

# NM STATE PARKS

## OUTFITTER TRIP TICKETING SYSTEM MANUAL

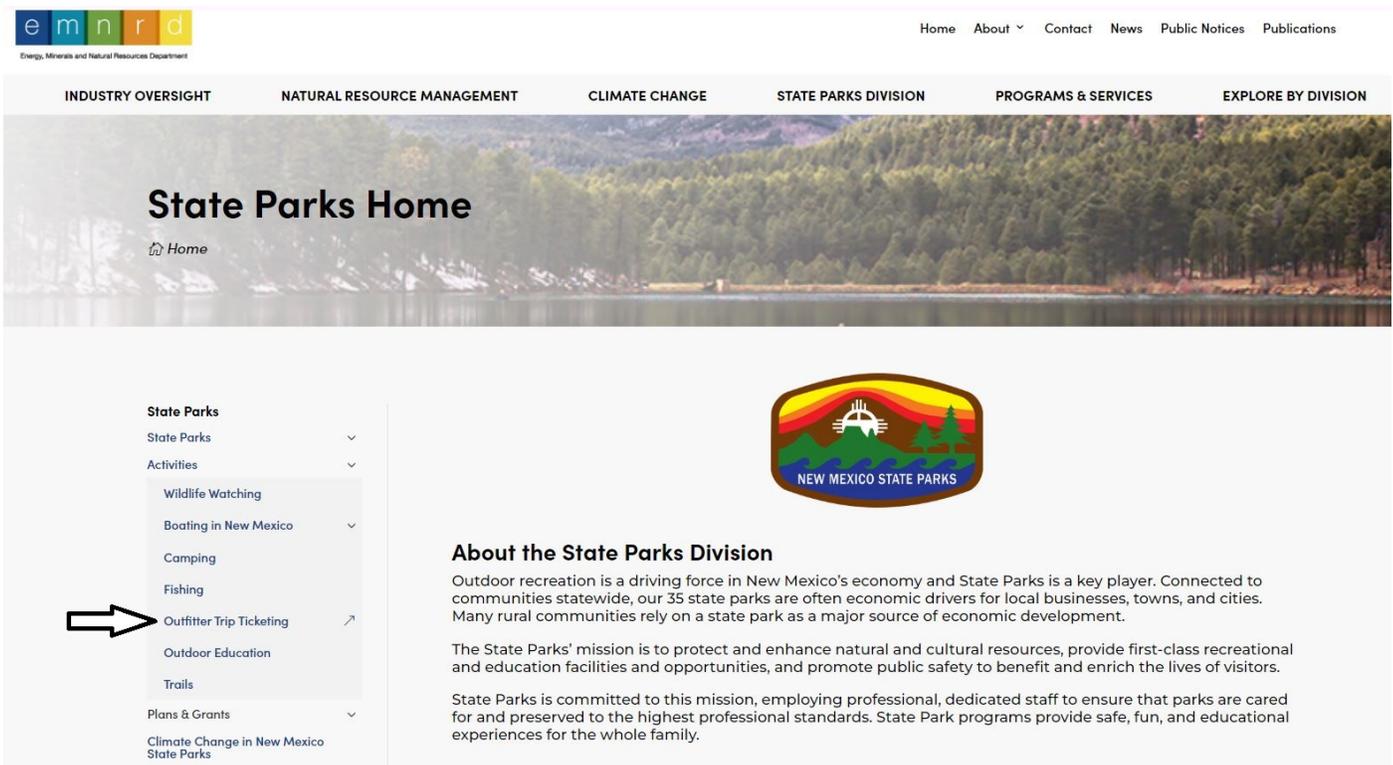
This manual has been created to provide guidance to outfitters and guides for NM State Parks to utilize the online Outfitter Trip Ticketing system to manage guide trips. This manual will instruct users as to how to log-in, change passwords, add/edit/delete trips, print trip tickets, and track guides.

This system is designed to allow accurate tracking of outfitter activity within a park in a manner that is efficient and effective for New Mexico State Parks Division and the outfitter. The information is useful in determining the impact or lack of impact these activities have on the parks resources. The information also allows for more accurate estimates of the financial impacts that the outfitting industry has on local communities.

