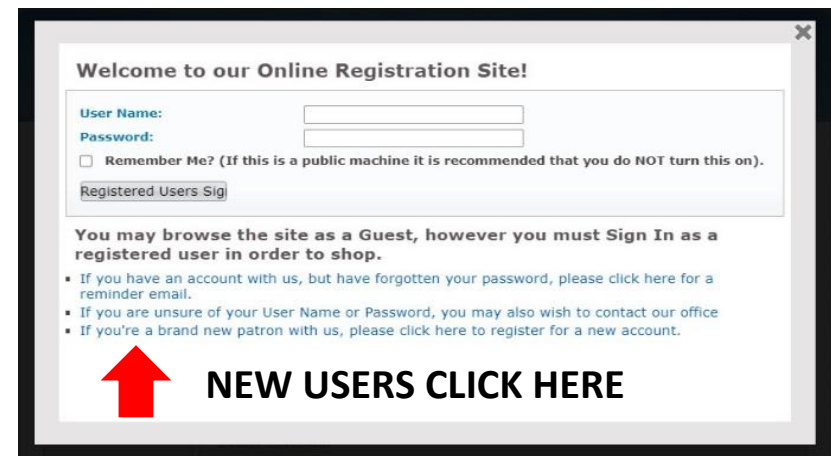
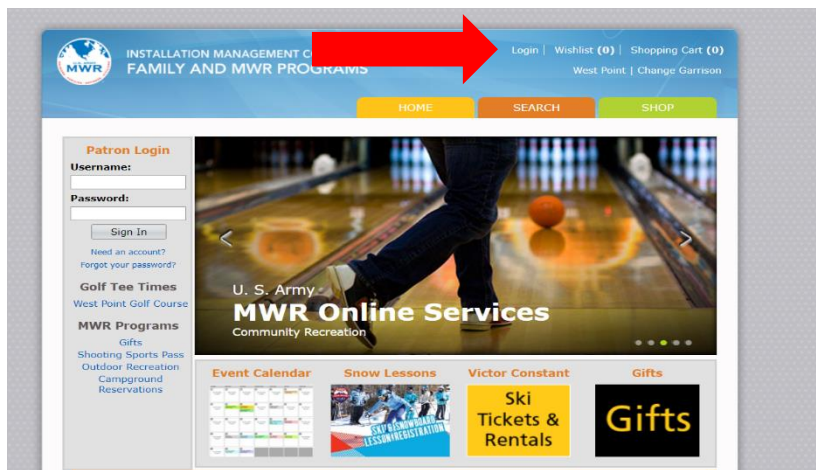


# Creating Webtrac Account

Click the following link: [Welcome \(army.mil\)](http://Welcome.army.mil)

Click on the Login button. Select the Brand New Patron option at the bottom of the pop up box.

