

New User Guide to Obtaining a Permit

1. Click on "New User"



2. Complete the information asked for in the blocks and press the "Continue" button at the bottom of the screen.

The image shows a registration form titled "Eglin Air Force Base Outdoor Recreation Program". At the top left is the "i-SPORTSMAN" logo. Below the title are four tabs: "Login", "Register" (selected), "Forgot Password", and "Forgot Username". The form asks for the following information:

- Create Username:** A text input field with the note "Your unique username which is used for Login purposes".
- Create Password:** A text input field with the note "4 characters minimum".
- Confirm Password:** A text input field with the note "Must match 'Password' field".
- Personal details that will be used for Permits:**
 - First Name:** A text input field.
 - Last Name:** A text input field.
 - Date of Birth:** A text input field with the format "MM/DD/YYYY" and the note "Birthday format is MM/DD/YYYY (e.g. 12/31/1970)".
 - Email Address:** A text input field with the note "The Email Address field is optional".
 - Confirm Email:** A text input field with the note "Must match 'Email Address' field".

At the bottom of the form are two buttons: "Continue" (orange) and "Cancel" (blue). At the very bottom of the page, it says "Copyright © 2013-2017 - iSportsman".

3. Complete the required information asked for in the blocks and press the "Save" button at the bottom of the screen.

Additional Registration Information

Phone (required)

Number Type: Home

Phone Number:

Address (required)

Address:

City:

State: Alabama

Zip Code:

Vehicle Tag

Vehicle Ownership: I will NOT bring a vehicle onto the premises

Customer Type (required)

Nothing selected

Hunter Safety Number

Hunter Safety Number:

Each hunter should have a number if they were born after 1 June 1975.

Disabled Number

Disabled Number:

Disabled hunters should enter their state of Florida number

Outdoor Hobbies

What activities do you enjoy?:

We're curious about what activities you plan to do on the Eglin reservation. Please let us know if you are purchasing this permit to go: hiking, fishing, mountain biking, kayaking/canoeing, horseback riding, berry picking, etc.

4. Select "My Safety Briefs" at the top of the screen.

 **Eglin Air Force Base**
Outdoor Recreation Program

My Account ▾ Available Permits **My Safety Briefs** Surveys

New User / Home / Permits

To view the Beach Access Video and the Safety the 'My Safety Briefs' option on the blue bar

You have not completed the Safety Briefing

5. All new users wishing to obtain a Free Beach Video only need watch the 2016 Beach video. If you wish to secure additional permitting you will need to watch the 2016 Safety Brief as well. The order you watch them is not important, but both must be viewed and pass the three question quizzes.

6. For purposes of this help sheet we will start with the Beach Video first. Select "Take Quiz: 2016 Beach Video". Watch the 240 second video.

7. When the video ends press the "Take Quiz" button at the bottom of the screen..

8. Answer the three questions. Select the "Submit Answers" button at the bottom of the screen.

The screenshot shows the Eglin Air Force Base Outdoor Recreation Program website. At the top, there is a logo for 'i-SPORTSMAN' and the text 'Eglin Air Force Base Outdoor Recreation Program'. Below this is a navigation bar with 'My Account', 'Available Permits', 'My Safety Briefs', and 'Surveys'. A yellow banner below the navigation bar says 'New User / Take Quiz'. A link 'Back to Surveys' is visible. The main content area is titled 'Beach Video Quiz' and has two tabs: 'Video' and 'Quiz'. Under the 'Quiz' tab, there are three questions:

- Question 1:** Are we allowed to take things from the beach?
 - Sure anything!
 - No, taking wildlife or vegetation is prohibited.
 - Take a sea turtle! They're super cute!
- Question 2:** Can I cut across dunes to shorten my walk?
 - Go for it!
 - Make sure you walk through the sea oats!
 - Please stay on official paths only!
- Question 3:** Can I leave my glass bottles on the beach?
 - Glass, alcohol, and littering are prohibited on the Eglin beach.
 - Everyone loves walking on broken glass!
 - How else will we know you had an awesome time?

At the bottom of the quiz, there is a red button labeled 'Submit Answers' which is circled in red.

9. After viewing the great job you did on your quiz select the "Continue to Permits" button on the bottom right of the screen.

The screenshot shows a confirmation message box with a blue header that says 'You passed the quiz'. The text inside the box reads: 'You have successfully passed the Beach Quiz!', 'You answered 3 out of 3 questions correctly', and 'Your score is 100%'. At the bottom right of the box, there is a button labeled 'Continue to Permits' which is circled in red.

