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## Check In/Out Guide

This guide will walk you through the basics of the iSportsman online checkin/checkout procedures.

These instructions assume that you have already successfully set up an account and purchased the required permits. If you have not yet set up an account and purchased permits, please see the presentation outlining the registration process first.

# Check In/Out:



## Welcome to the Fort Pickett iSportsman Service

Please reference the Fort Pickett [iSportsman Startup Guide](#) to help you through the registration process.

Please click on the Register tab to create an iSportsman user profile.

This is the first step for using iSportsman for recreational access on Fort Pickett.

**If you currently have an active/valid Fort Pickett Hunting/Fishing Permit,**

**please come by the game check station for validation of your existing permit and further instructions.**

Please call **434-292-2618** to ensure that staff will be available at the time you plan to validate your permit.



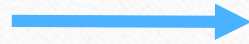
**ATTENTION ALL FIREWOOD PARTICIPANTS:** Please read the 2018-2019 **Firewood Program Regulations** prior to purchasing your Fort Pickett Firewood Permit.

It is your responsibility to read and understand these regulations in their entirety. If you need assistance or clarification please contact the **Forestry Office: 434-292-8428**

To begin, click on the  
“Check In/Out Reservations” tab

# Check In/Out:

Enter the proper information  
in these fields



Login with iSportsman Id

**iSportsman Id**

Your Username, Email Address or Permit Number

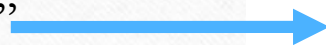
**Password or PIN**

**Login**

[Home Page](#)

[My Account](#)

Then click "Login"



# Check In

Logged in as: **Joe Sportsman**

Sep 24, 2018 8:53:09 AM EST

Welcome to iSportsman Checkin / Checkout


Checkin

Make Reservation (not available at this time)


Click here  
to check in

## Reservation Schedule

Active until Sep 30, 2039

 [Su Mo Tu We Th Fr Sa] [Sep 17, 2018 - Sep 30, 2039 @ 23:59]

17:00 - 22:00

 All other times

 Logout and Return to Home Page

# Select Activity

Now, select the activity you would like to participate in today.

## Select Activity

Dog Training  
Spots Remaining: 6

Fishing  
Spots Remaining: 99

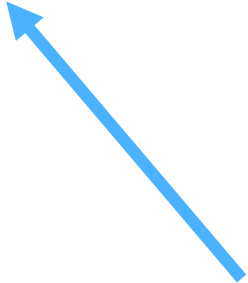
General Hunting  
Spots Remaining: 4

Rabbit Hunting  
Spots Remaining: 1

Start Over

Cancel Checkin

For example, we'll select "Fishing"



Now, we need to select the specific area we would like to fish; we are going to Beaver Trail Pond today.



Select Area

<b>Beaver Trail Pond</b> Spots Remaining: 99	Beaver Trail Road Swamp Spots Remaining: 99	Birchin Lake Spots Remaining: 99
Butterwood Creek Swamp Spots Remaining: 99	Butterwood Pond Spots Remaining: 99	Dearing Pond Spots Remaining: 99
Engineer Bridge Site Pond Spots Remaining: 99	Ft. Pickett Reservoir Spots Remaining: 99	Grayson Winterling Pond Spots Remaining: 99
IPBC Swamp Spots Remaining: 99	Lake Road Swamp Spots Remaining: 99	Lewis Pond Spots Remaining: 99
Long Branch Swamp Spots Remaining: 99	Longstreet Road Swamp Spots Remaining: 99	Lower Hurricane Branch Swamp Spots Remaining: 99
North Road Swamp Spots Remaining: 99	Perry Floyd Pond Spots Remaining: 99	Poplar Road Swamp Spots Remaining: 99
Red Oak Swamp Spots Remaining: 99	Reservation Pond Spots Remaining: 99	Rocky Run Swamp Spots Remaining: 99
Tommeheton Lake Spots Remaining: 99	Twin Lakes Spots Remaining: 99	Twin Lakes Swamp Spots Remaining: 99
Upper Hurricane Branch Swamp Spots Remaining: 99	Wonju Pond Spots Remaining: 99	