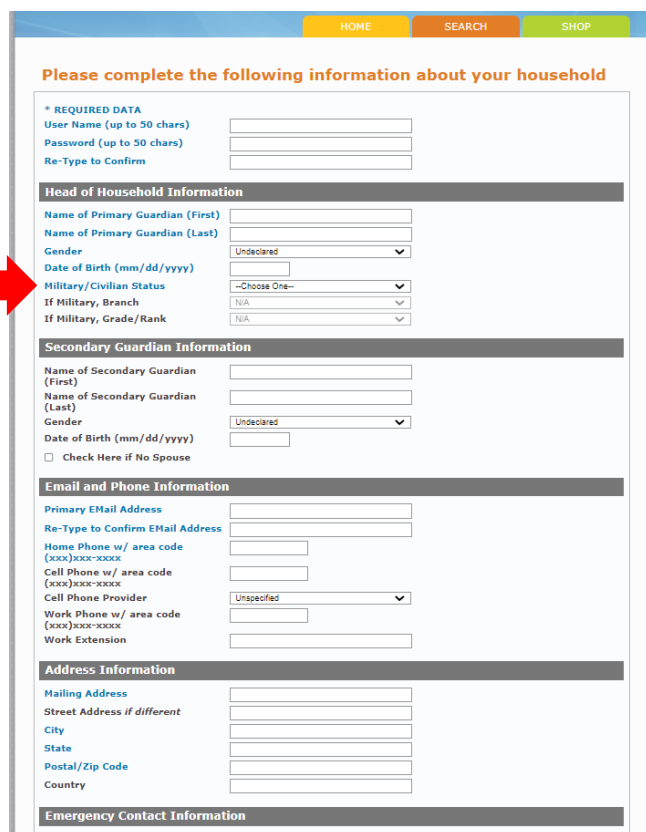


\*You may have an existing Webtrac account if you have ever used West Point's Fitness Center, Outdoor Recreation, or other MWR service. Existing users may log into their existing accounts to make reservations.

Complete all the required fields marked with blue font on the account submission form.

Select the eligibility criteria that applies to you under the Military/Civilian status. **If you are not active duty, retired military, reservist, disabled veteran, or any other eligible designation as listed under AR 215-1 then you are NOT eligible to use Round Pond Recreation Area without being accompanied by a sponsor who is eligible.**

If you are the parent/grandparent of a cadet, please make the account under the name of the cadet. For the Military/Civilian Status question mark them as a Student. All other information can be yours.



The screenshot shows a web form titled "Please complete the following information about your household". The form is divided into several sections, each with a header in a dark grey bar. The sections are: "REQUIRED DATA", "Head of Household Information", "Secondary Guardian Information", "Email and Phone Information", "Address Information", and "Emergency Contact Information". The "REQUIRED DATA" section includes fields for "User Name (up to 50 chars)", "Password (up to 50 chars)", and "Re-Type to Confirm". The "Head of Household Information" section includes fields for "Name of Primary Guardian (First)", "Name of Primary Guardian (Last)", "Gender" (dropdown menu), "Date of Birth (mm/dd/yyyy)", "Military/Civilian Status" (dropdown menu), "If Military, Branch" (dropdown menu), and "If Military, Grade/Rank" (dropdown menu). A red arrow points to the "Military/Civilian Status" dropdown menu. The "Secondary Guardian Information" section includes fields for "Name of Secondary Guardian (First)", "Name of Secondary Guardian (Last)", "Gender" (dropdown menu), "Date of Birth (mm/dd/yyyy)", and a checkbox "Check Here if No Spouse". The "Email and Phone Information" section includes fields for "Primary EMail Address", "Re-Type to Confirm EMail Address", "Home Phone w/ area code", "Cell Phone w/ area code", "Cell Phone Provider" (dropdown menu), "Work Phone w/ area code", and "Work Extension". The "Address Information" section includes fields for "Mailing Address", "Street Address if different", "City", "State", "Postal/Zip Code", and "Country". The "Emergency Contact Information" section is partially visible at the bottom.

When you login in for the first time on a new account it will ask to add people to your household. Please add anyone in your household as you will be required to call us in the future to make changes after the initial login.

**\*If there are issues creating an account please call 845-938-8811 for assistance.**

# Reserving Rental Item

1. Once logged in, place the mouse cursor over the orange Search tab. Follow it down to Rental Item. When the second drop down menu appears on the right select Search from the second drop down menu.

The screenshot displays the MWR Online Services website interface. At the top, the header includes the MWR logo, the text "INSTALLATION MANAGEMENT COMMAND FAMILY AND MWR PROGRAMS", and navigation links for "Login", "Wishlist (0)", and "Shopping Cart (0)". Below the header, there are two main navigation tabs: "HOME" and "SEARCH". The "SEARCH" tab is highlighted in orange, and a red arrow points to it from the right. A dropdown menu is open below the "SEARCH" tab, listing various categories: Activity, Court, Facility, Golf Tee Times, League, Locker, Pass Membership, Personal Trainer, Retail Items, Rental Item, Ticket, and Trip. The "Rental Item" option is highlighted in blue, and a second red arrow points to it from the right. A second dropdown menu is open to the right of "Rental Item", listing "Search", "Calendar", and "Campsites". The "Search" option in this second dropdown is also highlighted in blue, with a red arrow pointing to it from the right. The main content area features a large banner for "U. S. Army MWR Online Services Community Recreation" with a background image of a person's hands. Below the banner, there are four promotional tiles: "Event Calendar", "Snow Lessons", "Event Calendar", and "Gifts". The footer contains the "healthy" logo and links for "Army MWR", "ArmyOneSource.com", "FAQ", "Help", and "Contact Us".