10. When you return to this screen select "Complete the Safety Briefing"

The screenshot shows the Eglin Air Force Base Outdoor Recreation Program website. At the top, there is a logo for 'i-SPORTSMAN' and the text 'Eglin Air Force Base Outdoor Recreation Program'. Below this is a navigation bar with 'My Account', 'Available Permits', 'My Safety Briefs', and 'Surveys'. A yellow banner below the navigation bar says 'New User 2 / Home / Permits'. The main content area contains the following text: 'To view the Beach Access Video and/or the Safety Briefing, please select the 'My Safety Briefs' option on the blue bar', 'You have not completed the Safety Briefing', and 'Safety Brief'. At the bottom of this content area, there is a blue button labeled 'Complete the Safety Briefing' which is circled in red.

11. Select the "Start Safety Briefing" button.

E-SPORTSMAN Eglin Air Force Base
Outdoor Recreation Program

My Account - Available Permits My Safety Briefs Surveys

New User 2 / Take Quiz

Back to Surveys

2016 Safety Briefing

Instructions

Instructions

Attention Eglin reservation visitors,

Each individual, regardless of age is required to watch the Eglin Safety Brief correctly. Once you have watched the video, you will be able to view and put visiting the Eglin reservation.

Thank you,
Eglin Natural Resources (Jackson Guard)

Start the Briefing

12. Click on the start arrow to view the 7:43 minute video.

E-SPORTSMAN Eglin Air Force Base
Outdoor Recreation Program

My Account - Available Permits My Safety Briefs Surveys

New User 2 / Take Quiz

Back to Surveys

2016 Safety Briefing

Instructions Video

2016 Safety Brief

Take Quiz

13. After the video has finished select the "Take Quiz" button.

E-SPORTSMAN Eglin Air Force Base
Outdoor Recreation Program

My Account - Available Permits My Safety Briefs Surveys

New User 2 / Take Quiz

Back to Surveys

2016 Safety Briefing

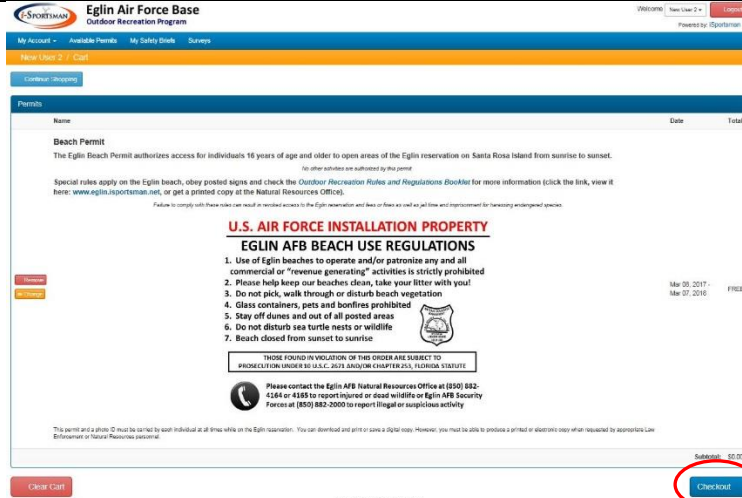
Instructions Video

2016 Safety Brief

Take Quiz

<p>14. Answer the three questions and select</p>	
<p>15. After viewing the great job you did on your quiz select the "Continue to Permits" button on the bottom right of the screen.</p>	
<p>16. You now are able to select the permit you want. The "Free Beach Permit" is under the third blue bar labeled "Recreation/Fishing"</p>	
<p>17. On the right side of this screen select "Add to Cart"</p>	
<p>18. After reading the "Acknowledgement Statement" select the "I agree" button and then the "Save" button.</p>	
<p>19. You are now ready to checkout. Select the "Checkout" button.</p>	

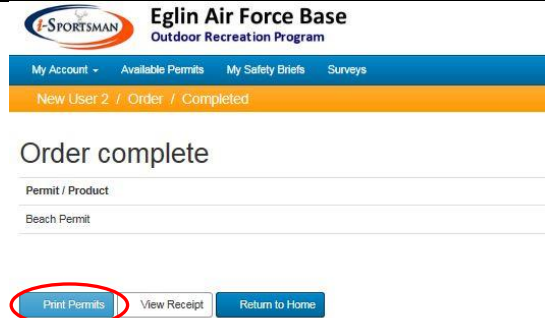
20. Select the "Checkout" button again.



21. Select the "Confirm" button.



22. Select the "Print Permits" button. You will need Adobe Acrobat to print the permit.



23. Select the "Print" icon.

