



# Recreationist Guide

2022

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## 1. HOW TO REGISTER

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

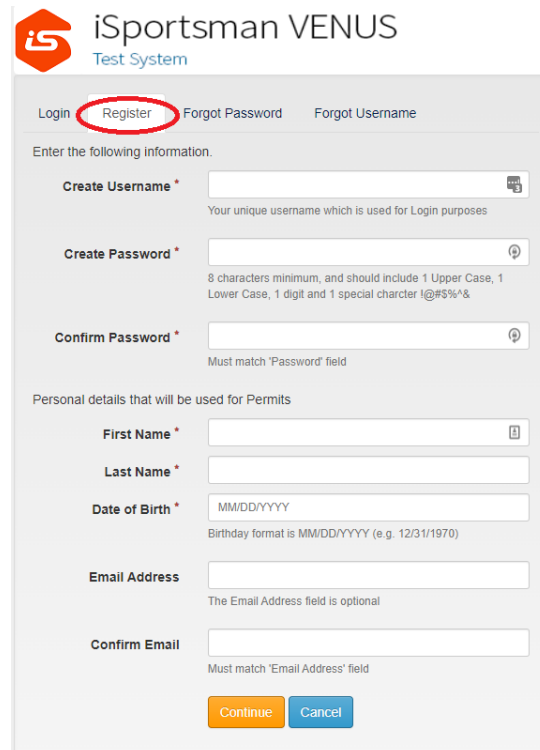
### First Time Users

On your location websites navigation bar locate the, **Register** or **My Account** tabs.



Figure 1

Ensure that **Register** is selected at the top of your screen.

A screenshot of the iSportsman VENUS Test System registration form. The form is titled 'iSportsman VENUS Test System' and has a navigation bar with 'Login', 'Register', 'Forgot Password', and 'Forgot Username'. The 'Register' tab is circled in red. Below the navigation bar, there are several input fields: 'Create Username \*', 'Create Password \*', 'Confirm Password \*', 'First Name \*', 'Last Name \*', 'Date of Birth \*', 'Email Address', and 'Confirm Email'. Each field has a small icon to its right. Below the form, there are 'Continue' and 'Cancel' buttons.

All fields with \* are required and must be filled out before you can move on to the next screen.

**Create Username** – Your username is created by you and is unique to your account; two usernames will never be the same. Never use your email address, phone number or spaces when choosing a username..

Use a current email address that you will always have access to. Your account requires an email to recover your username or change your password if you lose your login information. Only one account can be associated with your email. Once you have registered your email, you cannot create a different account using the same email.

The next screen is information required by your site to be filled out before completing the registration process.

#### Additional Registration Information

##### Address (required)

Address *	<input type="text"/>
City *	<input type="text"/>
State *	<input type="text" value="Nothing selected"/>
<small>If your country of residence is not the United States, please select 'Outside the United States' for state.</small>	
Zip Code *	<input type="text"/>
Country *	<input type="text" value="United States"/>

##### Customer Type (required)

##### Emergency Contact (required)

Name *	<input type="text"/>
Relationship	<input type="text"/>
Phone	<input type="text"/>

##### Phone (required)

Number Type *	<input type="text" value="Home"/>
Phone Number *	<input type="text"/>
Text Messages	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Can this number receive text (SMS) messages? Texting is used only for emergency administration messages while recreating.

##### Checkin PIN# (required)

PIN *	<input type="text"/>
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The pin # you create will be used for telephone and web Check-in/out. Be sure to remember your Pin #

##### Vehicle

Vehicle Ownership	<input type="text" value="I will NOT bring a vehicle onto the premises"/>
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Figure 3

After filling out all required information, click the save button to access your new iSportsman account.

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## 2. HOME PORTAL

Once you have registered your account with your choice of portal, you will have blue tabs at the top of your screen that allow you to access information, purchase permits and check in to recreate.

**Note:** If you move to a different location that utilizes to iSportsman, you can have the site admin at your new location add your pre-existing account to their portal, so there is no need to create a new account.

### 2.1 My Account

Under **My Account** you can manage and update your account information through **Account Details**.