2. Enter the day you would like to check-in in the Begin Date and the day you wish to leave in the End Date. Next, in the Rental Class drop down menu select one of the following:

- Log Cabins
- Rp Tentsites
- Rental Cottage

Press Search

1 → **Begin Date:** 12/22/2021

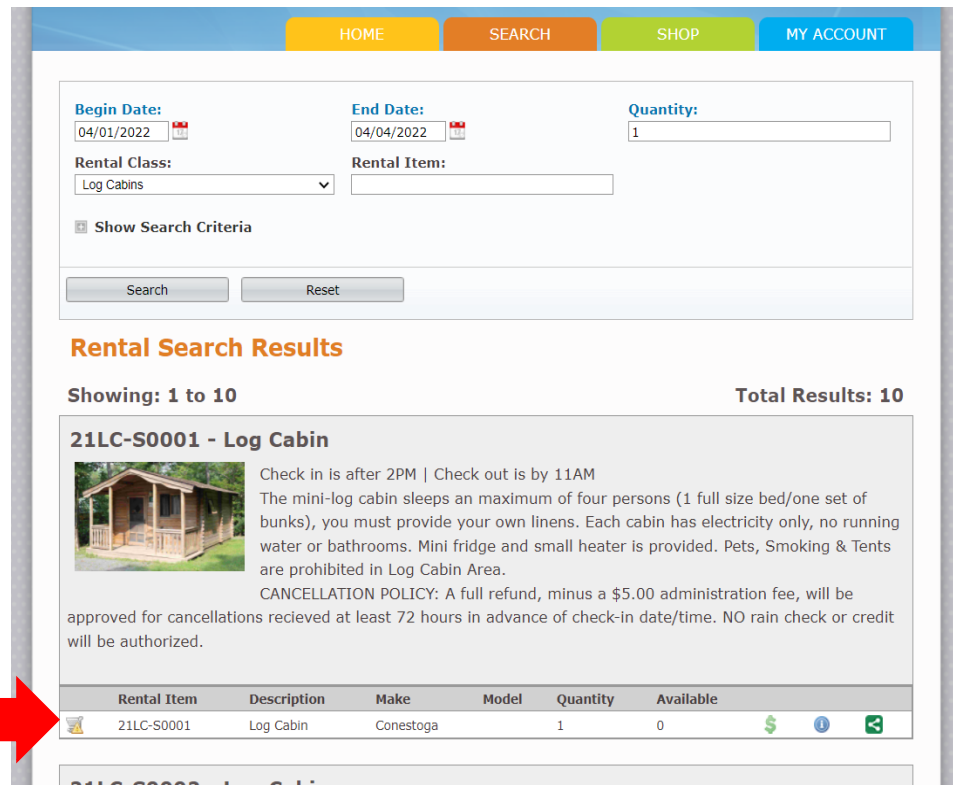
2 → **Rental Class:** All Rental Classes

3 → **Search**

3. You will now see all the cabins or tents available for the dates you selected. To add the cabin/tent site to your shopping cart, click the little shopping cart in the bottom left corner of the desired rental item. If the shopping cart has a green circle that means it is available for your selected dates. The yellow triangle means it is unavailable. Continue following the prompts to proceed to payment.

