



Recreationist Guide

2020 Version

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1. HOW TO REGISTER

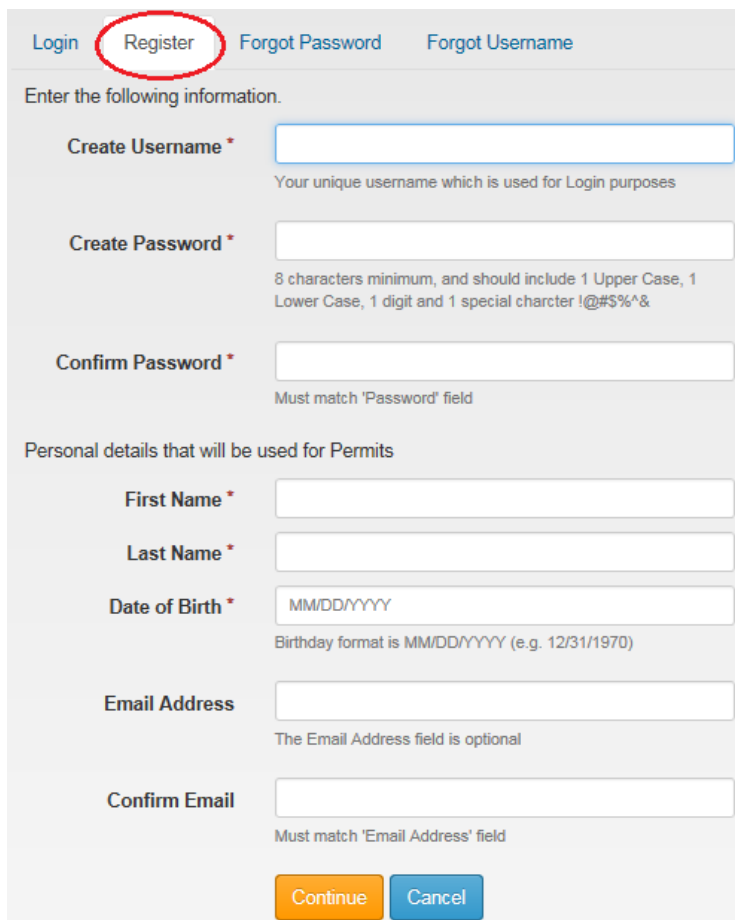
Whether accessing the iSportsman online from a computer, mobile phone or an on-site kiosk the system will operate the same way.

First Time Users

On your location website's navigation bar look for Register or My Account



To make sure you are on the right screen Register should be selected



Registration form fields:

- Register (circled in red)
- Forgot Password
- Forgot Username
- Enter the following information.
- Create Username * (Your unique username which is used for Login purposes)
- Create Password * (8 characters minimum, and should include 1 Upper Case, 1 Lower Case, 1 digit and 1 special charcter !@\$%^&)
- Confirm Password * (Must match 'Password' field)
- Personal details that will be used for Permits
- First Name *
- Last Name *
- Date of Birth * (MM/DD/YYYY, Birthday format is MM/DD/YYYY (e.g. 12/31/1970))
- Email Address (The Email Address field is optional)
- Confirm Email (Must match 'Email Address' field)
- Continue (orange button)
- Cancel (blue button)

Must fill out all the information that have a *

Username is unique and can never be changed

Use a current Email address, this will be needed to recover forgotten passwords or usernames

Next screen is information that the facility needs for you to purchase permits, please fill out everything with * accurately

Additional Registration Information

Phone (required)

Number Type *

Phone Number *

Address (required)

Address *

City *

State *

Zip Code *

Emergency Contact (required)

Name *

Relationship

Phone

Vehicle Info (required)

Vehicle Ownership

Vehicle Type *

After filling in all the necessary information, click Save you are now log into your portal.

