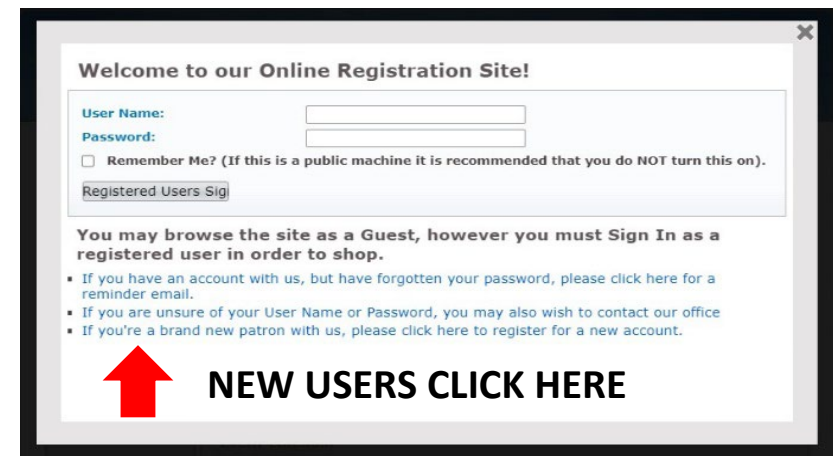


# Creating Webtrac Account

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.

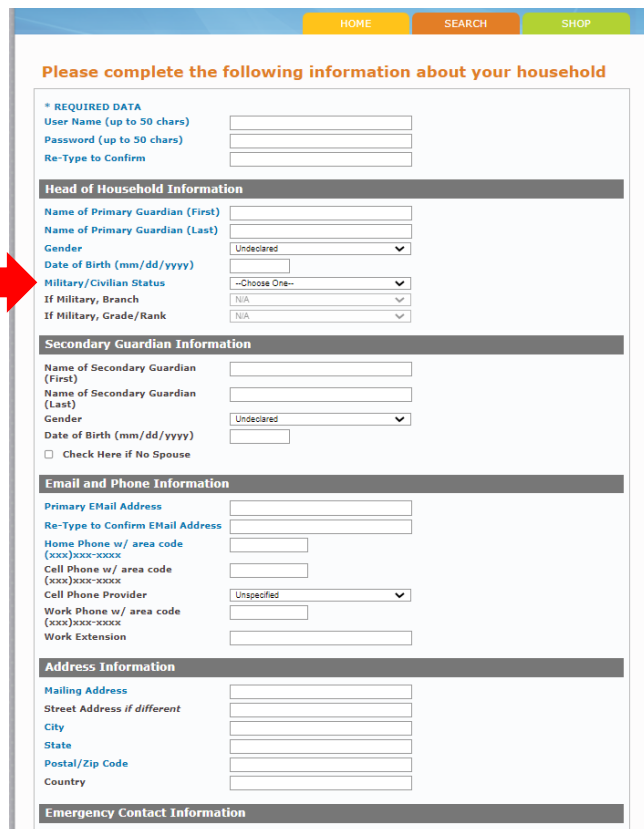


\*You may have an existing Webtrac account if you have ever used West Point's Fitness Center, Outdoor Recreation, or other MWR service. Existing users may log into their existing accounts to make reservations.\*

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". It includes sections for required data, head of household information, secondary guardian information, email and phone information, address information, and emergency contact information. A red arrow points to the "Military/Civilian Status" dropdown menu in the "Head of Household Information" section.

HOME SEARCH SHOP

Please complete the following information about your household

\* REQUIRED DATA  
User Name (up to 50 chars)  
Password (up to 50 chars)  
Re-Type to Confirm

Head of Household Information  
Name of Primary Guardian (First)  
Name of Primary Guardian (Last)  
Gender  
Date of Birth (mm/dd/yyyy)  
Military/Civilian Status  
If Military, Branch  
If Military, Grade/Rank

Secondary Guardian Information  
Name of Secondary Guardian (First)  
Name of Secondary Guardian (Last)  
Gender  
Date of Birth (mm/dd/yyyy)  
☐ Check Here if No Spouse

Email and Phone Information  
Primary EMail Address  
Re-Type to Confirm EMail Address  
Home Phone w/ area code  
Cell Phone w/ area code  
Cell Phone Provider  
Work Phone w/ area code  
Work Extension

Address Information  
Mailing Address  
Street Address if different  
City  
State  
Postal/Zip Code  
Country

Emergency Contact Information

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.

