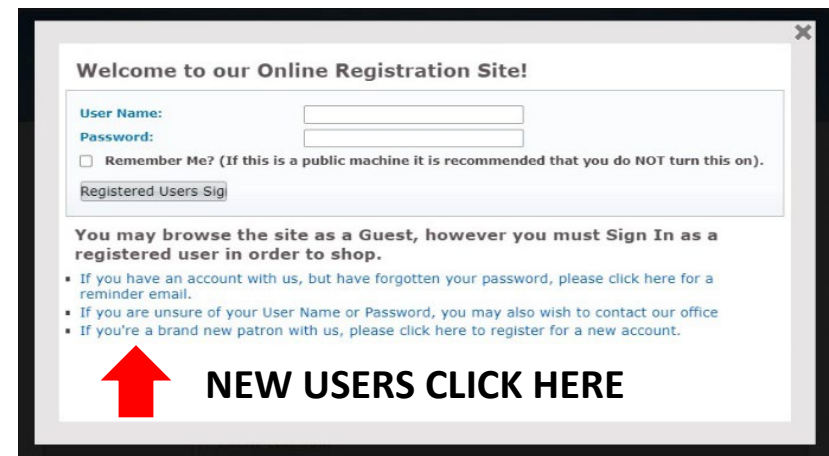


# Creating Webtrac Account

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.

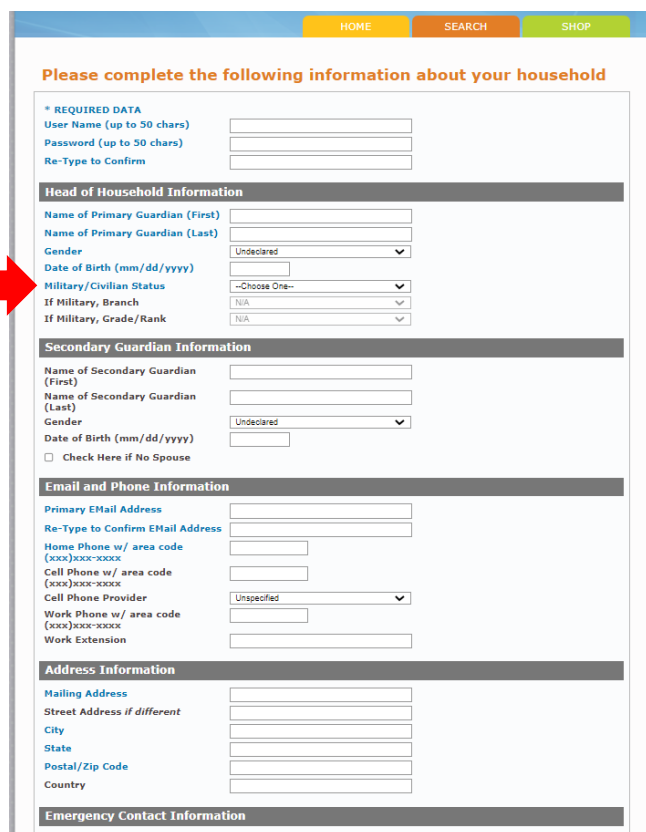


\*You may have an existing Webtrac account if you have ever used West Point's Fitness Center, Outdoor Recreation, or other MWR service. Existing users may log into their existing accounts to make reservations.\*

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 for household information. At the top, there are navigation buttons for HOME, SEARCH, and SHOP. Below them is a heading: "Please complete the following information about your household". The form is divided into several sections:

- \* REQUIRED DATA**: Includes fields for User Name (up to 50 chars), Password (up to 50 chars), and Re-Type to Confirm.
- Head of Household Information**: Includes fields for Name of Primary Guardian (First and Last), Gender (dropdown menu set to "Undeclared"), Date of Birth (mm/dd/yyyy), Military/Civilian Status (dropdown menu set to "--Choose One--"), If Military, Branch (dropdown menu set to "N/A"), and If Military, Grade/Rank (dropdown menu set to "N/A"). A red arrow points to this section.
- Secondary Guardian Information**: Includes fields for Name of Secondary Guardian (First and Last), Gender (dropdown menu set to "Undeclared"), Date of Birth (mm/dd/yyyy), and a checkbox for "Check Here if No Spouse".
- Email and Phone Information**: 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 set to "Unspecified"), Work Phone w/ area code, and Work Extension.
- Address Information**: Includes fields for Mailing Address, Street Address if different, City, State, Postal/Zip Code, and Country.
- Emergency Contact Information**: This 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, click the Campground Reservations in the left hand menu.

