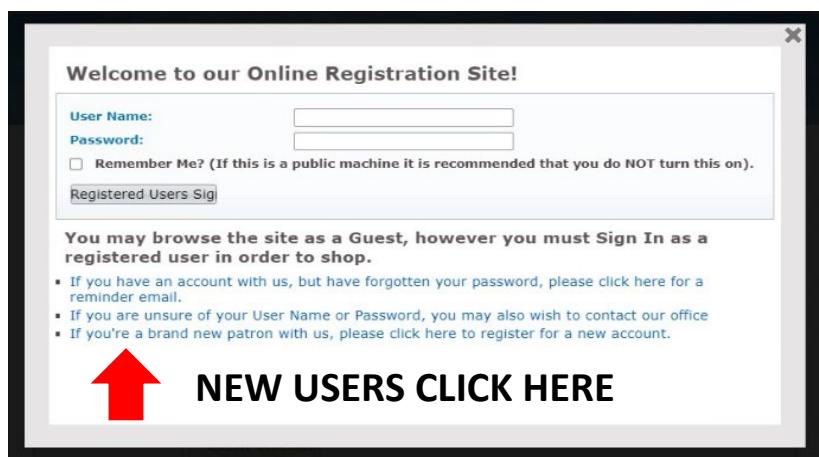


# Creating Webtrac Account

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.

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  Undeclared

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  Undeclared

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

(xxx)xxx-xxxx

Cell Phone w/ area code

(xxx)xxx-xxxx

Cell Phone Provider  Unspecified

Work Phone w/ area code

(xxx)xxx-xxxx

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 shows the homepage of the Installation Management Command Family and MWR Programs website. The top navigation bar includes links for Logout, Wishlist (0), Shopping Cart (0), West Point, and Change Garrison. The main menu features categories like HOME, SEARCH, SHOP, and MY ACCOUNT. On the left, a sidebar menu is open, showing the Reservations section with 'Round Pond' and 'Lake Frederick' listed. A red arrow points to the 'Reservations' section. Below this are sections for 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), and an Event Calendar. The central content area features a photo of two people in kayaks on water, with the text 'West Point MWR Outdoor Recreation' overlaid. The footer includes links for Army MWR, ArmyOneSource.com, FAQ, Help, and Contact Us, along with copyright information (©2022 Vermont Systems, Inc. 10.3z01) and logos for U.S. Army and the Installation Management Command.

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.**

MWR 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

Hold Ctrl Key To Select Multiple Items

Site Available      Site Not Available       Search

**LEGEND**

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

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healthy army COMMUNITIES

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

Press Search to see availability.



MWR FAMILY AND MWR PROGRAMS

West Point | Change Garrison

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

Hold Ctrl Key To Select Multiple Items

Site Available Site Not Available

Search

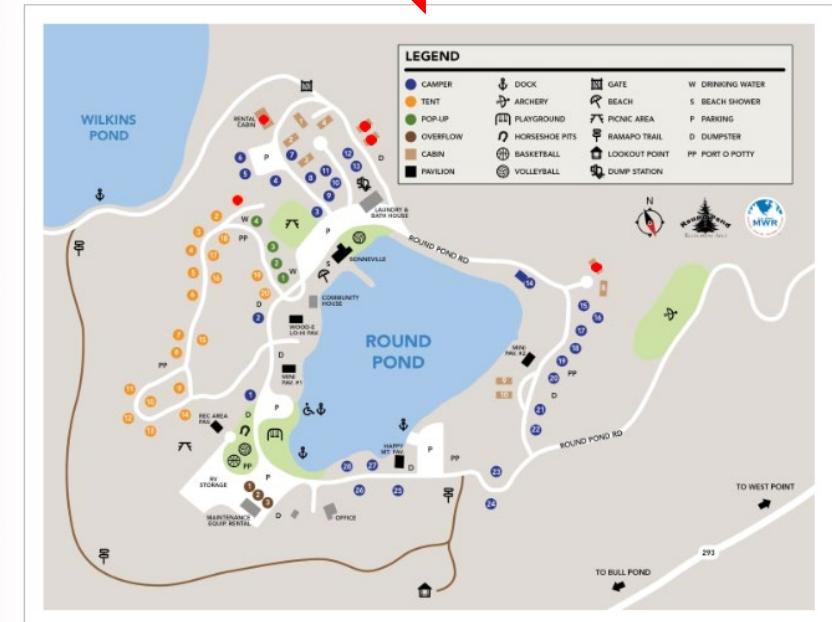
2

3

**\*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.\*\*\***



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.