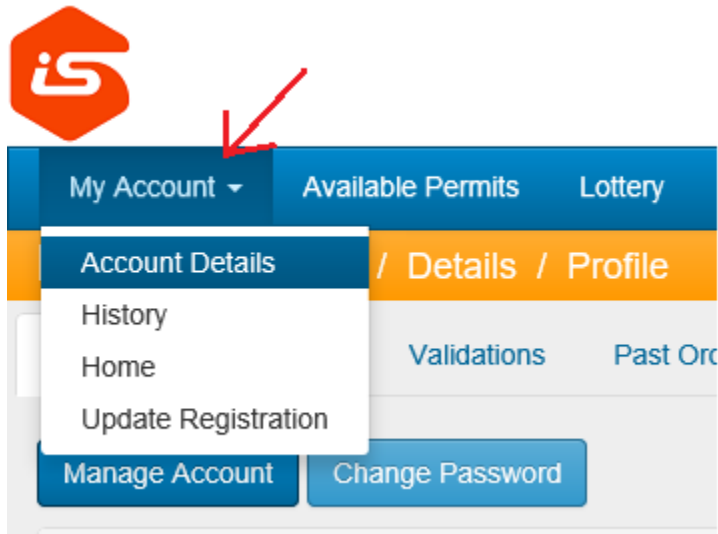
2. HOME PORTAL

Important features on your home screen includes

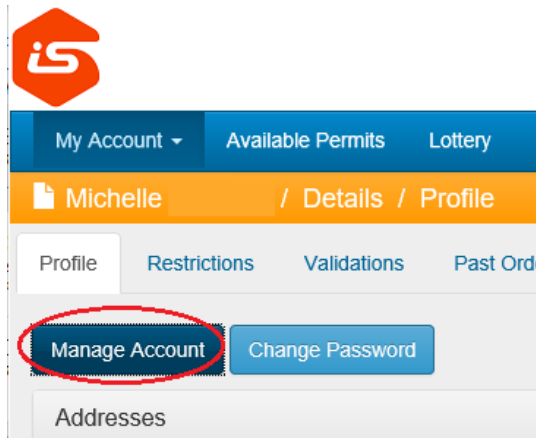
- My Account
- My Safety Briefs
- Acquire Permit(s)
- Check in / Checkout
- My Permits

2.1 My Account

Is where you can update your account information and manage [Account Details](#).

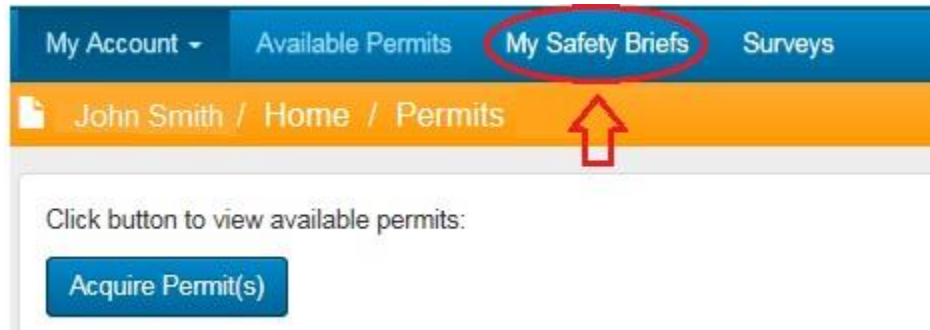


Under Account Details select [Manage Account](#), there you can add more vehicles, email addresses, and update your address and phone number.



2.2 Acquire Permits

Click on Acquire Permit(s) to purchase permits. If there are no visible permits to purchase; some facilities require you to watch a safety briefing before you can see and purchase permits, this can be accessed at **My Safety Briefs**. After watching the video and answering questions correctly you will be given *validation* to be able to view permits.

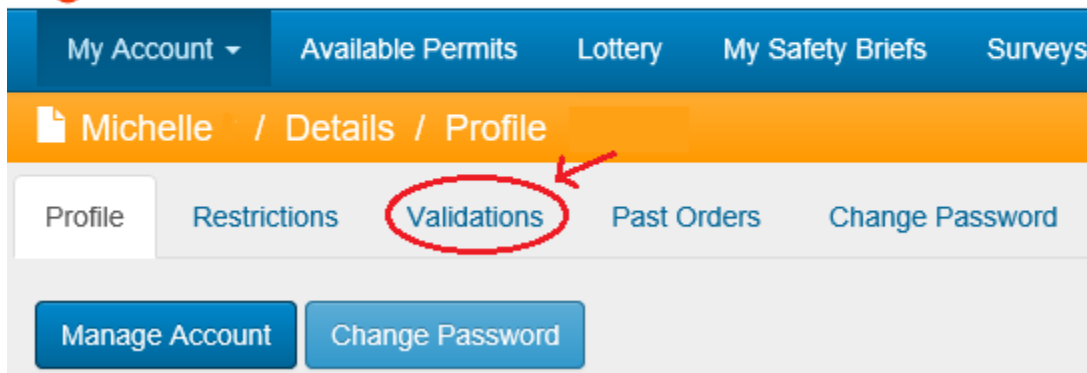


Validations- Some facilities require a proof of ID, background check or watching a safety briefing video before purchasing permits. Check with the facilities' website to see what validation you need before purchasing permits. To see if you have the correct validation