# Reserving Rental Item

1. Once logged in, click the Campground Reservations in the left hand menu.



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

The screenshot displays the Army MWR Family and MWR Programs website. At the top, the header includes 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 the header is a navigation bar with "HOME", "SEARCH", "SHOP", and "MY ACCOUNT" buttons.

On the left side, a vertical menu is visible. A red arrow points to the "Reservations" link. Below it are "Upcoming Trips & Activities" and "Popular Equipment". The "Upcoming Trips & Activities" section lists: "Kayaking Lessons & Trips", "Stand Up Paddleboard Lessons & Trips", "White Water Rafting", and "Wildlife Explorers". The "Popular Equipment" section lists: "Boats", "Bounce Houses", "Chairs", "Dunk Tank", "Grills", "Kayaks", "Party Canopies", "Standup Paddleboards", "Tables", and "Tents".

The main content area features a large banner image of two people kayaking on a river. The text "West Point MWR Outdoor Recreation" is overlaid on the image. Below the banner is an "Event Calendar" section showing 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 two military 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 315-774-9524 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.**

**Family and MWR Programs** West Point | Change Garrison

HOME SEARCH SHOP MY ACCOUNT

### Campsite Availability

05/17/2022 - 05/19/2022

Start Date: 05/17/2022 Nights: 2

Features: Match All Features  
30 AMP Electric Hookup  
30/50 AMP Electric Hookup  
50 AMP Electric Hookup  
ADA Accessible

Site Available Site Not Available Search

**LEGEND**

- CAMP
- TENT
- POP-UP
- COVERFLOW
- CABIN
- PAVILION
- DOCK
- ARCHERY
- PLAYGROUND
- HORSESHOE PITS
- BASKETBALL
- VOLLEYBALL
- GATE
- BEACH
- PICNIC AREA
- RAMAPO TRAIL
- LOOKOUT POINT
- DUMP STATION
- W DRINKING WATER
- S BEACH SHOWER
- P PARKING
- D DUMPSTER
- PP PORT O POTTY

TO WEST POINT  
TO BULL POND

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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.**

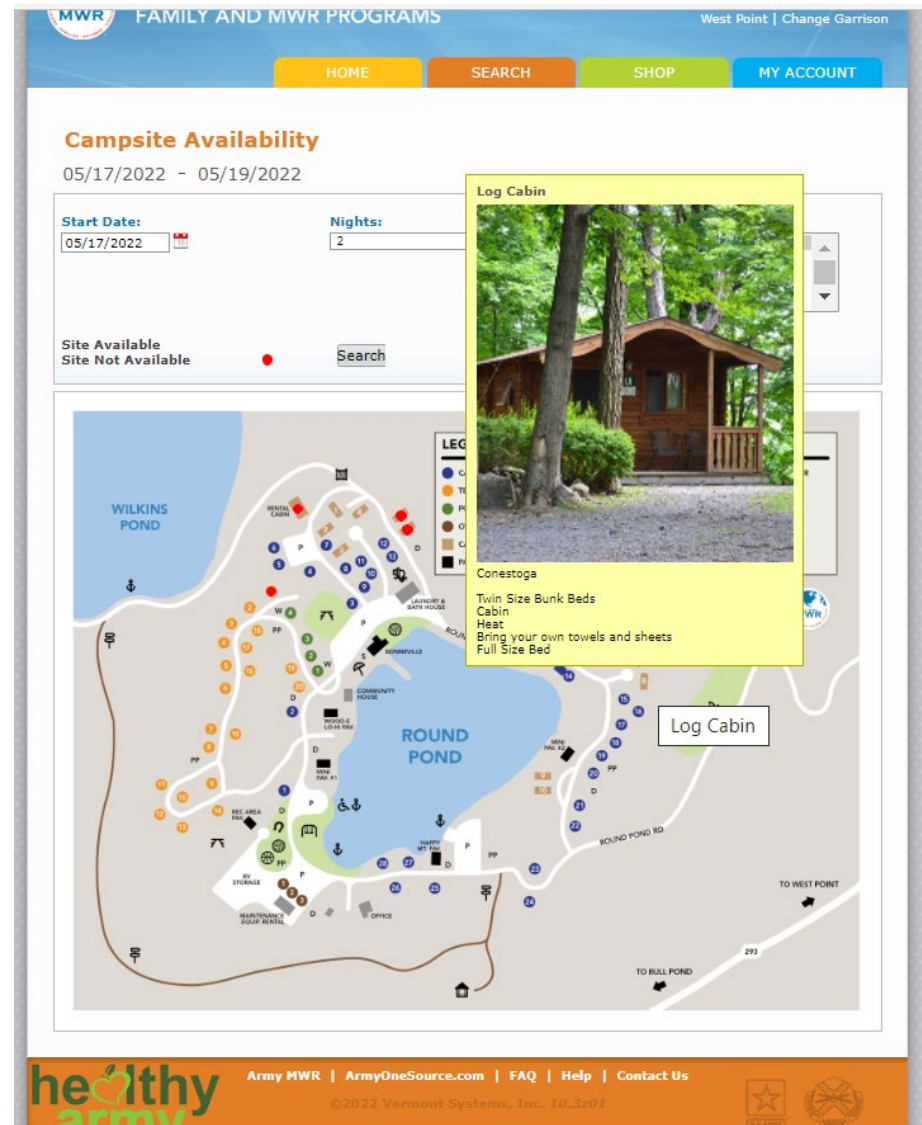
**\*\*Mini Log Cabins and the Rental Cottage require two nights minimum to reserve online. Please call if booking for one night only.**

