

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*
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 Days Next 5 Days >			
Division	\$	SUN 12	MON 13	TUE 14	WED 15	THU 16	FRI 17	SAT 18	SUN 19	MON 20	TUE 21
Westwater Canyon of the Colorado River		64	74	68	58	73	55	0	0	17	75
# Available	W Walk-up		L Lottery				# Unavailable				
Grid Options	Admin Options						View Quota By:				
Hide unavailable sites Hide admin sites		Admin permit					(Daily GroupsPeople			

- 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		🛞 Clear Dates <					Prev 5 Days Next 5 Days >			
Division	♦ SUN Available 12	MON 13	TUE 14	WED 15	THU 16	FRI 17	SAT 18	SUN 19	MON 20	TUE 21
Westwater Canyon of the Colorado River	~	0	0	0	0	0	0	0	0	0
# Available	W Walk-up			Lottery				4 Unava		

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 Et (Non-Commercial)		U.S. Department of the Interior Bureau of Land Management	Permit #: 029954	6293-1 COPY#0	Print	1 she	eet of paper
Permit Information			Payment Information		Destination	ilmutmb2ResCop	pier o 🔻 🔻
Permit Holder Stophanie Cooper Mailling Address 82 e dogwood are moob UT 84532	Entry Date Aar 09 2020 J. S. D Exit Date Aar 09 2020 Launch Point Wostwater Ranger Station 8	AIL Permit Holder	Order Summary Reservation Fee Use Fees Total Price Ansault Ored	6.00 40.0 45.00 0.00	Pages	All	•
Group Size	Take-out Point Cisco Landing				Copies	1	
Remarks		Watercraft 1. 2. 3.			Color	Color	•
Campsite Assignment Campsites are assigned by a range first serve basis and dependent or	n group size.	4. 5. 6.			More settings		~
the conditions and stipulations	required for this permit. This	quired for this permit. I understand that it is my responsi permit is revocable due to any violation of the stipulation valid unless signed by one of the permittees listed above	is hereof or at the discretion of an authorize	vill abide by ed officer			
Permit Holder Signature		uing Officer Signature sued By Recreation.gov	Issued Date & Time				
•	It is your respo	nsibility to have this permit in possession at the tim	e of check-in. Permit # 6296	1546283-1			
Westw Canyon of the Colo (Non-Commercial) Perr Jiations	orado River		Bureau of Land Manage Abob Field Office 82 Tast Dependit, Molta 435-259-2100				
Trips may be delayed or permits invalidated if separations are not met. Failure to comply all veltour a permitting read in possibles under regulations. Penaltiss may include criminal ac of future permits on this river section and/or sections.	ith stipulations or launching car or Federal or Utah law and 6. Eac ction, civil action, and denial ion other BLM administered river thr	ry one spare paddle for every three loss capacity vessels. It boat must have a whistle or horn. In addition, each boat 16 feet ar ger must have a type IV throwable device and a continentially made ow bog with at losst 40 feet of line. - germittee must ensure that all trip participants:	de not engage in upstream notorized travel except for en purposes or engage in downsmann motoriad parel as a low spoet, wakes made, except in encogency structure in the must kaunch, travel itesy within visual contact, and together as a projet for the duration of the trip from Wes Station to Cace Ibast Remp.	ther than a ts. and camp		Print	Cancel