



# Recreationist Guide

**2020 Version**

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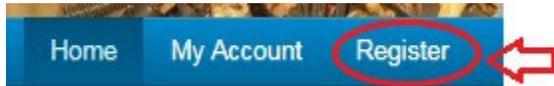
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## 1. HOW TO REGISTER

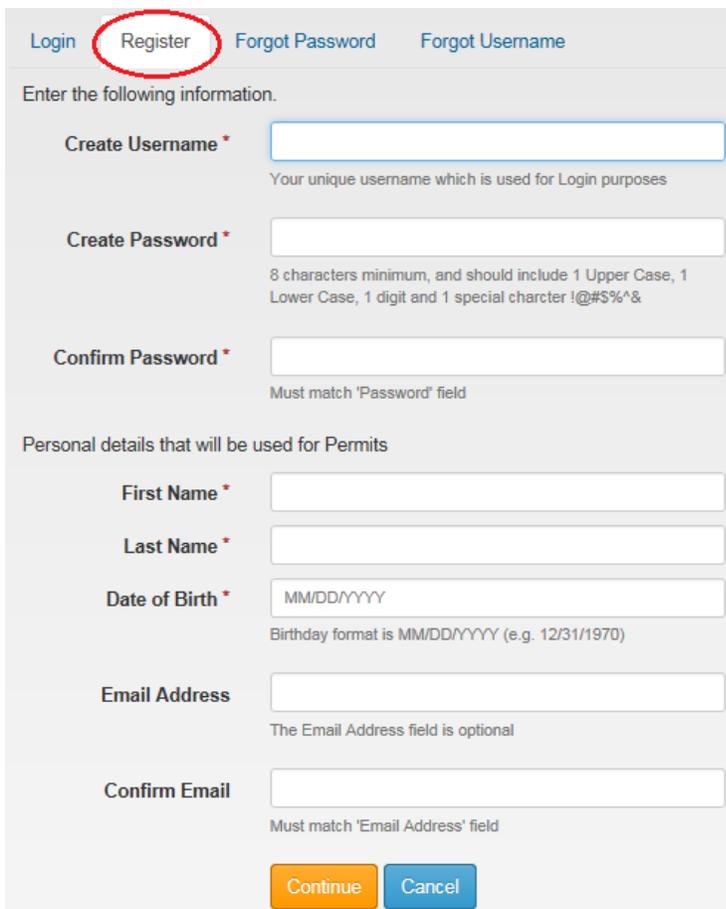
Whether accessing the iSportsman online from a computer, mobile phone or an on-site kiosk the system will operate the same way.

### 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



Login **Register** 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 \***   
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

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.

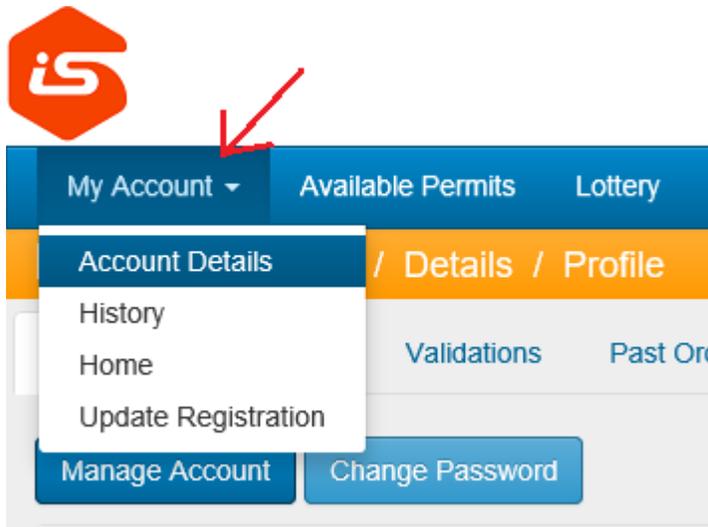
## 2. HOME PORTAL

Important features on your home screen includes

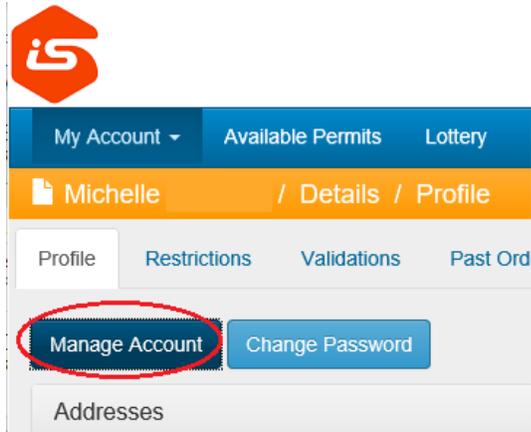
- My Account
- My Safety Briefs
- Acquire Permit(s)
- Check in / Checkout
- My Permits