Click My Accounts

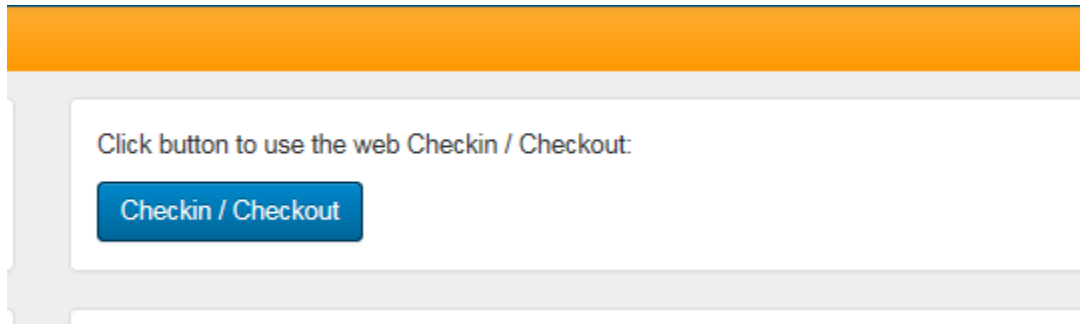
Click Account Details

Click Validations



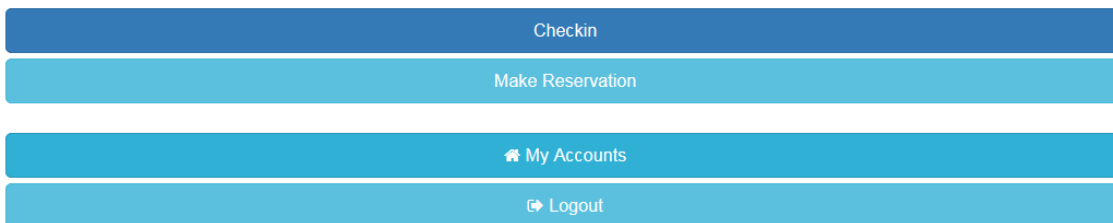
2.3 Check in / Checkout

This is the button you will use to check into hunt, fish and other activities, the same button is used to checkout.



Check in is used to check into an activity and out of activity
Make Reservation (*not available at all Facilities*) can be made 24 hours in advance
My Accounts will take you back to the home screen

Welcome iSportsman Checkin / Checkout



Click on Check-in you will only see the activities that you have a permit for, if you want to go waterfowl hunting but the activity is not listed most likely you do not have a waterfowl permit.

iSportsman Checkin / Checkout

Select Activity

Camping Spots Remaining: 27
Deer Archery Spots Remaining: 10
Deer Rifle Spots Remaining: 5
Fishing Spots Remaining: 27

Start Over Cancel Checkin

After Selecting the activity and area you would like to check into remember to click on **Confirm Check in** (if you do not click on the button you are not check in)


iSportsman Checkin / Checkout

Confirmation Required

Checkin Time Now

Activity Deer Archery

Specific Location B

Confirm Checkin 

Cancel

The next screen will give you the date, time, activity and location if you do not see that information then you are not Check in.