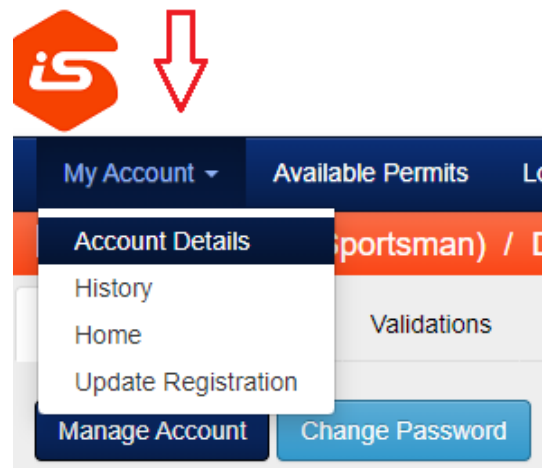


Figure 1

Under **Account Details**, select **Manage Account**. This is where you can add vehicles, email addresses, and update your mailing address and phone number.

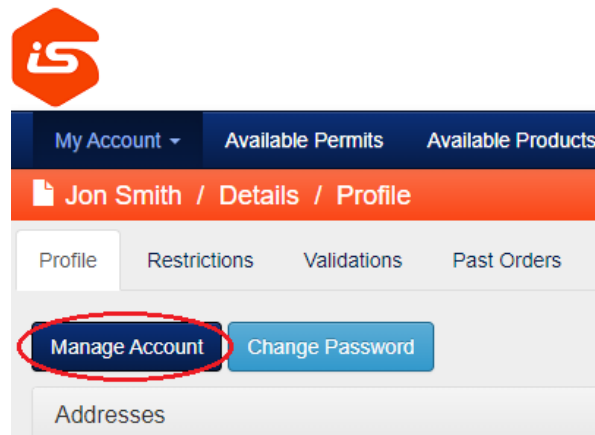


Figure 2

### 2.1.1 Update Registration

Under **My Account**, select **Update Registration** to edit the initial information you were required to fill out upon your registration with the iSportsman portal.

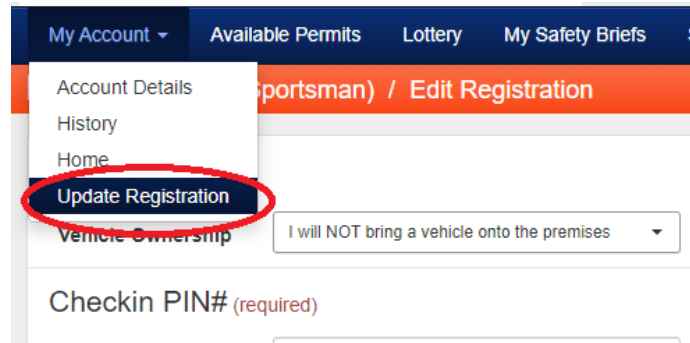


Figure 3

### 2.1.2 Available Permits

Click on **Available Permits** or **Acquire Permit(s)** to view permits that are available.

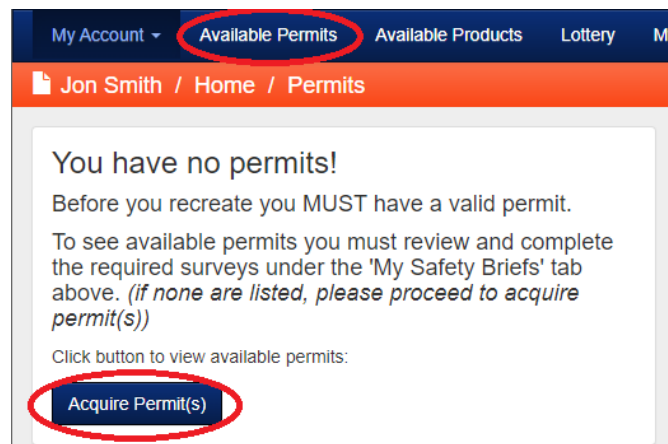


Figure 4

If permits are not visible for purchase, this may be because your site requires you to acquire specific validations first. You can obtain these validations by watching safety briefs. To access safety briefs, click **My Safety Briefs**. After watching the video and answering questions correctly, you will be given a **Validation** to be able to view purchasable permits.