Start Over Cancel Checkin

# Confirm Selection

This reminder tells us what time you must checkout. To avoid an automatic checkin hold, be sure to checkout **BEFORE** the stated time

Checkout Required

You must Checkout today by 11:59 PM

I Accept

I Do Not Accept

Click "I Accept"

The box below gives us one last chance to make sure we are checking in to the correct area and activity

## Confirmation Required

Checkin Time Now

Activity Fishing

Specific Location Beaver Trail Pond

Don't forget to Checkout today before 11:59 PM ⓘ

Confirm Checkin

Cancel

After checking to ensure the information shown here is correct click "Confirm Checkin"

If the information is not correct, click "Cancel" to start over.

# Checkin is complete!

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You are now ready to go fishing in Beaver Trail Pond!

Now that you know how to check in before you head out,  
let's go over how to check out when you are done.



# Checkout

Follow the first two steps for check in/out from the previous slides in order to to arrive at this page

Welcome to iSportsman Checkin / Checkout


5 minutes ago @ 9/24/18 9:24 AM

**Activity** Fishing


**Location** Beaver Trail Pond

[Checkout](#)


[Make Reservation \(not available at this time\)](#)

 **Reservation Schedule**

Active until Sep 30, 2039

 **[Su Mo Tu We Th Fr Sa]** [Sep 17, 2018 - Sep 30, 2039 @ 23:59]

**17:00 - 22:00**

 All other times

[Logout and Return to Home Page](#)



To check out, Click here

# Checkout-Record your harvest

## Select Game Harvested

Did you catch or collect any harvest?

Please Select “Yes” even if you did not harvest any game. This will allow you to fill out a survey telling us how many hours you spent hunting/fishing

DO NOT select No!  
This would adversely affect our data and prevent us from properly managing our wildlife resources

# Harvest Recording

Select the species you harvested or attempted to harvest to access the harvest form, for example, Largemouth Bass.

The screenshot shows a web interface for recording harvest. At the top, there is a blue button labeled "I don't have any more harvest". Below this are two columns of light blue buttons representing different species: "Bluegill (Bream & other Sunfish)", "Catfish", "Crappie (Black or white)", "Other fish species", "Bullfrogs", "Chain Pickerel", "Largemouth Bass", and "Turtles". A green box highlights the "Largemouth Bass" button, and a blue arrow points to it from the right. Below the species buttons is a green button labeled "Show Other Harvest" with the text "Click to show more harvest" underneath. At the bottom left, another blue button labeled "I don't have any more harvest" is highlighted with a green box, and a blue arrow points to it from the right. At the bottom center, there are two buttons: "Start Over" (white) and "Cancel Checkout" (red).

I don't have any more harvest

Bluegill (Bream & other Sunfish)

Catfish

Crappie (Black or white)

Other fish species

Show Other Harvest  
Click to show more harvest

I don't have any more harvest

Start Over

Cancel Checkout

Bullfrogs

Chain Pickerel

Largemouth Bass

Turtles

After you have filled out a harvest form for each species that you were targeting, click here to proceed to the next step

# Example Harvest Form

General

Enter the total number of bass caught

Enter the total number of bass kept

Enter the total number of hours spent fishing for bass

Click "Save" when done

The exact questions asked in these boxes will vary by species, but most forms will ask how many animals were harvested. If nothing was actually caught or killed please enter a "0"

Please be sure to enter the approximate number of hours spent even if unsuccessful!

# Confirm Checkout

Make sure the harvest information listed here is correct...

## Confirmation Required

**Checkin Time** 09/24/2018 09:24 AM

**Specific Location** Beaver Trail Pond

**Activity** Fishing

**Game** Largemouth Bass  
BassHoursFished: 1.5  
BassQtyCaught: 8  
BassQtyKept: 1

Confirm Checkout

Cancel

...then click here to confirm checkout.

# Congratulations!

You have now completed a successful checkout and provided us with valuable management data we will use to improve our program

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# Questions?

Please contact the Natural Resource Section with any questions you have concerning the iSportsman service. (434) 292-2618/2292