**\*\*\* RV and Pop Up reservations must be made by phone. Please call 315-774-9524 to reserve.\*\*\***

The screenshot displays the 'FAMILY AND MWR PROGRAMS' website. At the top, there are navigation links: HOME, SEARCH, SHOP, and MY ACCOUNT. The main section is titled 'Campsite Availability' for the dates 05/17/2022 - 05/19/2022. It includes a 'Start Date' field set to 05/17/2022, a 'Nights' dropdown menu set to 2, and a 'Features' dropdown menu with options like 'Match All Features', '30 AMP Electric Hookup', '30/50 AMP Electric Hookup', '50 AMP Electric Hookup', and 'ADA Accessible'. A 'Search' button is located below these fields. A red arrow labeled '1' points to the 'Start Date' field, a red arrow labeled '2' points to the 'Nights' dropdown, and a red arrow labeled '3' points to the 'Search' button. Below the search form is a map of Round Pond with a legend. The legend includes symbols for CAMPER, TENT, POP-UP, OVERFLOW, CABIN, PAVILION, DOCK, ARCHERY, PLAYGROUND, HORSESHOE PITS, BASKETBALL, VOLLEYBALL, GATE, BEACH, PICNIC AREA, RAMAPO TRAIL, LOOKOUT POINT, DUMP STATION, W. DRINKING WATER, S. BEACH SHOWER, P. PARKING, D. DUMPSTER, PP. PORT O POTTY, and N. NORTH. The map shows various sites and facilities around Round Pond. At the bottom of the page, there is a footer with the 'healthy army COMMUNITIES' logo, the text 'Army MWR | ArmyOneSource.com | FAQ | Help | Contact Us', and the copyright notice '©2022 Vermont Systems, Inc. 10.3x01'.

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.



## 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, 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-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 'Your Shopping Cart' page of the MWR Family and MWR Programs website. The header includes the MWR logo, navigation links (HOME, SEARCH, SHOP, MY ACCOUNT), and user options (Logout, Wishlist (0), Shopping Cart (1)). A notice about technical difficulties is displayed. The cart contains one item: 'Log Cabin' (Rental Item: 21LC-S0001) reserved for 'Arthur' from 04/27/2022 @2:00P to 04/29/2022 @11:00A, with a total fee of \$120.00. Below the cart items, there are buttons for 'Proceed To Checkout' and 'Continue Shopping'. A section for applying gift certificates, coupons, or rewards is also present, with fields for Type, Code, PIN, and Amount. The footer includes the 'healthy army' logo, contact information, and copyright notice.

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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