



Recreationist Guide

2020 Version

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1. HOW TO REGISTER

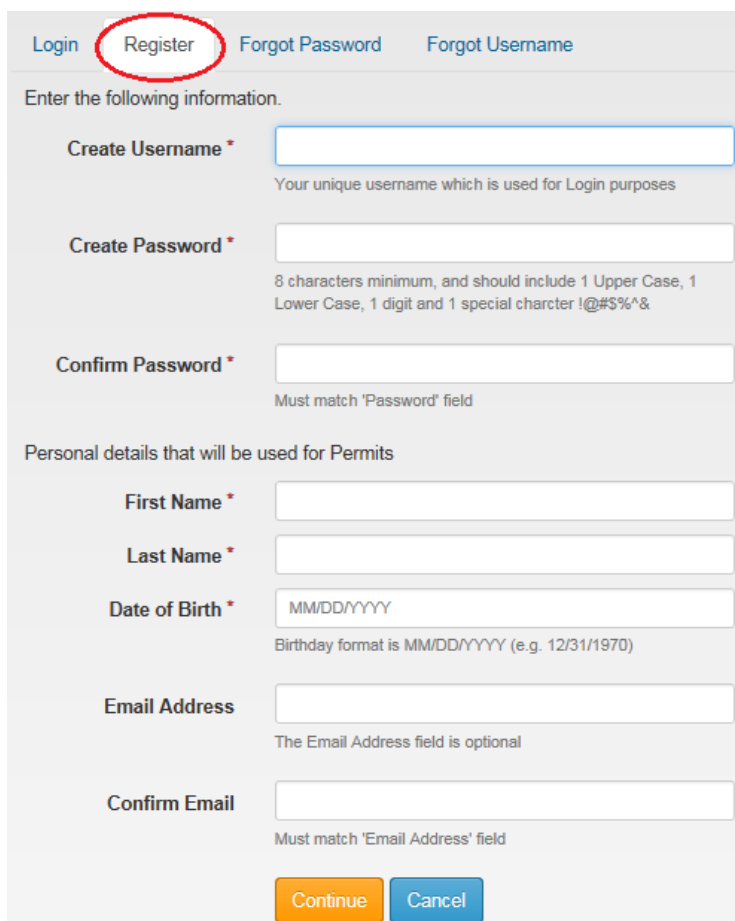
Whether accessing the iSportsman online from a computer, mobile phone or an on-site kiosk the system will operate the same way.

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 interface showing the Register tab selected. The form includes fields for Username, Password, Confirm Password, First Name, Last Name, Date of Birth, Email Address, and Confirm Email. The Register tab is circled in red.

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 *
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 Cancel

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 *	Home
Phone Number *	

Address (required)

Address *	
City *	
State *	Alabama
Zip Code *	

Emergency Contact (required)

Name *	
Relationship	
Phone	

Vehicle Info (required)

Vehicle Ownership	I will bring a vehicle onto the premises
Vehicle Type *	Convertible

Save

After filling in all the necessary information, click [Save](#) you are now log into your portal.

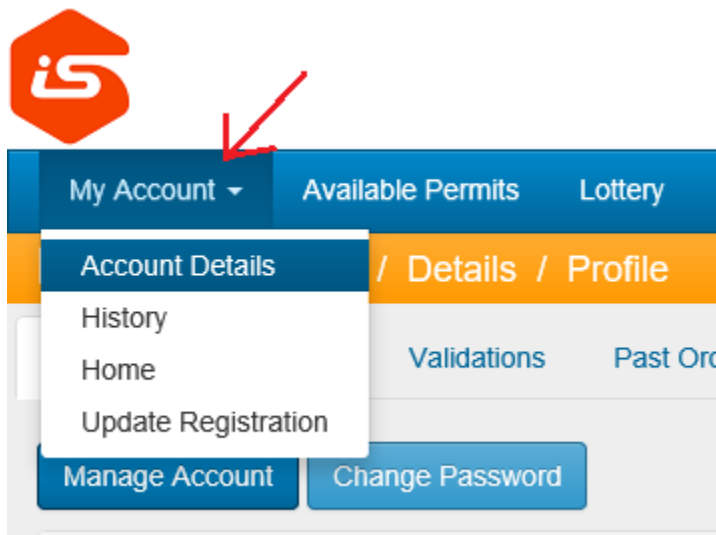
2. HOME PORTAL

Important features on your home screen includes

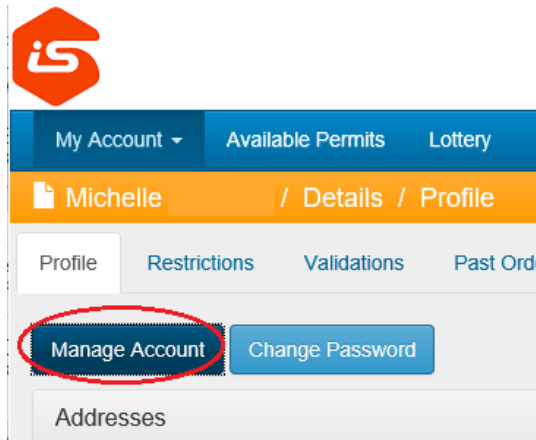
- My Account
- My Safety Briefs
- Acquire Permit(s)
- Check in / Checkout
- My Permits