### 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 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.

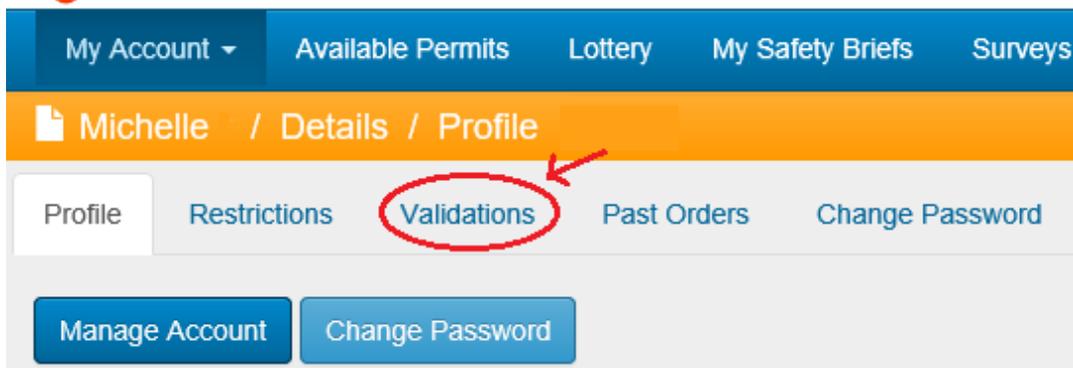


**Validations**- Some facilities require a proof of ID, background check or watching a safety briefing video before purchasing permits. Check with the facilities' website to see what validation you need before purchasing permits. To see if you have the correct validation

**Click My Accounts**

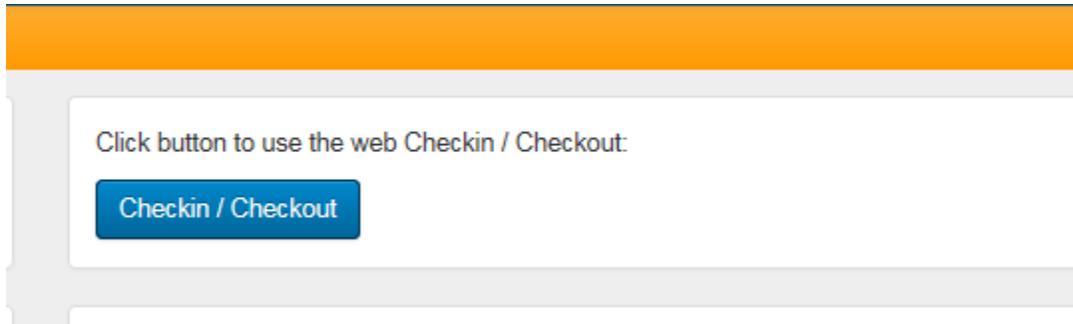
**Click Account Details**

**Click Validations**



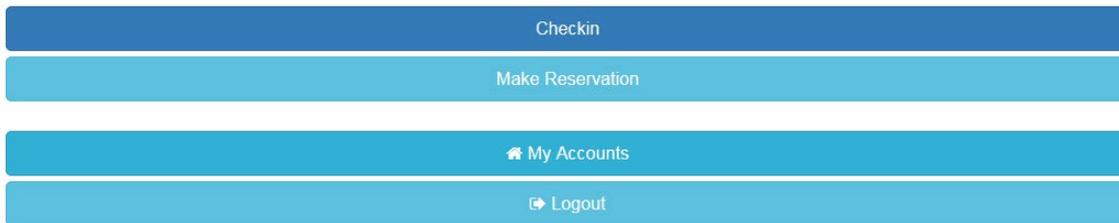
### 2.3 Check in / Checkout

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

Deer Hunting Spots Remaining: 27
Turkey Hunting Spots Remaining: 10
Small Game Hunting 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 Hunting

Specific Location TA 10

[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 Checked in.

## iSportsman Checkin / Checkout

### Checkin finished

Checkin Time 11/15/2023 06:30 AM

Activity Deer Hunting

Specific Location TA 10

Don't forget to Checkout before 11/15/2023 09:00 PM

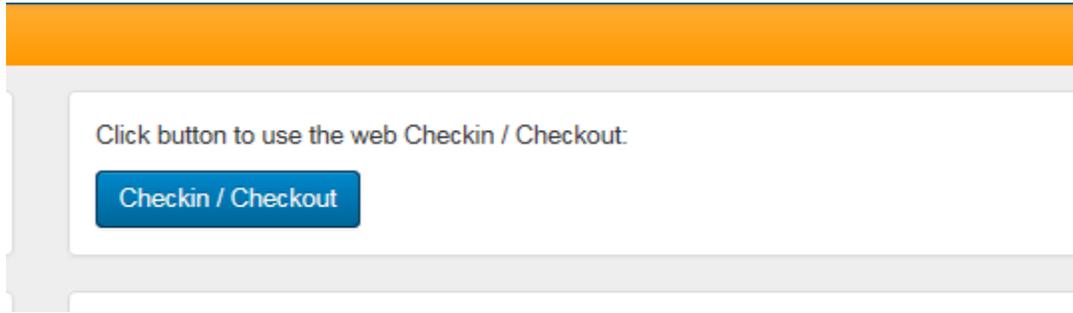
[Checkin](#)

[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

<b>12 minutes ago</b> @ 11/18/19 11:08 AM	<b>Checkout</b>
<b>Activity</b> Exterior Waterfowl Hunting	
<b>Area</b> @ 11/15/23 11:30 AM	
<b>Location</b> Deer Hunting	
TA 10	

[🏠 My Accounts](#)

[👉 Logout](#)

Read and accept the Acknowledgment(s), if your activity has them.