iSportsman Checkin / Checkout

Checkin finished


Checkin Time 02/13/2020 09:50 AM


Activity Deer Archery

Specific Location CP02

Don't forget to Checkout before 02/13/2020 05:42 PM ⌚

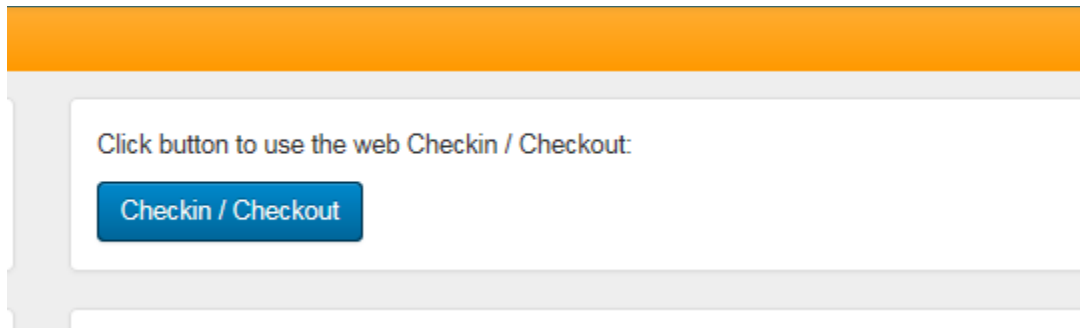
Checkin

 **My Account**

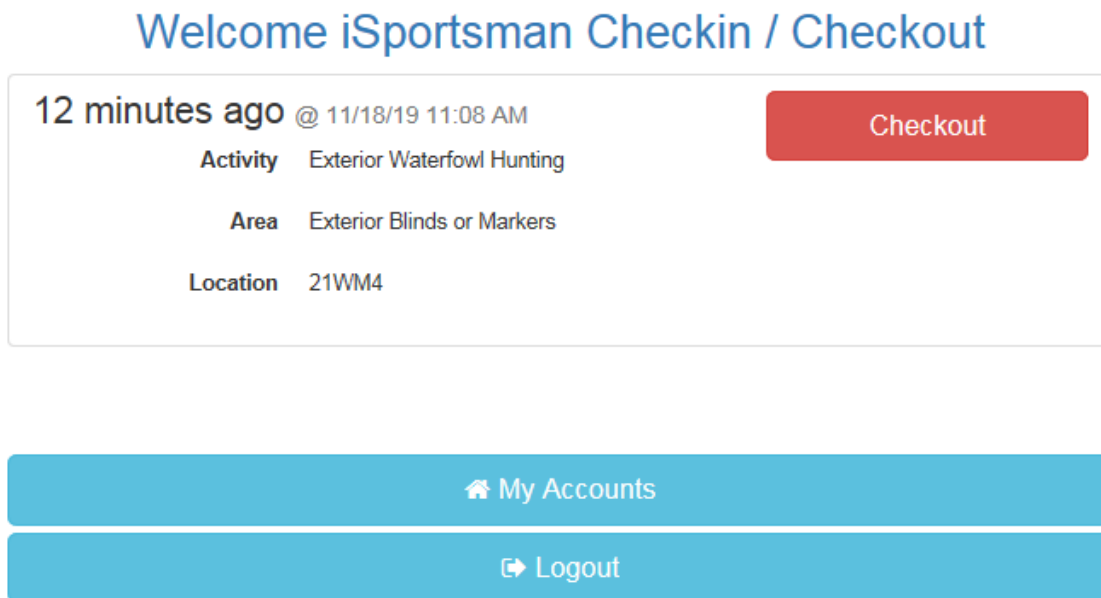
 **Logout**

You do not have to remain on this screen during your recreation, you can logout, it will not check you out of the area.

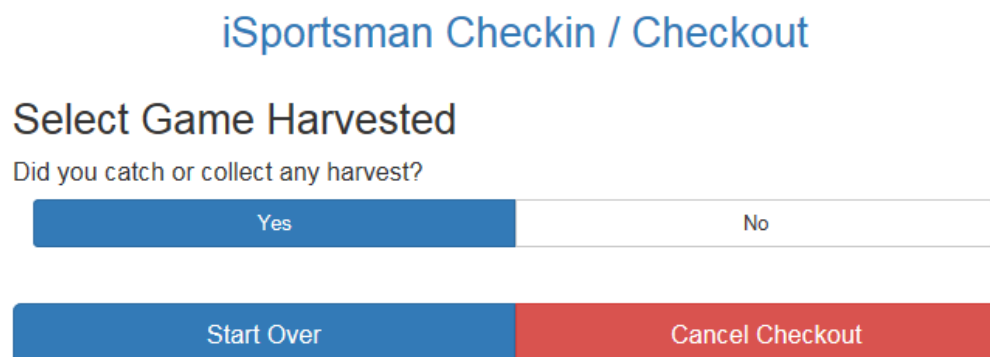
When you are ready to checkout, log back in and click [Check-in /Checkout](#) button



Select the red Checkout button



Next screen will be question about your harvest (*Not required for all activities*)



Not all facilities require you to record your harvest on iSportsman they may require you to fill it out in person please check with your facility. **Please fill out all the information as accurately as possible.** ★ are required and cannot be skipped.