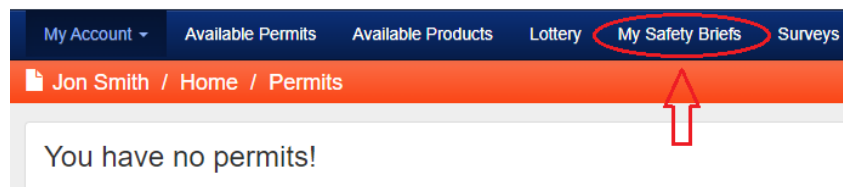


Figure 5

**Validations** – Some facilities may require proof of ID, background check, or watching a safety briefing video before purchasing permits. Check with your site’s website to see what validation(s) you need to purchase permits.

To see your *Validation(s)* click **My Account** → **Account Details** → **Validations**

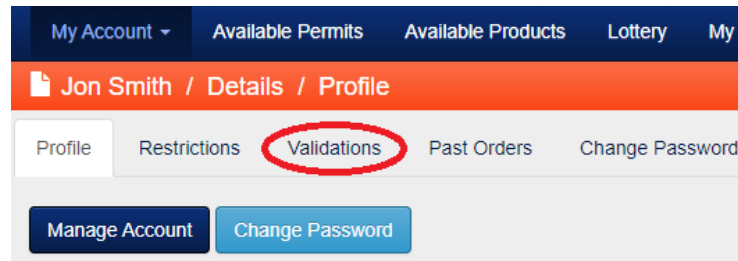


Figure 6

### 2.1.3 My Permits

At the bottom of your screen, you will see **My Permits**. This displays your unique user permit number and a list of all your current and active permits available for you to use on this site. You can also print your permits if required by the site to have them in your possession with a vehicle pass.



Figure 7

### 2.2 Check-in / Checkout

The Check-in button is used to check into hunting, fishing, and other outdoor recreational activities. The same button is used to checkout.

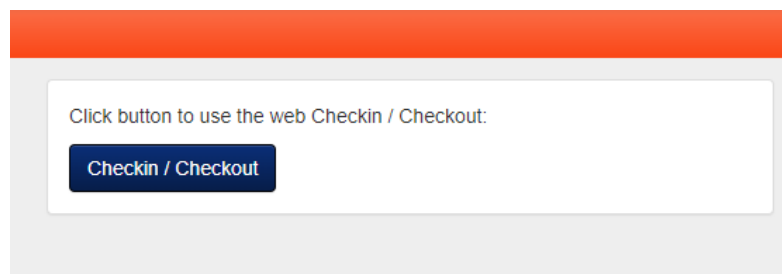


Figure 8

**Check-in / Checkout** – Used to check into an activity and out of the activity

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**Make Reservation** – (Not available at all sites) Can be made 24 hours in advance. Check your site’s homepage for reservation regulations.

**My Accounts** – Will take you back to the home screen.



Figure 9

**Check-in** – You will only see activities that your permit grants access to. If you want to check into an activity that is not listed, it is most likely due to a missing permit or validation in your account. Contact your site admin for more information.

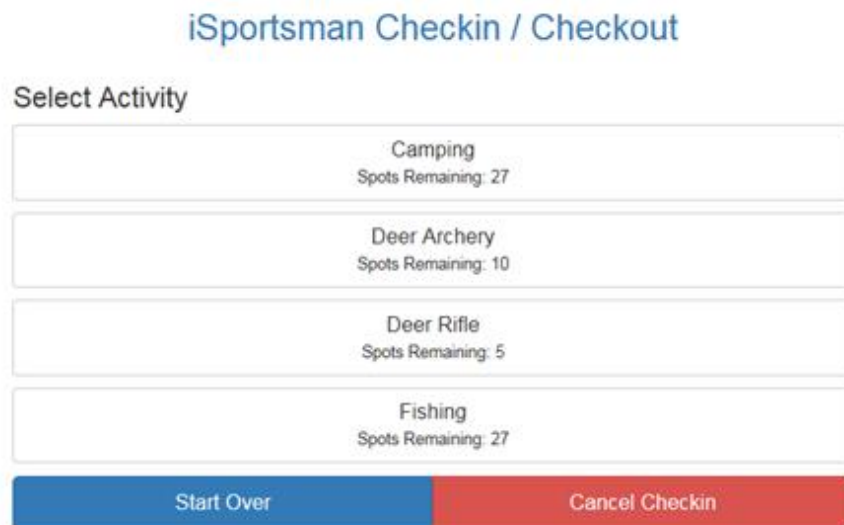


Figure 10



After selecting the activity and area you would like to check-in to, remember to click on **Confirm Check-in**. If you do not click **Confirm Check-in**, you will not be checked in.