The screenshot shows the MWR Online Services website. At the top, the header includes the MWR logo, the text "INSTALLATION MANAGEMENT COMMAND FAMILY AND MWR PROGRAMS", and navigation links for "Logout", "Wishlist (0)", "Shopping Cart (0)", "West Point", and "Change Garrison". Below the header are four main navigation buttons: "HOME", "SEARCH", "SHOP", and "MY ACCOUNT".

The main content area features a large banner image of a person bowling. The banner text reads "U. S. Army MWR Online Services Community Recreation".

On the left side, there is a "Welcome!" section with a "My Account" link and a list of options: "Update Household", "Change Login Info", "Reprint a Receipt", and "Reload a Gift Card". Below this is a "Golf Tee Times" section with a link to "West Point Golf Course". The "MWR Programs" section includes links for "Gifts", "Shooting Sports Pass", "Outdoor Recreation", and "Campground Reservations". A red arrow points to the "Campground Reservations" link.

At the bottom of the main content area, there are four smaller sections: "Event Calendar" (with a calendar grid), "West Point Club" (with a yellow box for "West Point Club Graduation Events"), "Upcoming Trips" (with another calendar grid), and "Gifts" (with a black box for "Gifts").

The footer contains the "healthy army COMMUNITIES" logo, the text "Army MWR | ArmyOneSource.com | FAQ | Help | Contact Us", the copyright notice "©2022 Vermont Systems, Inc. 10.3z01", and the U.S. Army logo.

2. Select Round Pond under Reservations on the left hand menu.

The screenshot shows the top navigation bar with the MWR logo, the text "INSTALLATION MANAGEMENT COMMAND FAMILY AND MWR PROGRAMS", and links for "Logout", "Wishlist (0)", "Shopping Cart (0)", "West Point", and "Change Garrison". Below this are buttons for "HOME", "SEARCH", "SHOP", and "MY ACCOUNT".

The left-hand menu is expanded, showing the following categories:

- Reservations**
  - Round Pond
  - Lake Frederick
- Upcoming Trips & Activities**
  - Kayaking Lessons & Trips
  - Stand Up Paddleboard Lessons & Trips
  - White Water Rafting
  - Wildlife Explorers
- Popular Equipment**
  - Boats
  - Bounce Houses
  - Chairs
  - Dunk Tank
  - Grills
  - Kayaks
  - Party Canopies
  - Standup Paddleboards
  - Tables
  - Tents

A red arrow points to the "Round Pond" link under the "Reservations" category.

The main content area features a banner image of two people kayaking on a lake. The text "West Point MWR Outdoor Recreation" is overlaid on the image. Below the banner is an "Event Calendar" section with a grid of dates.

The footer contains the "healthy army COMMUNITIES" logo, the text "Army MWR | ArmyOneSource.com | FAQ | Help | Contact Us", the copyright notice "©2022 Vermont Systems, Inc. 10.3z01", and the Army and MWR logos.

3. You will now see a map of the campground. The red dot on a site signifies that the site is UNAVAILABLE for the dates/nights selected.

Mini Cabins = Brown Rectangle

Rental Cottage = Rental Cabin box

Tent Sites = Orange Circles

**Blue Numbers are RV spots. Please call 845-938-2503 to reserve. Same policy for the Pop Up spots in Green.**

**\*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 the 'Campsite Availability' page for the dates 05/17/2022 - 05/19/2022. The page includes a search bar with 'Start Date' set to 05/17/2022 and 'Nights' set to 2. A 'Features' dropdown menu is open, showing options like '30 AMP Electric Hookup', '30/50 AMP Electric Hookup', '50 AMP Electric Hookup', and 'ADA Accessible'. Below the search bar, there is a legend for site types: 'Site Available' (green dot) and 'Site Not Available' (red dot). The main map shows Round Pond Campground with various site types marked: blue numbers for RV spots, orange circles for tent sites, green circles for pop-up spots, brown rectangles for mini cabins, and a brown box for a rental cottage. The map also shows amenities like Wilkins Pond, Round Pond, a playground, and various utility areas. The footer includes the 'healthy army COMMUNITIES' logo, contact information for Army MWR, and a copyright notice for Vermont Systems, Inc. 10-3201.