Deer Harvest Form

General

Harvest Area

Gender ★ This field is required

Adult or Fawn

Weapon Used ★ This field is required

Weapon

Details

Hours Hunted hours This field is required

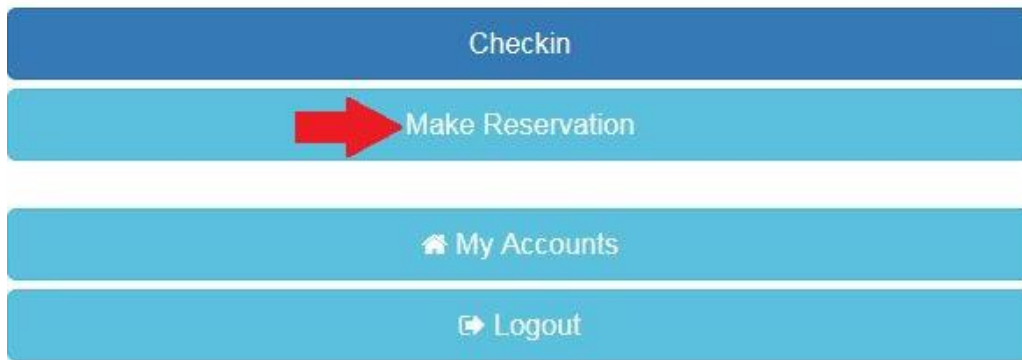
2.4 My Permits

Display your permit number and a list of all your current and active permits available for use. You can also print your permits if required by the facility to have on your possession.

My Permits	
Name	Dates
Permit #: 12345  <input type="button" value="Print Permit"/>	
Hunting Observer Pass	Sep 18, 2019 - Aug 31, 2020
Combination Hunting/Fishing Permit	Oct 18, 2019 - Aug 31, 2020

3. RESERVATIONS

Welcome iSportsman Checkin / Checkout



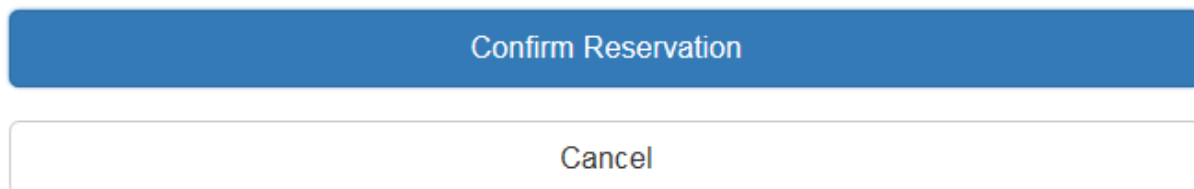
What time reservation starts and how long you have to make one is set by each facility please check their home website for this information.

After selecting the activity and area, you must click on [Confirm Reservation](#)

iSportsman Checkin / Checkout

Confirmation Required

Reservation Time Now
Activity Deer Archery
Specific Location Brian's Pond

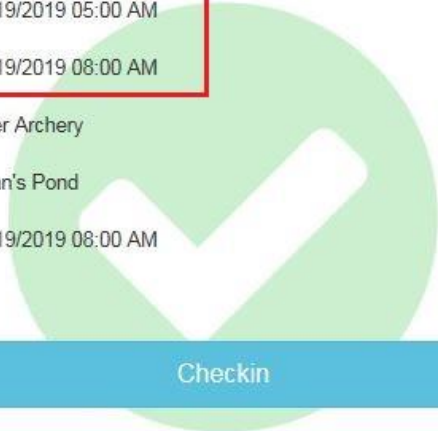


The Next screen will give you all the information you need to know about your reservation for the next day. Note the **Earliest Check-in** time and **Expires on** time, if you **do not check into your reservation between those hours you will lose your reservation.**

iSportsman Checkin / Checkout

Reservation finished

Reservation Time	11/18/2019 11:51 AM
Earliest Checkin	11/19/2019 05:00 AM
Expires on	11/19/2019 08:00 AM
Activity	Deer Archery
Specific Location	Brian's Pond
Checkout Time	11/19/2019 08:00 AM



Checkin

My Account

Logout

After making your reservation you can then check-in to hunt for the day by clicking Check in, this will not cancel your reservation for the next day. The next screen will display your Reservation and the blue **Check in** button to check in for today.

Welcome iSportsman Checkin / Checkout

in 17 hours @ 11/19/19 5:00 AM

Activity Deer Archery

Specific Area Brian's Pond

Reservation Checkin

Cancel Reservation

Checkin

My Accounts

Logout


The Next Day when you check into your reservation you will see the same screen, to check into your reservation you must select the green **Reservation Check-in** button.

Welcome iSportsman Checkin / Checkout

in 17 hours @ 11/19/19 5:00 AM

Activity Deer Archery


Specific Area Brian's Pond


 **Reservation Checkin**

Cancel Reservation

Checkin

Do Not use to Check into your Reservation

 My Accounts

 Logout

The blue check-in button will not check you into your reservation. The blue check in button will check you into hunt for the day, but you will have to pick a different area and you will lose your reservation.