



Recreationist Guide

2019 Version

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1. HOW TO REGISTER

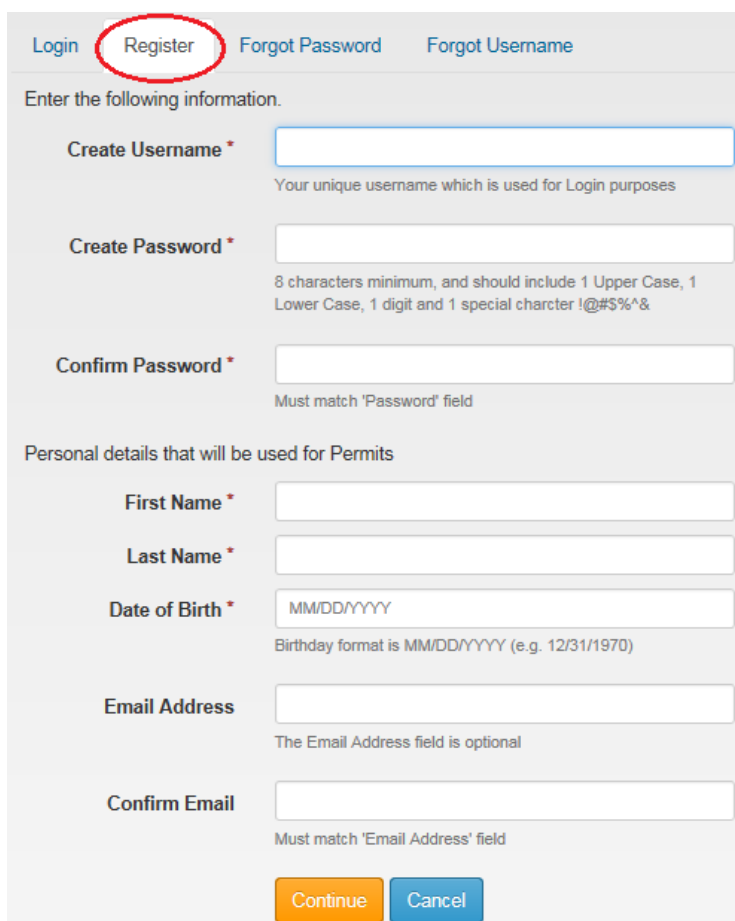
Whether accessing the iSportsman online on a computer, on your mobile phone or at an on-site kiosk the system will operate the same way.

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 with the following fields and instructions:

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

2. HOME PORTAL

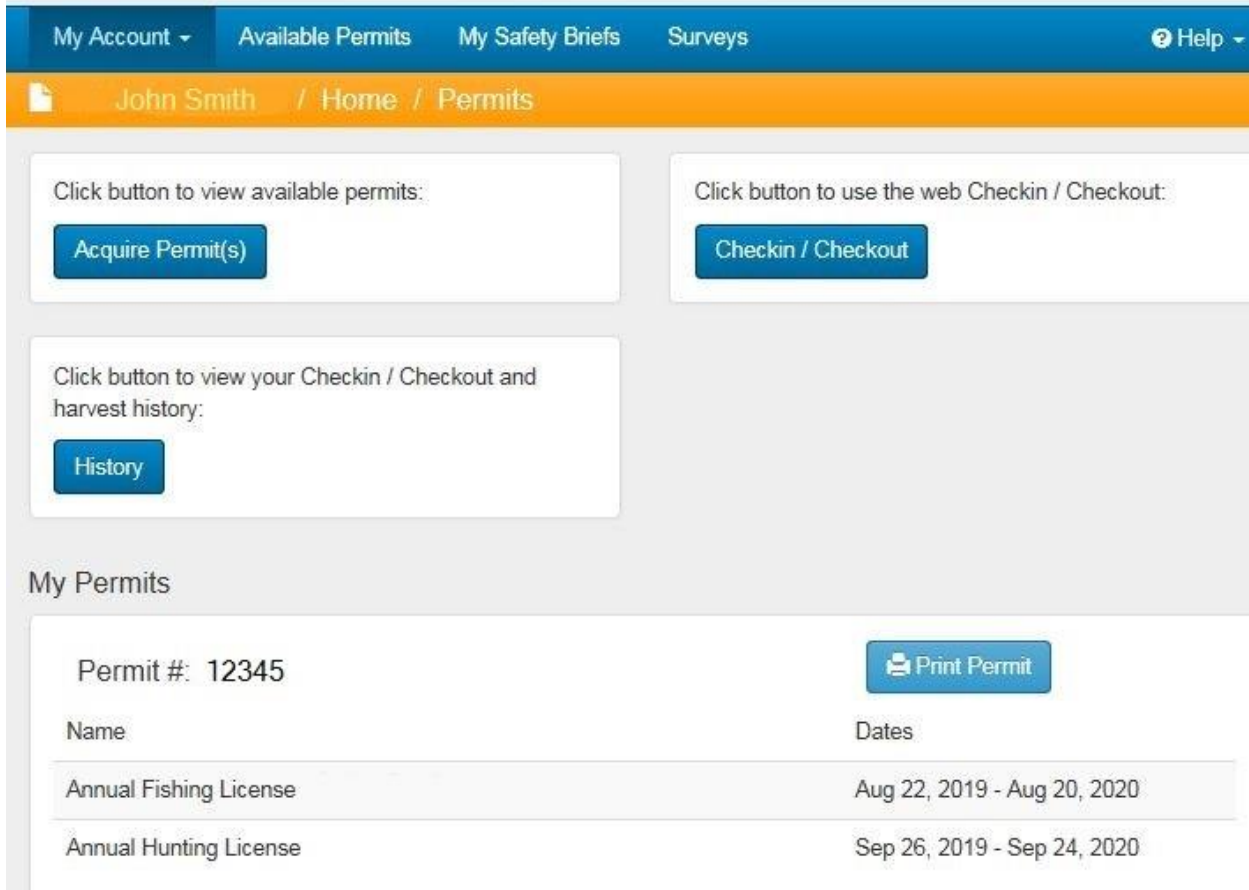
Important features on your home screen includes

[My Account](#)

[Acquire Permit\(s\)](#)

[Check in / Checkout](#)

[My Permits](#)



The screenshot shows the iSportsman Home Portal interface. At the top, there is a blue navigation bar with links for "My Account", "Available Permits", "My Safety Briefs", "Surveys", and "Help". Below this is an orange breadcrumb trail: "John Smith / Home / Permits". The main content area is divided into three sections:

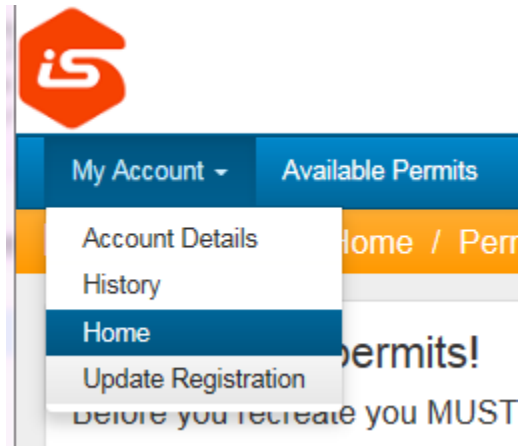
- Available Permits:** A box with the text "Click button to view available permits:" and a blue button labeled "Acquire Permit(s)".
- Checkin / Checkout:** A box with the text "Click button to use the web Checkin / Checkout:" and a blue button labeled "Checkin / Checkout".
- History:** A box with the text "Click button to view your Checkin / Checkout and harvest history:" and a blue button labeled "History".

Below these sections is the "My Permits" section, which displays a table of permits. The permit number is 12345, and there is a "Print Permit" button. The table lists two permits: an Annual Fishing License and an Annual Hunting License, each with its respective dates.