4. Please select your check in date and how many dates you would like to stay.

Press Search to see availability.



**\*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.**

**\*\*\* RV and Pop Up reservations must be made by phone. Please call 845-938-2503 to reserve.\*\*\***

The screenshot shows the 'Campsite Availability' page for the dates 05/17/2022 - 05/19/2022. The search form includes a 'Start Date' field with '05/17/2022', a 'Nights' dropdown menu set to '2', and a 'Features' dropdown menu with 'Match All Features' selected. Below the form are radio buttons for 'Site Available' and 'Site Not Available', and a 'Search' button. A map of the campsite area is displayed below the form, featuring a legend with icons for various facilities like Camper, Tent, Pop-Up, Cabin, Pavilion, Dock, Archery, Playground, Horseshoe Pits, Basketball, Volleyball, Gate, Beach, Picnic Area, Ramapo Trail, Lookout Point, Dump Station, Drinking Water, Beach Shower, Parking, Dumpster, and Port O Potty. The map also shows Wilkins Pond, Round Pond, and various buildings and trails.

At the bottom of the page, there is a footer with the 'healthy army COMMUNITIES' logo, navigation links for 'Army MWR | ArmyOneSource.com | FAQ | Help | Contact Us', and a copyright notice: '©2022 Vermont Systems, Inc. 10.3x01'. There are also logos for the Army and MWR.

5. Move your mouse over the site you would like to reserve. A picture of the site will pop up.

Click on the site number to proceed to the Campground Policies.

The screenshot displays the 'Campsite Availability' page for the Army MWR. At the top, there is a navigation bar with 'HOME', 'SEARCH', 'SHOP', and 'MY ACCOUNT' buttons. The main heading is 'Campsite Availability' with the dates '05/17/2022 - 05/19/2022'. Below this, there are input fields for 'Start Date' (05/17/2022) and 'Nights' (2). A legend indicates that red dots represent 'Site Available' and black dots represent 'Site Not Available'. A 'Search' button is located below the legend. The central part of the page features a map of the Round Pond Campground, showing various sites marked with colored dots and icons. A pop-up window titled 'Log Cabin' is overlaid on the map, showing a photograph of a wooden cabin. The pop-up window contains the following information: 'Conestoga', 'Twin Size Bunk Beds', 'Cabin', 'Heat', 'Bring your own towels and sheets', and 'Full Size Bed'. The map also shows 'WILKINS POND' and 'ROUND POND'. At the bottom of the page, there is a footer with the 'healthy army' logo, 'Army MWR | ArmyOneSource.com | FAQ | Help | Contact Us', and '© 2022 Vermont Systems, Inc. 10.3x01'.

## 6. 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. Examples: 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, ATV's, 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-8AM. 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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7. 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.**

The screenshot shows the MWR Family and MWR Programs shopping cart interface. At the top, there is a navigation bar with the MWR logo, the text "INSTALLATION MANAGEMENT COMMAND FAMILY AND MWR PROGRAMS", and links for "Logout", "Wishlist (0)", and "Shopping Cart (1)". Below this are buttons for "HOME", "SEARCH", "SHOP", and "MY ACCOUNT". A notice box states: "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." The main heading is "Your Shopping Cart:". Below this is a blue banner with a warning icon and the text "New Charges In Shopping Cart". A message below the banner says "You have reserved item Rental Item: 21LC-S0001 (Log Cabin)". There are two buttons: "Proceed To Checkout" and "Continue Shopping". A table lists the items in the cart:

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	

Below the table, it shows "Grand Total Fees Due \$ 120.00". There is a section for "Apply Gift Certificate/Coupons/Rewards" with a dropdown menu set to "Gift Certificate", input fields for "Code", "PIN", and "Amount (0 for Full Amount):", and an "Apply" button. At the bottom, there are two more buttons: "Proceed To Checkout" and "Continue Shopping". The footer contains the "healthy army COMMUNITIES" logo, the text "Army MWR | ArmyOneSource.com | FAQ | Help | Contact Us", and a copyright notice "©2022 Vermont Systems, Inc. 10.3x02".