**MWR FAMILY AND MWR PROGRAMS** West Point | Change Garrison

**Campsite Availability**  
05/17/2022 ~ 05/19/2022

**Start Date:** 05/17/2022 **Nights:** 2

**Site Available** **Site Not Available** **Search**

**LEG**  
C  
T  
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**Log Cabin**  
  
Conestoga  
Twin Size Bunk Beds  
Cabin  
Heat  
Bring your own towels and sheets  
Full Size Bed

**Log Cabin**

**Wilkins Pond**  
**Round Pond**  
COMMUNITY HOUSE  
LAUNDRY & BATH HOUSE  
BONNIEVILLE  
WOODS LO-LO  
REC AREA  
STORAGE  
MAINTENANCE & GOLF AREA  
OFFICE  
MILL PARK #2  
ROUND POND RD  
TO BULL POND  
TO WEST POINT  
293

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## 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 are allowed a maximum of 4 persons. Cottages 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 motorized 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. MPs will be called for failure to comply.

14) Quiet time is from 10PM-BAM. 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 or 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) Helmets at the park over 16 years of age on all boats and everyone must wear life vests. Swimming or diving off boats, alcohol beverages and horseplay are prohibited.

18) Outdoor Recreation, the campground, DPMWR, and Army assume no responsibility for damaged, lost, or stolen property during campers stay.

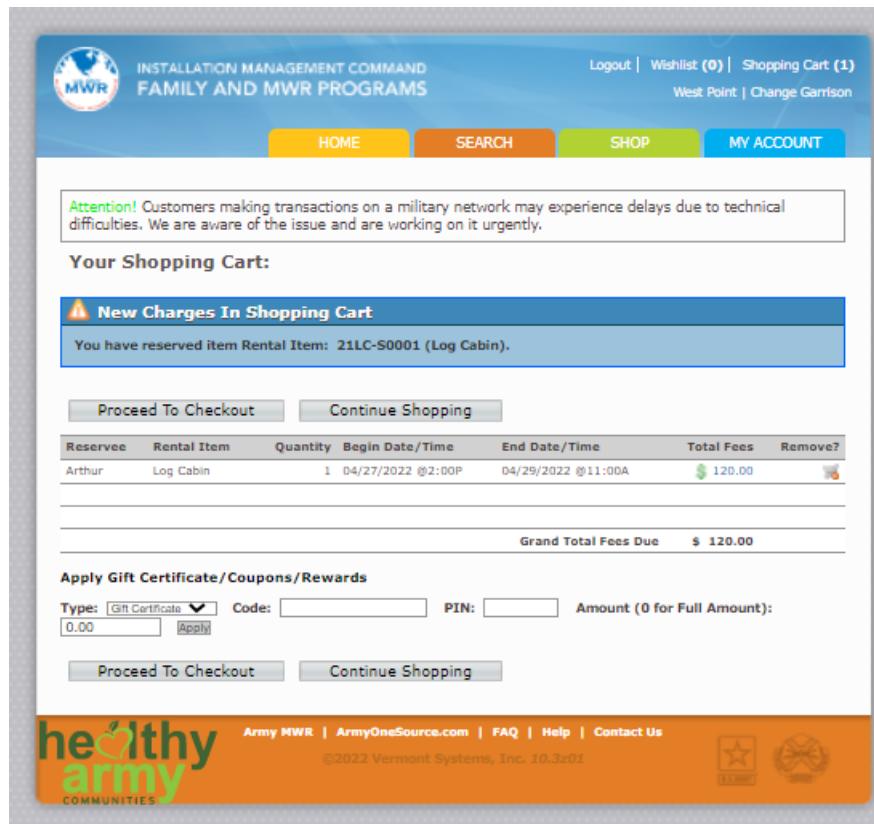
Agree  Disagree

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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 a web page for the Installation Management Command Family and MWR Programs. The header includes the MWR logo, the text 'INSTALLATION MANAGEMENT COMMAND FAMILY AND MWR PROGRAMS', and links for 'Logout', 'Wishlist (0)', 'Shopping Cart (1)', 'West Point', and 'Change Garrison'. The navigation menu at the top has buttons for 'HOME', 'SEARCH', 'SHOP', and 'MY ACCOUNT'. A message box in the center 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.' Below this is a section titled 'Your Shopping Cart:' with a blue header bar containing a warning icon and the text 'New Charges In Shopping Cart'. It says 'You have reserved item Rental Item: 21LC-S0001 (Log Cabin.)'. There are two buttons: 'Proceed To Checkout' and 'Continue Shopping'. A table below shows the reservation details:

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 is a line: 'Grand Total Fees Due \$ 120.00'. A section titled 'Apply Gift Certificate/Coupons/Rewards' follows, with fields for 'Type' (set to 'Gift Certificate'), 'Code', 'PIN', and 'Amount (0 for Full Amount)'. The amount field contains '0.00' and has an 'Apply' button. At the bottom are two buttons: 'Proceed To Checkout' and 'Continue Shopping'. The footer features the 'healthy army COMMUNITIES' logo, links for 'Army MWR', 'ArmyOneSource.com', 'FAQ', 'Help', and 'Contact Us', and the text '©2022 Vermont Systems, Inc. 10.3x01'. It also includes icons for a star and a globe.