### iSportsman Checkin / Checkout

#### Confirmation Required

Checkin Time Now      Activity Deer Archery

Specific Location B

Don't forget to Checkout before 04/29/2022 08:15 PM ⌚

Confirm Checkin 

Cancel

Figure 11


The next screen will give you the date, time, activity, location and when you need to checkout. If you do not see that information, then you are not checked-in.

### iSportsman Checkin / Checkout

#### Checkin finished

Checkin Time 04/29/2022 08:54 AM      Activity Deer Archery

Specific Location B

Don't forget to Checkout before 04/29/2022 08:15 PM ⌚ 

Checkin

My Account

Logout

Figure 12

After confirming your check-in, you do not have to remain on this screen during your recreational visit. You can logout and close the screen until you are ready to checkout of that activity and/or area.

When you are ready to checkout, log back in and click on **Check-in / Checkout**.

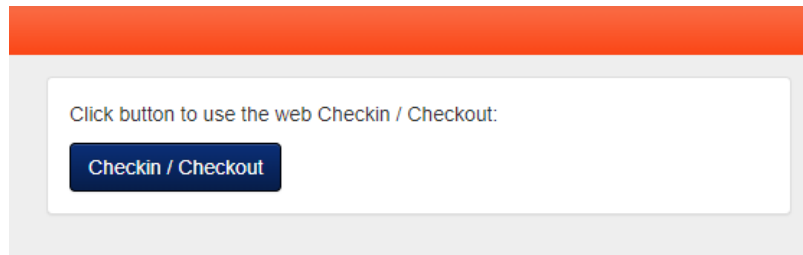


Figure 13

Next, select the red **checkout** button.

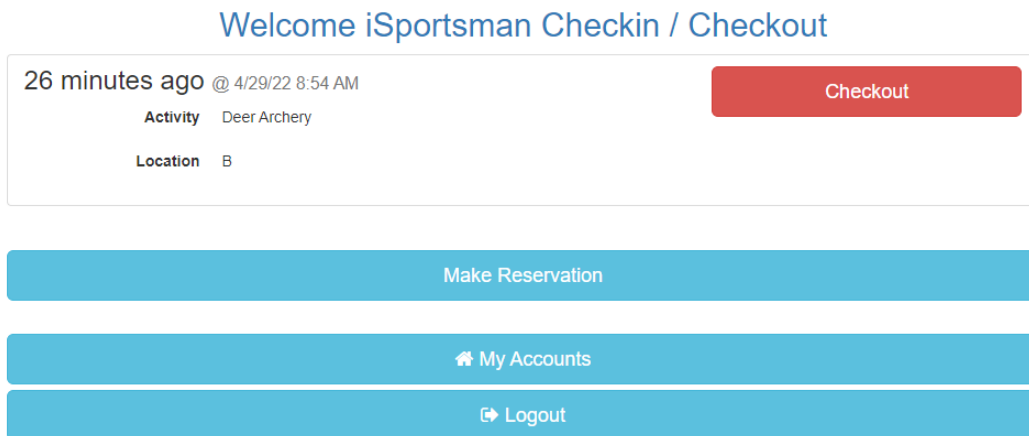


Figure 14

The next screen will ask if you have any harvests to report. This may not be required by all activities or sites.

