Recreationist Guide

2022

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1. HOW TO REGISTER

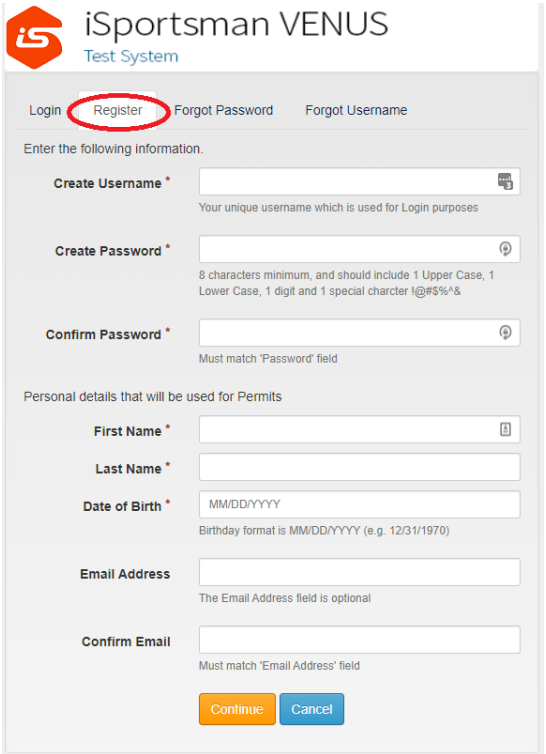
The system will operate the same way whether you are accessing iSportsman online from a computer, a mobile phone~~,~~ or an on-site kiosk.

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 or your screen.



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.