**\*You can NOT book a cottage/cabin/tent site less than 5 days before your check-in online. Reservations within 5 days of check-in must be made by phone between 9am-5pm.**

**\*\*Mini Log Cabins and the Rental Cottage require two nights minimum to reserve online. Please call if booking for one night only.**





The screenshot shows a website interface for searching rental items. At the top, there are navigation buttons: HOME (yellow), SEARCH (orange), SHOP (green), and MY ACCOUNT (blue). Below these is a search form with fields for 'Begin Date' (04/01/2022), 'End Date' (04/04/2022), and 'Quantity' (1). There are also dropdown menus for 'Rental Class' (Log Cabins) and 'Rental Item'. A 'Show Search Criteria' link is present. Below the form are 'Search' and 'Reset' buttons.

**Rental Search Results**

Showing: 1 to 10 Total Results: 10

**21LC-S0001 - Log Cabin**

 Check in is after 2PM | Check out is by 11AM  
The mini-log cabin sleeps an maximum of four persons (1 full size bed/one set of bunks), you must provide your own linens. Each cabin has electricity only, no running water or bathrooms. Mini fridge and small heater is provided. Pets, Smoking & Tents are prohibited in Log Cabin Area.  
CANCELLATION POLICY: A full refund, minus a \$5.00 administration fee, will be approved for cancellations recieved at least 72 hours in advance of check-in date/time. NO rain check or credit will be authorized.

Rental Item	Description	Make	Model	Quantity	Available			
 21LC-S0001	Log Cabin	Conestoga		1	0	\$	!	+

4. Please select your sponsor's name from the Select a Family Member drop down menu. Then press Add to Cart

The screenshot shows the 'Rental Reservation' form on the Army MWR website. The form includes the following fields:

- Rental Item:** 21LC-S0001
- Begin Date:** 04/27/2022
- End Date:** 04/29/2022
- Begin Time:** 02:00 PM
- End Time:** 11:00 AM
- Reservee:** Select a Family Member (dropdown menu)
- Quantity:** 1

At the bottom of the form, there are two buttons: 'Add to Cart' and 'Back to Search'. A red arrow points to the 'Reservee' dropdown menu, and another red arrow points to the 'Add to Cart' button.

Page Header: INSTALLATION MANAGEMENT COMMAND FAMILY AND MWR PROGRAMS | Logout | Wishlist (0) | Shopping Cart (0) | West Point | Change Garrison

Navigation: HOME | SEARCH | SHOP | MY ACCOUNT

Footer: healthy army COMMUNITIES | Army MWR | ArmyOneSource.com | FAQ | Help | Contact Us | ©2022 Vermont Systems, Inc. 10.3z01