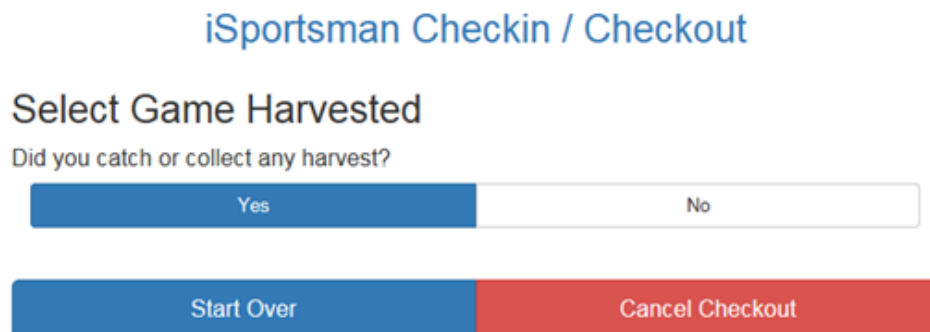
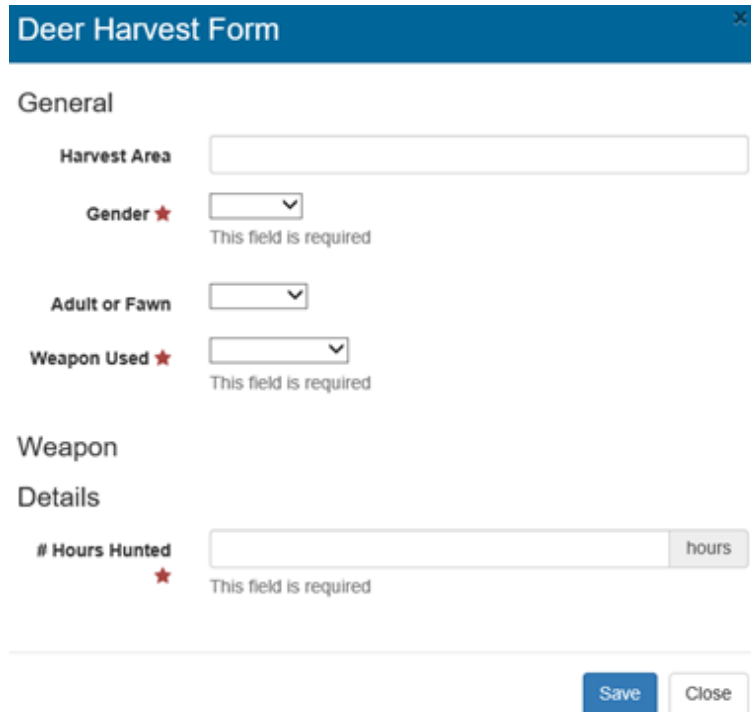


Figure 15

If your site does not require you to report harvest on iSportsman, confirm with your site admin that you do not need to report your harvest via another method. Please fill out all the information as accurately as possible. All fields with ★ are required and cannot be skipped.



The image shows a web form titled "Deer Harvest Form" with a close button (X) in the top right corner. The form is divided into sections: "General" and "Weapon Details".

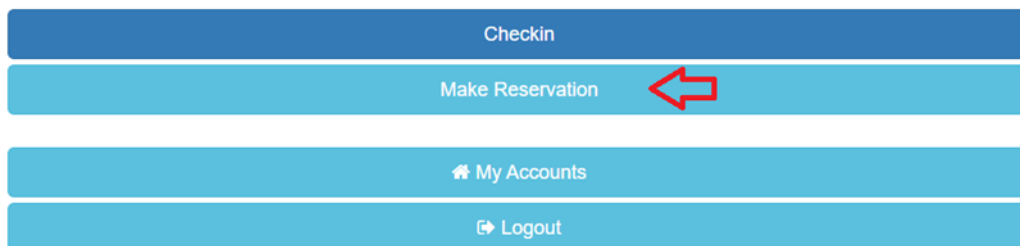
- General**
  - Harvest Area: Text input field.
  - Gender ★: Dropdown menu with "This field is required" text below it.
  - Adult or Fawn: Dropdown menu.
  - Weapon Used ★: Dropdown menu with "This field is required" text below it.
- Weapon Details**
  - # Hours Hunted ★: Text input field with a "hours" unit button to its right. "This field is required" text is below it.

At the bottom right of the form are two buttons: "Save" (blue) and "Close" (white).

Figure 16

### 3. RESERVATIONS

Welcome iSportsman Checkin / Checkout



A vertical navigation menu with four buttons:

- Checkin (dark blue)
- Make Reservation (light blue) with a red arrow pointing to it from the right.
- My Accounts (light blue)
- Logout (light blue)

Figure 17


Not all sites will have **Reservations** available to you, check with your site's home web page for reservation information.

After selecting the activity and area, you must click **Confirm Reservation**.

