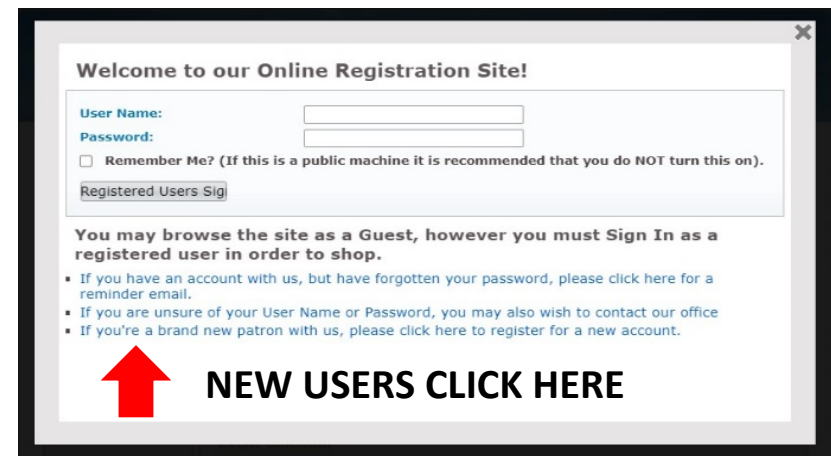


Creating Account

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

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



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

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 under 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 under "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 includes 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 menu select one of the following:

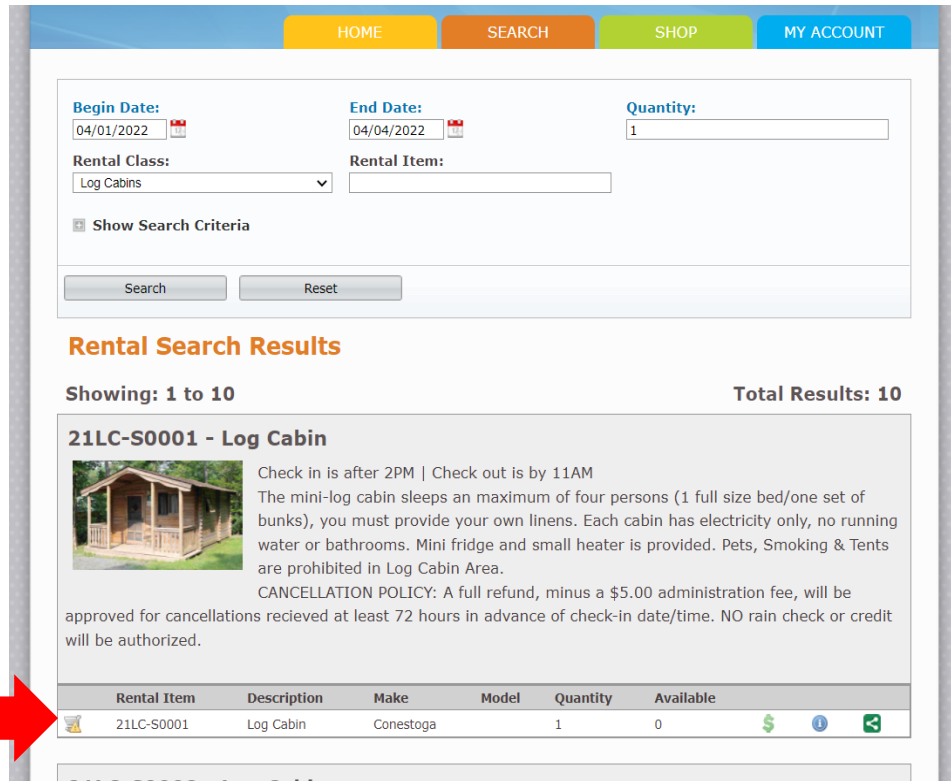
- Log Cabins
- Rp Tentsites
- Rental Cottage

Press Search

The screenshot shows the 'INSTALLATION MANAGEMENT COMMAND FAMILY AND MWR PROGRAMS' website. At the top right, there are links for 'Logout', 'Wishlist (0)', and 'Shopping Cart (0)', along with 'West Point | Change Garrison'. Below this is a navigation bar with 'HOME', 'SEARCH', 'SHOP', and 'MY ACCOUNT' buttons. The main search area contains three input fields: 'Begin Date' (with a calendar icon and a red arrow labeled '1' pointing to it), 'End Date' (with a calendar icon and a red arrow labeled '2' pointing to it), and 'Quantity' (with a text input field containing '1'). Below these are 'Rental Class' (a dropdown menu showing 'All Rental Classes') and 'Rental Item' (a text input field). A 'Show Search Criteria' link is also present. At the bottom of the search area are 'Search' and 'Reset' buttons, with a red arrow labeled '3' pointing to the 'Search' button. The footer includes the 'healthy army COMMUNITIES' logo, 'Army MWR | ArmyOneSource.com | FAQ | Help | Contact Us', '©2021 Vermont Systems, Inc. 10.3z01', and the U.S. Army logo.

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. Continue following the prompts to proceed to payment.

****Please note if you are trying to book a cabin/tent site online 5 days before your check in day they will all be marked as unavailable and you will have to call the office at 845-938-2503 to confirm availability and pay by phone. Friday, Saturday, or Sunday reservations require two nights minimum to reserve.****



The screenshot shows a website interface for rental searches. At the top, there are navigation buttons: HOME, SEARCH, SHOP, and MY ACCOUNT. Below this is a search form with the following fields:

- Begin Date: 04/01/2022
- End Date: 04/04/2022
- Quantity: 1
- Rental Class: Log Cabins
- Rental Item: (empty)

There are "Search" and "Reset" buttons below the form. Below the search form is a section titled "Rental Search Results" with the text "Showing: 1 to 10" and "Total Results: 10".

The first result is "21LC-S0001 - Log Cabin". It includes a photo of a log cabin and the following text:

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.

Below the text is a table with the following columns: Rental Item, Description, Make, Model, Quantity, Available, and icons for price, info, and cart. A red arrow points to the cart icon in the first row.

| Rental Item | Description | Make | Model | Quantity | Available | | | |
|-------------|-------------|-----------|-------|----------|-----------|----|---|---|
| 21LC-S0001 | Log Cabin | Conestoga | | 1 | 0 | \$ | i | 🛒 |