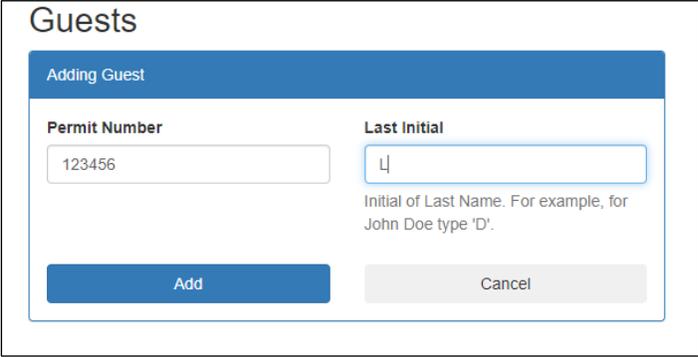


## What you need to know:

- **The goal of adding the “Guest” option is to simplify the check-in/out process for parents, guardians, and caretakers.**
- For all participants, including youth, permits are still required, but participants can now check-in with other individuals as “Guests”.
- All guests must have the required Fort Leonard Wood and Missouri State permits for the selected activity (e.g., “Outdoor Recreation Permit” for all activities and “Sportsman’s Permit” for fishing).
- The Guest option is only available for Fishing and Outdoor Recreation (not hunting).
- Please do not use the “Guest” option if individuals do not need help with the check-in process. Each capable individual should check-in on their own.
- **Please call the Natural Resources Branch if you have questions!**

## Check-in Process with Guests:

- 1) Log into your account.
- 2) Begin the standard “Check-in” process and select your activity.
- 3) Select your activity location.
- 4) Select “Yes” when prompted if you have guests.
- 5) Enter the Permit Number and initial of the last name for the appropriate Permit Number and click “Add”.
  - a. Example:



The screenshot shows a web form titled "Guests" with a sub-header "Adding Guest". It contains two input fields: "Permit Number" with the value "123456" and "Last Initial" with the value "LJ". Below the "Last Initial" field is a small text instruction: "Initial of Last Name. For example, for John Doe type 'D'". At the bottom of the form are two buttons: a blue "Add" button and a grey "Cancel" button.

- b. You can enter as many guests as needed by selecting “Add Another Guest”.
  - c. Once all guests have been entered, select “Done Adding Guests”.
  - d. All guests must have already obtained the required permits for the selected activity.
- 6) “Confirm” Check-in, and you are ready to go outdoors on Fort Leonard Wood!

### Check-out Process with Guests:

- 1) Log into your account.
- 2) Begin the standard "Check-out" process.
- 3) If you or any guests kept/harvested fish, select "Yes".
- 4) Select the appropriate species and enter the number that you kept/harvested.
- 5) If your guest harvested the same species, select "Yes" that they harvested, and enter the appropriate number for the total harvested by your guests before clicking "Save".
- 6) If you harvested additional species, repeat the same process with the appropriate species.
- 7) Once you have entered all of your harvest, select "I don't have any more harvest".
- 8) You can check that your harvest is correct on the top right under "Game" before you select "Confirm Checkout".
- 9) You are now complete!