## iSportsman Checkin / Checkout

### Confirmation Required

Reservation Time	Now	Activity	Deer Archery
Specific Location	B		

[Confirm Reservation](#) 

[Cancel](#)

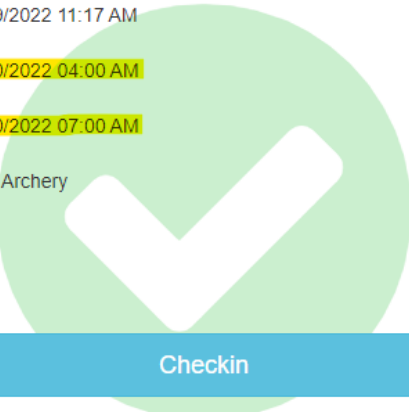
Figure 18

The next screen will give you all the information you will 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	04/29/2022 11:17 AM
Earliest Checkin	04/30/2022 04:00 AM
Expires on	04/30/2022 07:00 AM
Activity	Deer Archery
Specific Location	B



[Checkin](#)

[My Account](#)

[Logout](#)

Figure 19

After making a **Reservation** for the next day, you are still able to check-in for the current day. Checking-in 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 the day.

## Welcome iSportsman Checkin / Checkout

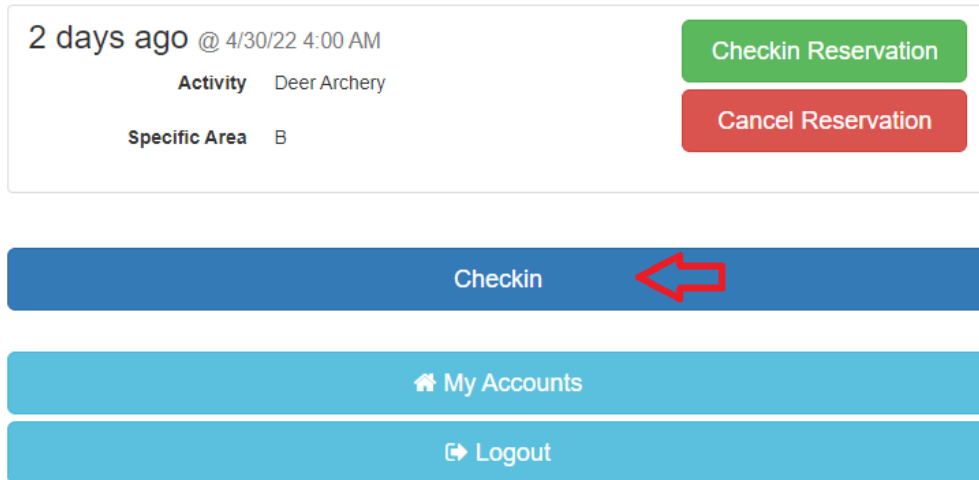


Figure 20

### 3.1 How to Check into Your Reservation

On the next day, when you are ready to check into your reservation, you will see the same screen as you do in the image below. To check into your reservation, select the green **Reservation Check-in** button.

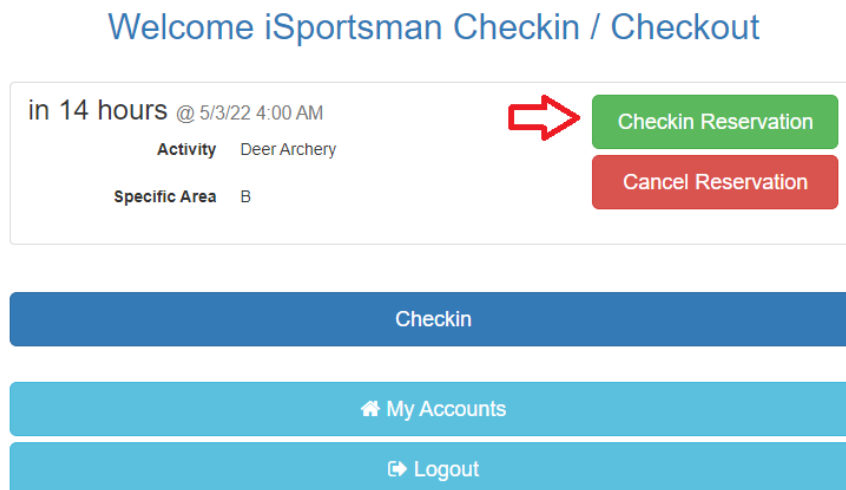


Figure 21

**Note:** the blue **Check-in** button will not check you into your reservation, this will check you in to recreate for the day and lose the **Reservation**.