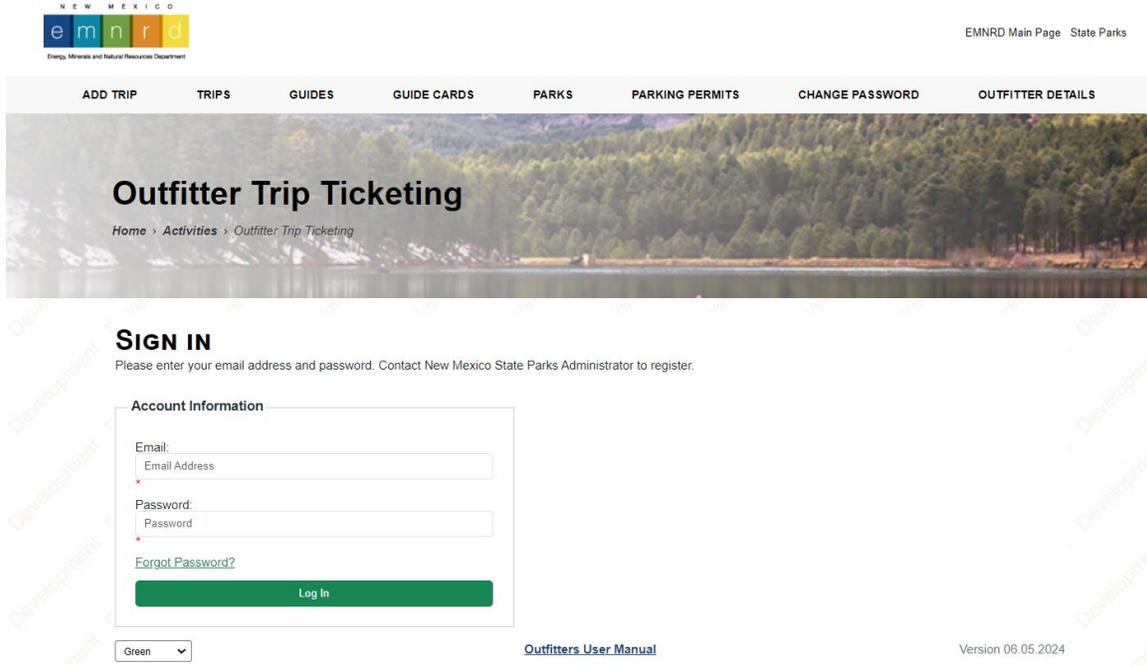
### Link to Outfitter Log-In Site

The first step is to go to the NM State Parks website, <http://www.emnrd.state.nm.us/spd/>, and the Outfitter web site link is at <https://wwwapps.emnrd.nm.gov/SPD/OutfittersTripTickets>

The following depicts the location of the link to the Outfitter Trip Ticketing system on the NM State Parks home page, under the “Activities” tab. This takes you to the log-in screen.



# Log-In



- If you have an existing account
  1. Enter your email address.
  2. Enter your password
- If you are a new user, please contact New Mexico State Parks Administration to register at Email [nm.parks@emnrd.nm.gov](mailto:nm.parks@emnrd.nm.gov)  
(Local) 505-476-3355  
(Toll Fee) 1-505-658-2972
- If you have forgotten your password, please click Forgot Password. On the next page, enter your email address and a link to reset your password will be sent to your email.

# Change Password

Fishing Guides x i c o  
e m n r d  
Energy, Minerals and Natural Resources Department

EMNRD Main Page State Parks

ADD TRIP TRIPS GUIDES GUIDE CARDS PARKS PARKING PERMITS CHANGE PASSWORD OUTFITTER DETAILS

## Outfitter Trip Ticketing

Home > Activities > Outfitter Trip Ticketing > Change Password

[Demo Fly Fishing](#) [Logout](#)

### CHANGE PASSWORD

Password has been changed. To keep changes, please save changes by pressing the save button.

Use the form below to change your password.  
New passwords are required to be a minimum of 5 characters in length.

Email: demouser@demo.com

Password: .....

Confirm Password: .....

[Save](#) [Cancel](#)

First-time users or users who request a password change will need to fill in the password, confirm and update.

[Debi's Dogsledding, LLC](#) [Logout](#)

### CHANGE PASSWORD

Password have been saved.

Use the form below to change your password.  
New passwords are required to be a minimum of 5 characters in length.

Email: debi.crony@emnrn.nm.gov

Password: .....

Confirm Password:

[Save](#) [Cancel](#)

This is the screen that will indicate that your password has been saved.