Name	Dates
Annual Fishing License	Aug 22, 2019 - Aug 20, 2020
Annual Hunting License	Sep 26, 2019 - Sep 24, 2020

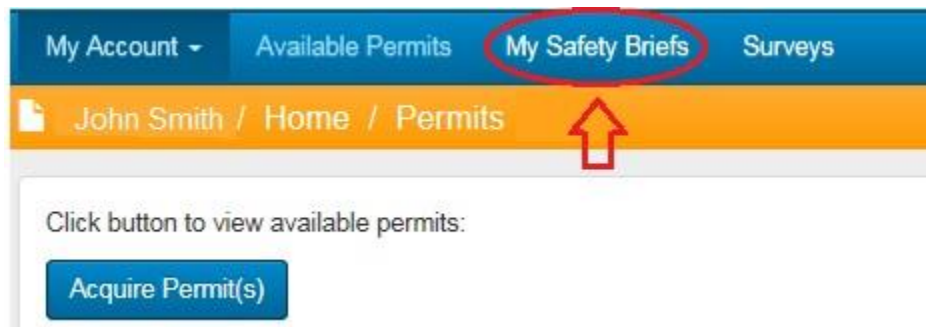
2.1 My Account

Is where you can update your account information and manage [Account Details](#) you can change your password, add more email addresses, add more vehicles and emergency contacts. [Update Registration](#) to change or correct personal information.



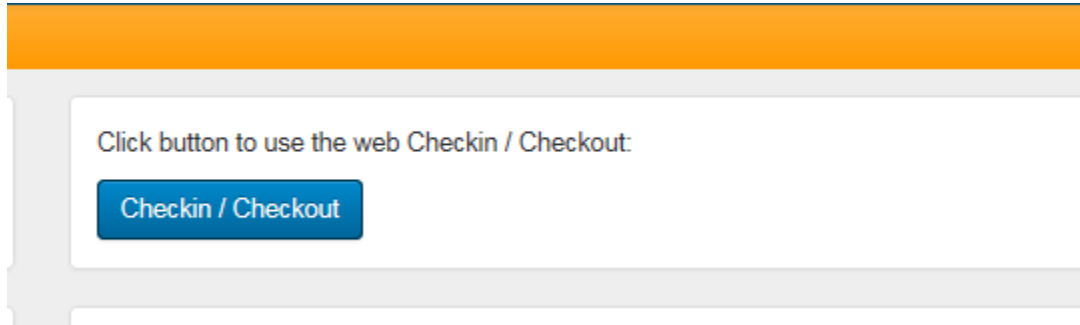
2.2 Acquire Permits

Click on Acquire Permit(s) to purchase permits. If you click on Acquire permits(s) and there is nothing visible; some facilities require you to watch a safety briefing before you can see or acquire permits, this can be accessed at [My Safety Briefs](#). After watching the video and answering questions correctly you will then be able to view permits.



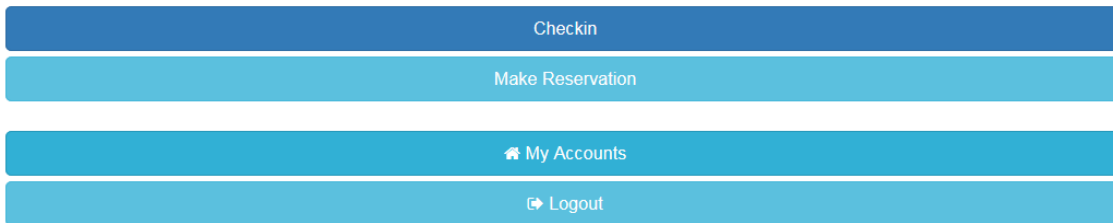
2.3 Check in / Checkout

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

After clicking on Confirm Check-in the next screen will give you the date and time you check-in and it will say **Checkin Finished**

iSportsman Checkin / Checkout

Checkin finished

Checkin Time 11/18/2019 11:08 AM
Area Exterior Blinds or Markers
Acknowledgments Occupancy Protocol Rule
Waterfowl Hunting "Check In" Procedure
Activity Exterior Waterfowl Hunting
Specific Location 21WM4