5. You will have to agree to the policies to proceed to checkout.

ROUND POND RECREATION AREA  
CAMPER POLICIES AND INFORMATION

- 1) Check in for Lodging is after 2PM. Check in for RV and tent sites is after 1PM. Check out for all is at 11AM. If you feel you will be late checking in please give our office a call at (845) 938-2503.
- 2) A \$25 security deposit will be taken at time of check in for all lodging facilities.
- 3) Mini Cabins is allowed a maximum of 4 persons. Cottage is a maximum of 6 people. RV Sites is a max of 6 people, and Tent Sites max 1 tent and 6 people. Limit of two vehicles per site. All other vehicles must park in parking lots. Carpooling is encouraged. Parking is prohibited on roads and grass. The speed limit throughout the campground is 10mph.
- 4) Camping sites are strictly for recreational residency and are not party facilities. Congregation among sites is prohibited. Please practice social distancing among other guests.
- 5) Management reserves the right to relocate or change reserved sites at any time.
- 6) The sponsor booking a site is 100% responsible for their guests and must remain with them at all times. Children under the age of 14 must be supervised at all times.
- 7) Camping and picnic areas must be kept clean and orderly. Campsites are not to be altered, expanded, or amenities shared/ taken from other campsites. Picnic tables and fire rings are not to be moved. The Sponsor will be responsible for all damages and vandalism to the facility, picnic table and surrounding grounds. Upon departure campers are responsible for policing the area in the immediate vicinity of the area they have rented. A security deposit will be collected at the time of Check-in for the cottage and mini cabins.
- 8) Fire in grills provided must be made with charcoal only. Fires in ground pits or fire rings may be made with wood. Open ground fires (no containment system) are not permitted at any time. All fires must be extinguished before you leave your site. Wood or logs for campfires cannot exceed the diameter of the fire ring. Round Pond staff has the right to extinguish any fire too large or a safety risk; Example: wind or dry conditions. Family grills are permitted, not to exceed 20 Lbs.
- 9) Help us preserve our woods. Please do not cut trees or trim branches for firewood or dig up saplings. Only firewood that was purchased within a 50 mile radius can be brought into the recreation area.
- 10) Dumping of any portable camping toilet water is prohibited. Dumping of any camper waste water, including grey water, other than at the dump station behind the bath house is prohibited. We offer a honey wagon service for \$10 a pump out on Monday's by appointment only. NO washing of dishes in the Bathhouse. Washing of vehicles at the campground is prohibited.
- 11) Firearms, bows and arrows, ATVs, golf carts, gas motored boats, motorized scooters, and fireworks of any kind are not permitted at the campground.
- 12) Pets are not permitted on the beach, picnic areas, and cabins or in the water at Round Pond. Pets should be leashed and cleaned up after at all times. Management reserves the right to ask patrons with loud, unruly pets to remove them from the recreational area. A boarding kennel is available at MWR Morgan Farm +1 (845)938-3926.
- 13) Alcoholic beverages may be consumed in moderation IAW laws established by the state of New York. Intoxicated campers will be asked to check out. MP's will be called for failure to comply.
- 14) Quiet time is from 10PM-6AM. At this time please keep noise to a minimum and do not have bright lights shining. Campers are asked to respect other campers by not using vulgar language or trespassing in other sites. All daytime guests must leave Round Pond by 10pm. Management has the right to ask unruly campers to leave the premises.
- 15) The Round Pond swim area is available Memorial Day to Labor Day. Swimming is permitted in the designated area within the floating buoy lines only and is prohibited after dark. There is no swimming or wading in the shores other than the designated swim area. Please be sure to follow posted swim rules.
- 16) Persons age 16 and older must have a current NYS fishing license as well as a West Point permit in order to fish at any of the installation ponds, lakes, or streams. Those patrons fishing should always dispose of their trash. Eligible campers are able to purchase a \$5 daily Recreational Fishing Permit at the main office; No additional NYS or WP permit required.
- 17) There must be a person over 16 years of age on all boats and everyone must wear life vests. Swimming or diving off boats, alcoholic beverages and horseplay are prohibited.
- 18) Outdoor Recreation, the campground, DFMWR, and Army assume no responsibility for damaged, lost, or stolen property during campers stay.

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6. You are now presented with your shopping cart. If you have a MWR gift card this is where you will add that card number and amount. Click Proceed to Check Out to make your payment or Continue Shopping to add more items to your cart.

**\*Sponsors may only book two rental sites at the same time.**

INSTALLATION MANAGEMENT COMMAND  
FAMILY AND MWR PROGRAMS

Logout | Wishlist (0) | Shopping Cart (1)  
West Point | Change Garrison

HOME SEARCH SHOP MY ACCOUNT

**Attention!** Customers making transactions on a military network may experience delays due to technical difficulties. We are aware of the issue and are working on it urgently.

**Your Shopping Cart:**

**New Charges In Shopping Cart**

You have reserved item Rental Item: 21LC-S0001 (Log Cabin).

Proceed To Checkout Continue Shopping

Reservee	Rental Item	Quantity	Begin Date/Time	End Date/Time	Total Fees	Remove?
Arthur	Log Cabin	1	04/27/2022 @2:00P	04/29/2022 @11:00A	\$ 120.00	

Grand Total Fees Due \$ 120.00

**Apply Gift Certificate/Coupons/Rewards**

Type:  Code:  PIN:  Amount (0 for Full Amount):

Proceed To Checkout Continue Shopping

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