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

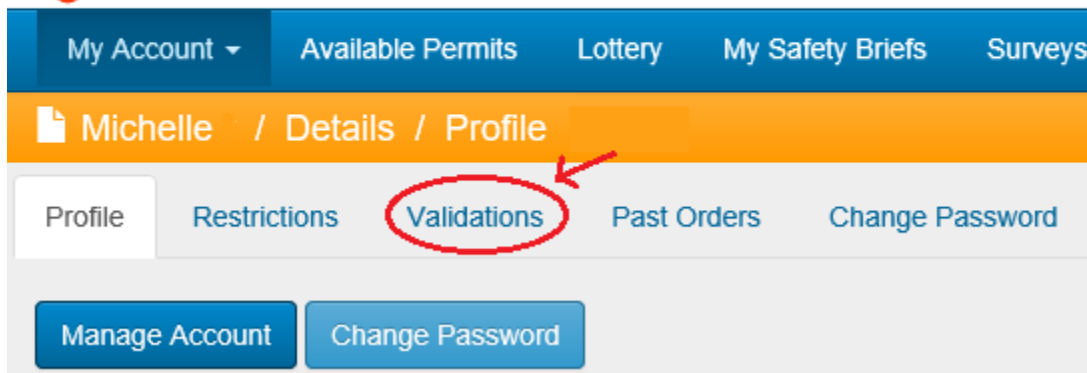
Click on Acquire Permit(s) to purchase permits. If there are no visible permits to purchase; some facilities require you to attend safety briefing before you can see and purchase permits, which you will then be given a validation.

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

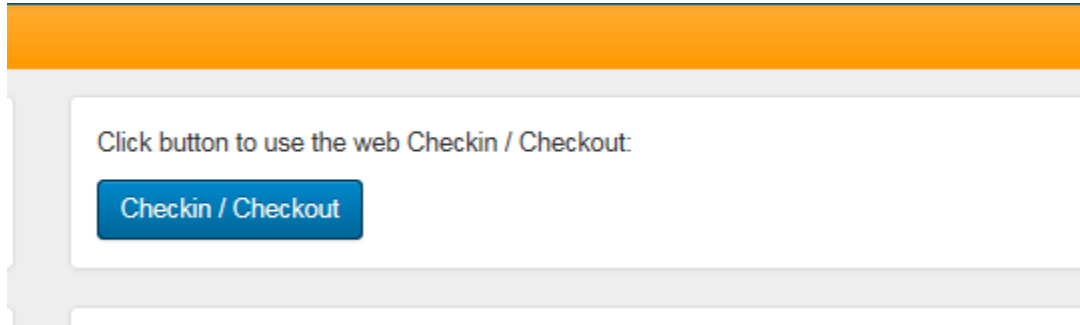
Click Validations



The screenshot displays the iSportsman user interface. At the top, there is a navigation bar with the following items: "My Account" (with a dropdown arrow), "Available Permits", "Lottery", "My Safety Briefs", and "Surveys". Below this is a breadcrumb trail: "Michelle / Details / Profile". Underneath the breadcrumb trail is a row of tabs: "Profile", "Restrictions", "Validations", "Past Orders", and "Change Password". The "Validations" tab is circled in red, and a red arrow points to it from the right. At the bottom of the interface, there are two buttons: "Manage Account" and "Change Password".

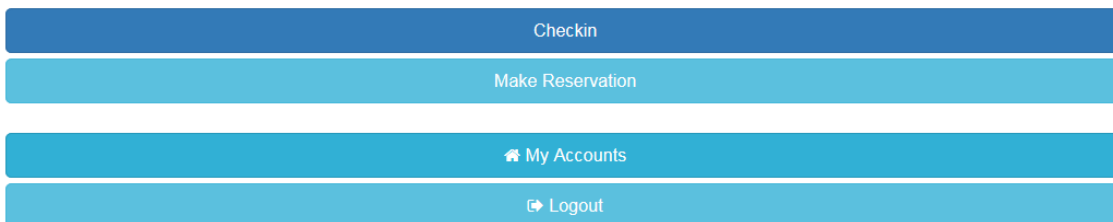
2.3 Check in / Checkout

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 ⌚

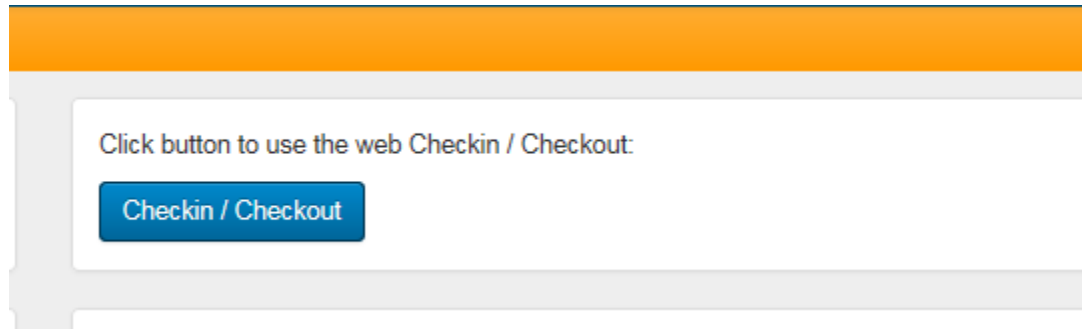
[Checkin](#)

[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

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](#)

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

iSportsman Checkin / Checkout

Select Game Harvested

Did you catch or collect any harvest?

Yes No

[Start Over](#) [Cancel Checkout](#)

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

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