### Leave Feedback

How was your experience?

Satisfaction Optional

Feedback Optional

Enter any notes or comments you have about your experience out in the field, or with the iSportsman system.

[Next](#)

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

Leave optional feedback and then select "Next"

## iSportsman Checkin / Checkout

### Confirmation Required

**Checkin Time** 11/21/2023 12:25 PM  
**Specific Location** 108 Deer Hunting

**Activity** Deer Hunting  
**Acknowledgements** Archery Only  
Deer Hunting Check-in Option  
Troop Avoidance  
Vehicle Range Pass  
Participant Check-out  
Deer Hunting Check-out

[Confirm Checkout](#)  
[Cancel](#)

Select Confirm Checkout button.

## iSportsman Checkin / Checkout

**Checked out**  
Check out time: Nov 20, 2023 1:51:15 PM  
Check out confirmation number: 3664109

[Checkin](#)  
[My Account](#)  
[Logout](#)

A successful checkout will display "checked out", a date and time stamp, and a check out confirmation number. It is recommended that you record the checkout confirmation number or screen shot the page for your records.

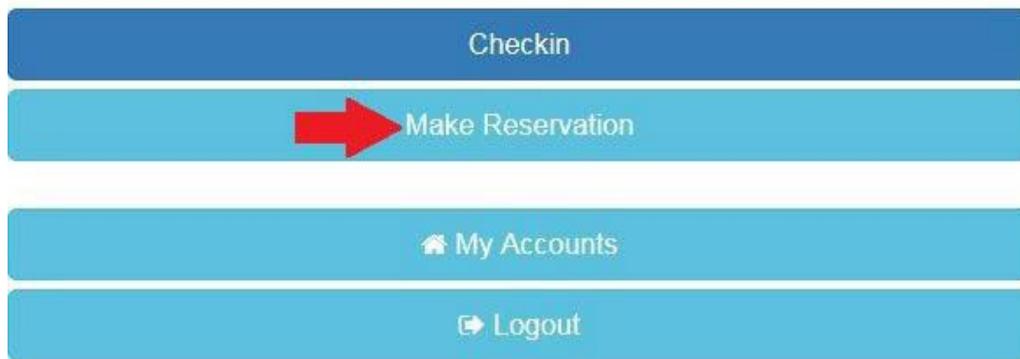
## 2.4 My Permits

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	
2023-2024 Hunting Permit	Aug 15, 2023-Aug 31, 2024
2023-2024 Fishing Permit	Aug 15, 2023-Aug 31, 2024

### 3. RESERVATIONS

## Welcome iSportsman Checkin / Checkout



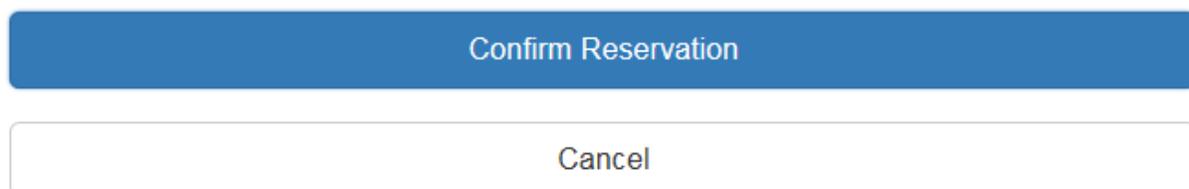
What time reservation starts and how long you have to make one is set by each facility please check their home website for this information.

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

## iSportsman Checkin / Checkout

### Confirmation Required

**Reservation Time** Now  
**Activity** Deer Hunting  
**Specific Location** TA 11



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 11/18/2023 11:30 AM

Earliest Checkin 11/19/2023 04:00 AM

Expires on 11/19/2023 12:00 PM

Activity Deer Hunting

Specific Location TA 11

Checkout Time 11/19/2023 09:00 PM

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 @ 11/19/2023 04:00

Activity Deer Hunting

Specific Area TA 11

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

<b>in 17 hours</b> @ 11/19/2023 04:00AM	 <b>Reservation Checkin</b> <b>Cancel Reservation</b>
<b>Activity</b> Deer Hunting	
<b>Specific Area</b> TA 11	

**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.