



Recreationist Guide

2020 Version

This guide will not be disclosed outside the Government and will not be duplicated, used, or disclosed in whole or in part for any purpose other than for use as required by this contract. The Government has the right to duplicate, use, or disclose the data in this guide to the extent provided in the contract. This restriction does not limit the Government's right to use information in the guide if it is obtained from another source without restriction.

Contents

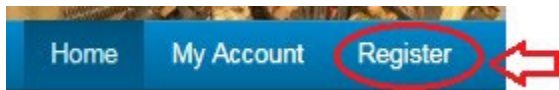
1. How To Register.....	3
2. Home Portal.....	5
2.1 My Account	5
2.2 Acquire Permits	6
2.3 Check in / Checkout.....	7
2.4 My Permits	10
3. Reservations	11

1. HOW TO REGISTER

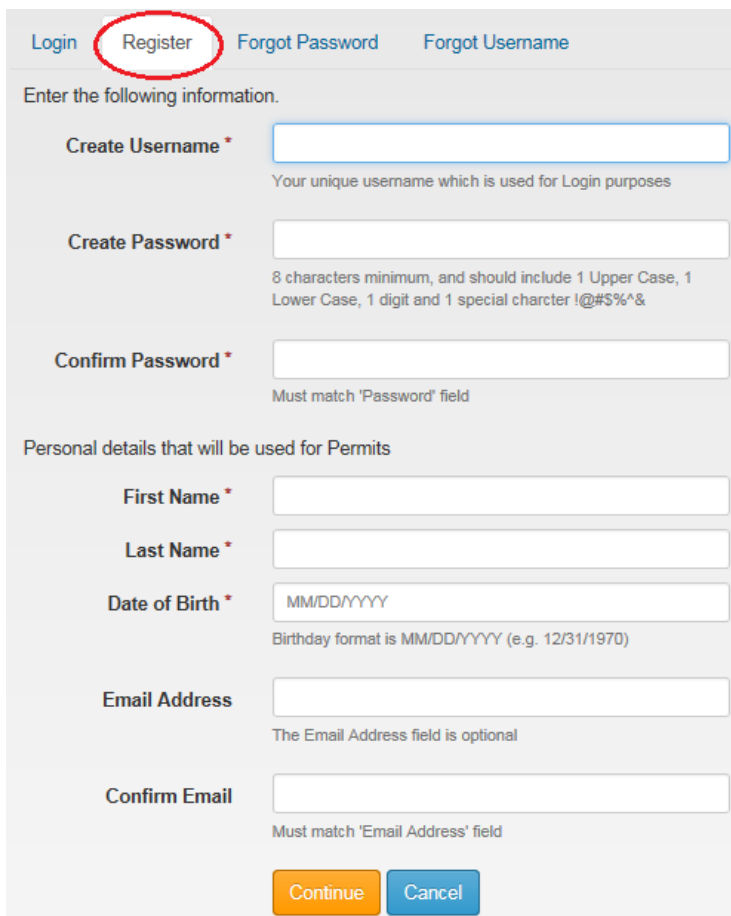
Whether accessing the iSportsman online from a computer, mobile phone or an on-site kiosk the system will operate the same way.

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.

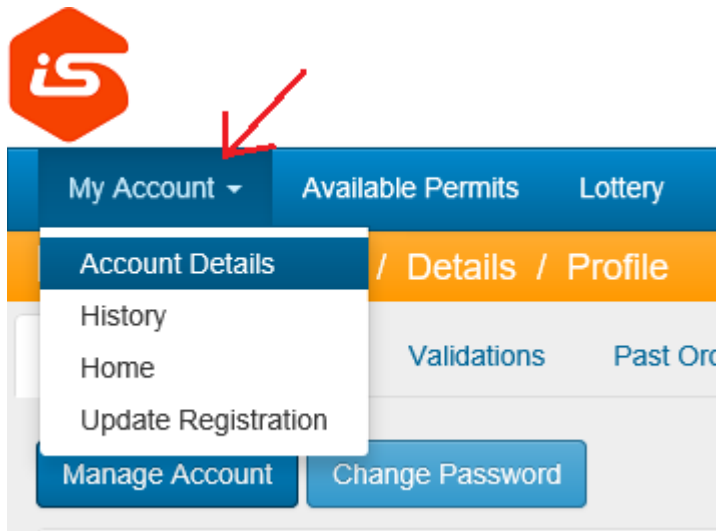
2. HOME PORTAL

Important features on your home screen includes

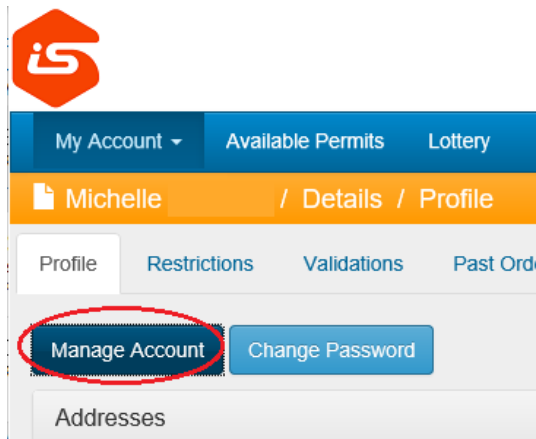
- My Account
- My Safety Briefs
- Acquire Permit(s)
- Check in / Checkout
- My Permits

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.



3. RESERVATIONS

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

Confirm Reservation

Cancel

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

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