Don't forget to Checkout before 11/18/2019 05:54 PM ⌚

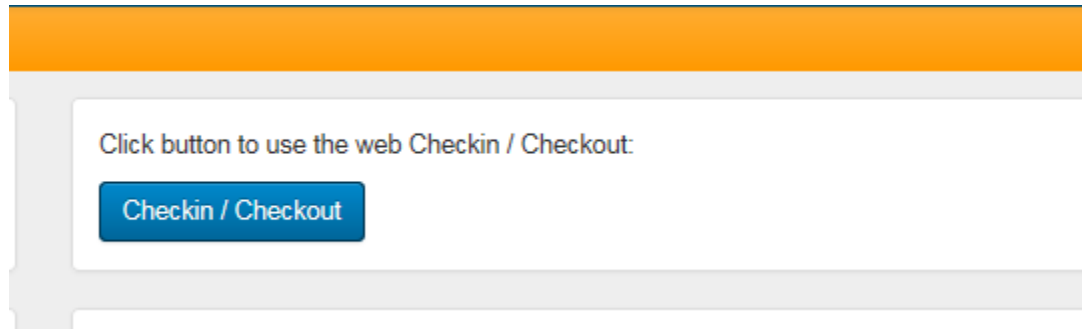
Checkin

🏠 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 the check-in /checkout button



Select the red Checkout button

Welcome iSportsman Checkin / Checkout

12 minutes ago @ 11/18/19 11:08 AM Checkout

Activity Exterior Waterfowl Hunting

Area Exterior Blinds or Markers

Location 21WM4

My Accounts

Logout

Not all facilities require you to record the animals you collect; any facility that requires your harvest information is regulated by the state, to keep track of the type of animals hunted each year, to ensure that hunting can continue at the facility. Please fill out any and all information as accurately as possible.

iSportsman Checkin / Checkout

Select Game Harvested

Did you catch or collect any harvest?

Yes No

Start Over Cancel Checkout

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.

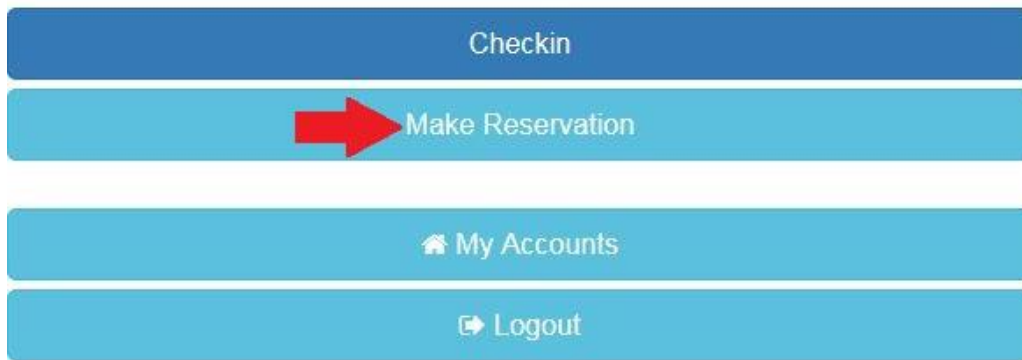
My Permits

Permit #: 12345  [Print Permit](#)

Name	Dates
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



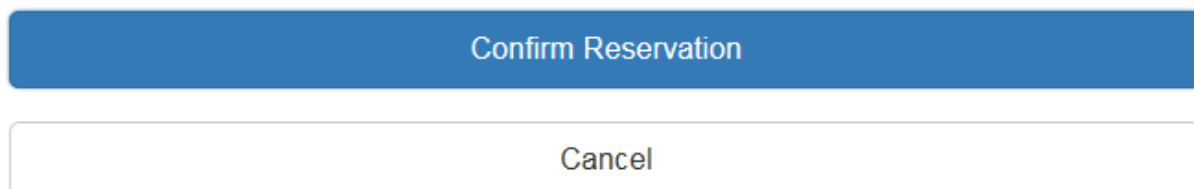
What time reservation starts and how long you have to make one is set by each facility please check their home website for this information.

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. You will notice the next screen is different from a regular check in. It will display your Reservation and the blue **Check in** Button you will use to check in 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.