

## BLM Moab Field Office – Private Westwater Permit How to Change Group Size in Recreation.gov

1. Go to www.Recreation.gov and log into your account.



2. After clicking the "Log In" button, you will be redirected to the Recreation.gov front page. To open your account, click on your name in the upper right corner of the screen. Select "My Reservations" from the drop-down menu.



3. Under "Upcoming Reservations", find the reservation needing a group size # change. Click on the "Reservation Details" button for that reservation.



Reservations

4. On the next page, scroll down until the "Modify" hyperlink appears on the right side of the screen.

Westwater Canyon River	Permits
Entry Date	Exit Date
Apr 24, 2020	Apr 24, 2020
Use Fee	\$40.00
Reservation Fee	\$6.00
Subtotal	\$46.00
Taxes	\$0.00
Total	\$46.00
Ρ	rint Permit
Vi	iew Receipt
Мо	dify Cancel

5. Scroll down to the "Group Members" section and click on the "Increase Group Size in Detailed Availability" hyperlink.

	Group Members
	Indicate how many total people will be in your group, including you. You may decrease this number, but it is set to the max selected in detailed availability.
	Total Group Members*
	Θ 4 🕀
C	Increase Group Size in Detailed Availability

6. On the next page, under "Group Size", click on the plus (+) or the minus (-) button to change the group size.



- 7. Scroll down to the Year Month section. Click on the blue box underneath your launch date. A check mark will appear underneath your launch date.
  - a. The number listed underneath your launch date is the number of currently available trip or people quota for that day. NOTE: If you do not see the people quota available for each day, scroll up to the "View Quota By:" section. Select the circle next to "People".

2020 APRIL											
Q Filter locations	⊗ Clear Dates <						Prev 5	Prev 5 Days Next 5 Days >			
Division	¢	SUN <b>12</b>	MON <b>13</b>	TUE 14	WED 15	THU 16	FRI <b>17</b>	SAT <b>18</b>	SUN <b>19</b>	MON 20	TUE <b>21</b>
Westwater Canyon of the Colorado River		64	74	68	58	73	55	0	0	17	75
<b>#</b> Available	<b>W</b> Walk-up			L Lottery				# Unavailable			
Grid Options		Admin Options					View Quota By:				
<ul><li>Hide unavailable sites</li><li>Hide admin sites</li></ul>		Admin permit					(	Daily Groups     People			

- b. If you add more people to your trip than quota available, you will have to reduce you group size to whatever quota is available.
- c. If you add an amount of people to your trip that is within the quota available, you will be able to check the box underneath your launch date.

2020 APRIL										
Q Filter locations				$\otimes$	Clear Dat	es <	Prev 5	Days	Next 5 D	ays >
Division	SUN Available	MON 13	TUE 14	WED 15	THU 16	FRI <b>17</b>	SAT <b>18</b>	SUN 19	MON 20	TUE 21
Westwater Canyon of the Colorado River	~	0	0	0	0	0	0	0	0	0
<b>#</b> Available	<b>W</b> Walk-up			Lottery				# Unava	ŧ ilable	

8. Once you have changed your group size number, and selected you launch date, scroll to the bottom of the page and click on the "Save Changes" button.

EXISTING TRIP ENTRY DATE Sun. Apr. 26, 2020	
Cancel Changes	Save Changes

9. From here, you will be taken to a refund or payment screen (depending on whether you increased or decreased your group size #).

## How to Print a Permit

You must bring a *printed permit* for check-in before launching down Westwater Canyon. This document explains the steps to print a permit.

- The email confirmation received after initial payment IS NOT a permit.
- Permits are available to be printed two (2) weeks prior to the launch date.
- Caution: once a permit is printed, it cannot be edited (no group size # changes, adding alternate trip leaders, cancellations, etc.)
- Changes to a permit can be made up until two (2) days before the launch date.
- 1. Go to <u>www.Recreation.gov</u> and log into your account.



2. After clicking the "Log In" button, you will be redirected to the Recreation.gov front page. To open your account, click on your name in the upper right corner of the screen. Select "My Reservations" from the drop-down menu.



3. Under "Upcoming Reservations", find the reservation and click on the "Print Permit" button. This will only be available if the permit launch date is within the next two (2) weeks.



4. The following pop up box will come up. Click on the "Yes" button.



5. A print dialog box should pop up. Print both the front and back sides of the permit and bring it to the put in with you. (Depending on the web browser you are using, the screenshot below may look different).

River Permit Westwater Canyon of the Leave No Trace - A Wilderness El (Non-Commercial)	<b>Colorado River</b>	U.S. Department of the Interior Bureau of Land Management	Permit <b>#: 0299546293-1</b> conve	•	Print	1 she	eet of paper
Permit Information			Payment Information		Destination	ilmutmb2ResCo	pier ol 🔻
Permit Holder Staphanie Cooper Mailling Address 82 e dogwood are moab UT 84532	Entry Date Apr 99 2220 J. S. D F Exit Date <u>B U</u> Apr 99 2220 Launch Point	Alt Permit Holder	Order Summary Reinrotor Re Use Fee Use Fee Total Price 4	6.00	Pages	All	•
Group Size	Westwater Ranger Station & Take-out Point Cisco Landing	Boat Launch	Amount Owed	4.00	Copies	1	
kemarks		Watercraft 1. 2. 3.			Color	Color	-
Campsite Assignment Campsites are assigned by a rang first serve basis and dependent o	ger on duty on a first come in group size.	4. 5. 6.			More settings		~
Inerety agree to abide by the e the conditions and stipulations of the Bureau of Land Manager	conditions and stipulations red s required for this permit. This ment (BLM). This permit is not	ured for this permit. I understand that it is my response semit is revocable due to any violation of the stipulation valid unless signed by one of the permittees listed above	siny to see that all members of the group will abord is hereof or at the discretion of an authorized office.	e by er			
Permit Holder Signature	Iss	and Dy Recreation.gov	Issued Date & Time				
•	lt is your respo	nsibility to have this permit in possession at the tim	e of check-in. Permit ≈ e299546293-1				
West Canyon of the Cole (Non-Commercial) Perr Julations	lorado River		Burrow of Land Management Moth Field Office 82 Fair Dagwood Mosta, UT 84532 435 259-2100	,			
Trips may be delayed or permits invalidated stipulations are not mat. Failure to comply nu verbout a permit may result in penaltics under regulations. Penaltiss may include criminal and of future permits on this river section and/or sections.	If conditions in these 5. Part atthe stipulations or learnching carr the Federal or Utah law and 6. Each tection, oxil action, and denial r other BLM administered river 7. The	es uning low capacity versión (dagvis, inflatible kayaks, 507) must crois pare padria for every three low capacity vesals. Iboat must have a a host de host is in daddara, cach boat field fort ar must have a gar host de host ad host participante is bag with a loss de host of host of into	do not engago in upstream motorized travel except for emergency purposes or engago in downstream motorized travel at uther than low proch, waldeds mode, except in emergency structures, and infigur not stunct, towel joby addressized creates at down together as a group for the duration of the trip from Westware Ro tabaren to create bank lawsp.	a. 🛧		Print	Cancel