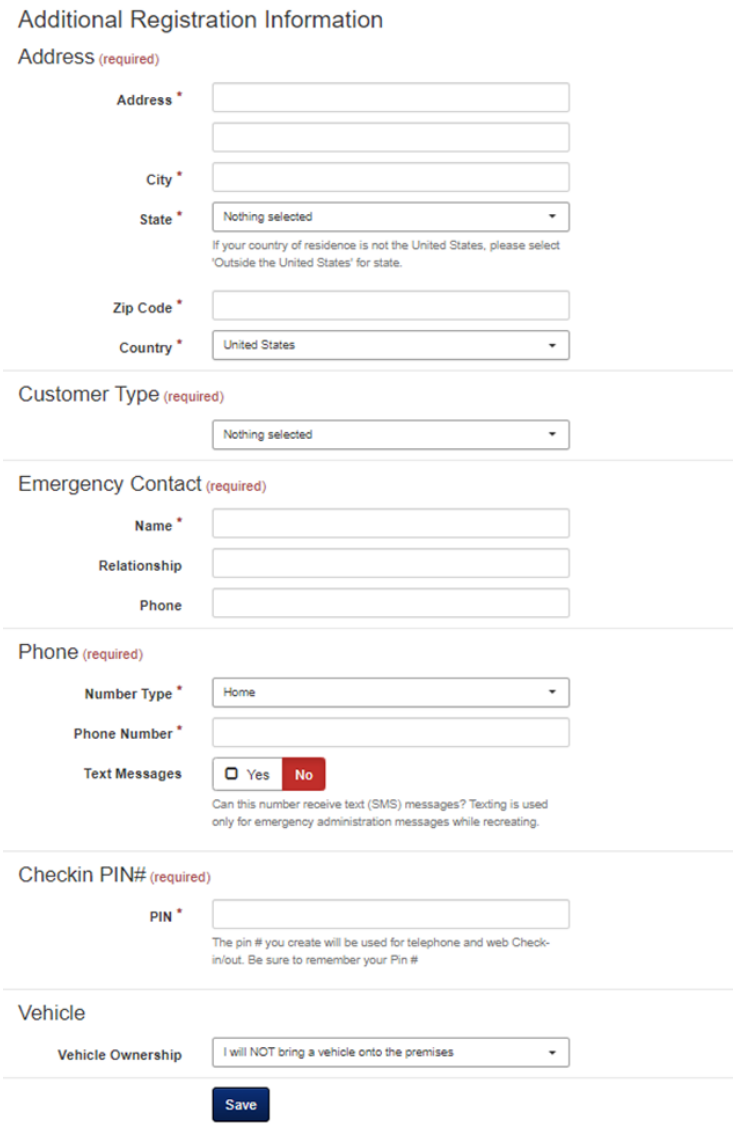


Figure 3

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

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.***

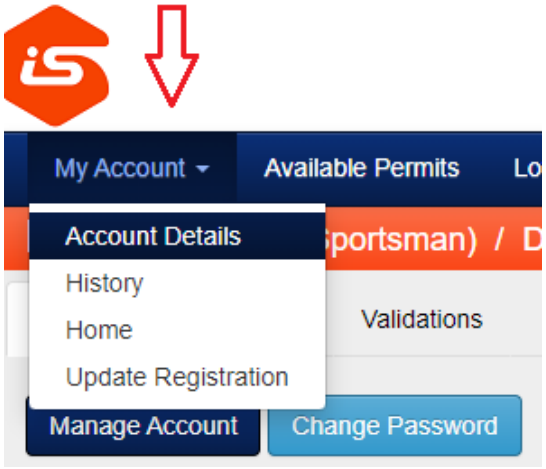


Figure 1

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

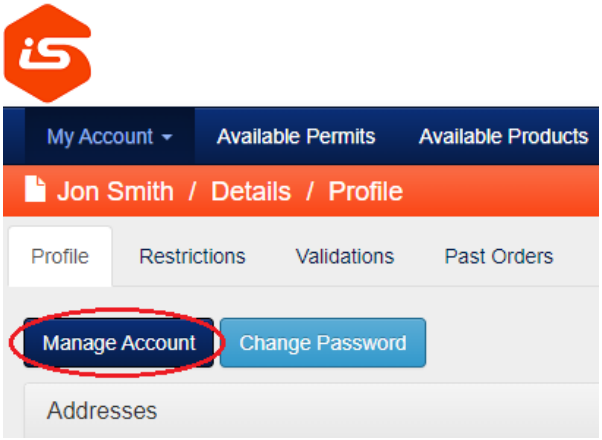


Figure 2

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.

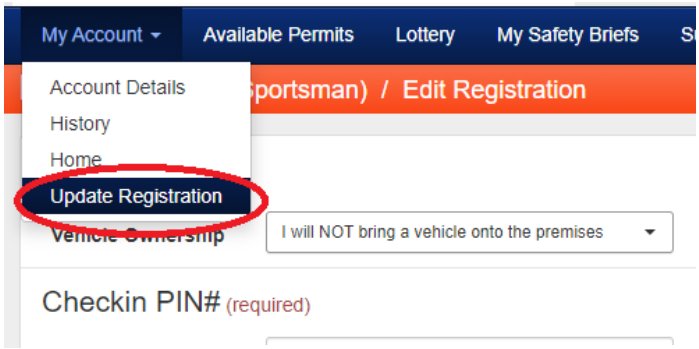


Figure 3

2.1.2 Available Permits

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

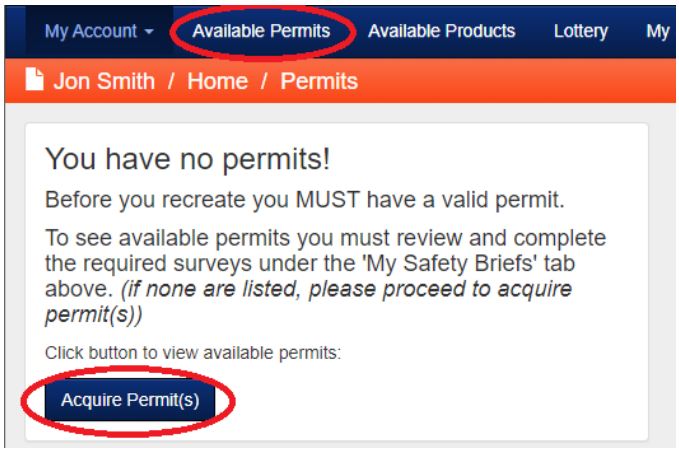


Figure 4

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.

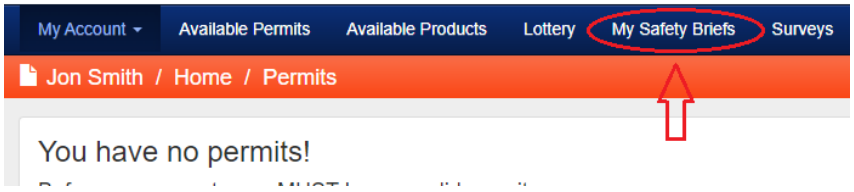


Figure 5

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***

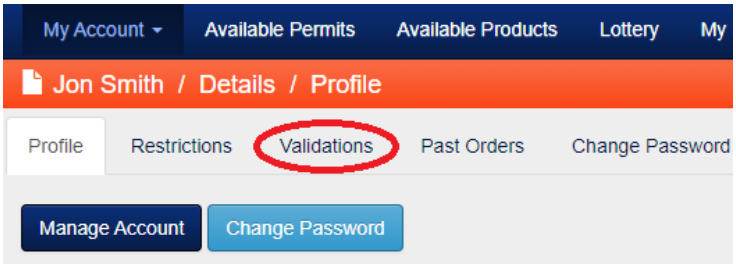


Figure 6

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