# Outfitter Detail Page

NEW MEXICO  
e m n r d  
Energy, Minerals and Natural Resources Department

EMNRD Main Page State Parks

ADD TRIP TRIPS GUIDES GUIDE CARDS PARKS PARKING PERMITS CHANGE PASSWORD OUTFITTER DETAILS

## Outfitter Trip Ticketing

Home > Activities > Outfitter Trip Ticketing > Outfitter Details

Demo Fly Fishing Logout

### OUTFITTER DETAIL

<< Return to Trips

Company: Demo Fly Fishing

Owner: Demo User

Email: demouser@demo.com

Phone: (505) 123-4567

Address: 123 Main Street

City: Santa Fe

State: New Mexico

Zip: 87502

Website URL:

Update Cancel

You can update company information by clicking on Outfitters details. The “Menu” on the top provides links to trips, guides, parks, parking permits and your password.

If you change the email address, you will use the new email address and your existing password to log in next time.

## Add a Trip

ADD TRIP TRIPS GUIDES GUIDE CARDS PARKS PARKING PERMITS CHANGE PASSWORD OUTFITTER DETAILS

## Outfitter Trip Ticketing

Home > Activities > Outfitter Trip Ticketing > Trips

Debi's Dogsledging, LLC Logout

### TRIPS

PARKS (NUMBER OF TRIPS / VOIDED TRIPS)

All Parks (5 / 1)

QUICK FILTERS

Today's  Next 7 Days  All  Voided

Showing 1 to 5 of 5 ( Filtered from 6 items)

Location	Trip Details	Guide	Authorization	Permit	Duration	Trip Date	
Elephant Butte Lake State Park	Lake Trip	Andy Hutton	0WH24H71306DEBF7K	202400496	Half Day	06/13/2024	

From the homepage, you can add a trip by clicking add a trip from the top menu or the button above the trip list.

## Add a Trip

**Outfitter Trip Ticketing**  
Home > Activities > Outfitter Trip Ticketing > Trip Details

[Demo Fly Fishing](#) [Logout](#)

### ADD A TRIP

[<< Return to Trips](#)

Location: -- Please select a location --

Trip Type: -- Please select a trip type --

Guide: --Please select a guide--

Guide Card: --Please select a guide card--

# of Clients: -- Please select # of clients --

Duration:  Half Day  Full Day

Trip Date: 06/06/2024

Outfitter User Manual Version 06.05.2024

Once you have clicked on Add Trip, you will be able to enter trip information. This page has drop down menus that will allow you to input the needed information.

1. Location-Choose your location.
2. Trip Type-Choose from Float, Wade, Lake or Hunting.
3. Guide-You can select from the guides that you have on the list provided to the park.
  - a. Each guide can be selected for a full day trip and a half-day trip on a given date. If they are selected for more than this on a given date, you will receive an error message when you attempt to save the trip.
4. Guide Card-Choose the guide card number that the person will be carrying during the trip.
  - a. Each guide card number can be selected for a full day trip and a half-day trip on a given date. If they are selected for more than this on a given date, you will receive an error message when you attempt to save the trip.
5. Number of Clients-Choose the number of clients to be guided on the trip.
  - a. For Float and Wade trips, you will not be allowed to select a number higher than three.
  - b. Hunting and Lake trips are allowed a maximum of 10 clients.
6. Half Day/ Full Day-Select the length of the trip.
  - a. Full day is the default setting for trip length. If the trip is a half day trip, select the half day button.
7. Trip Date - Enter the trip date
  - a. If you click on the date box a calendar will appear and allow you to choose the correct date.
  - b. You will not be able to submit trip tickets for dates that have passed. Trip Tickets must be completed no later than the day on which the trip occurs.

8. Save - When all information has been added click on save.
  - a. You will receive an error message at the top of the page if there are any problems with the information entered.
  - b. If the trip ticket has complete information, a trip authorization and trip number permit will appear as well as print button in the upper right portion of the page.
9. Print-Select the printer icon and a PDF document will be generated. You can print, save to your computer and/or email this document.

The following are examples of different trip types and screen views in Add Trip:

## Lake Trip Screen in Add Trip

Demo Fly Fishing [Logout](#)

### ADD A TRIP

[<< Return to Trips](#)

Trip Ticket has been changed. To keep changes, please save changes by pressing the save button.

Location: Navajo Lake State Park

Trip Type: Lake Trip

Guide: Demo User

Guide Card: 2402

# of Clients: 3

Duration:  Half Day  Full Day

Trip Date: 06/27/2024

[Save](#) [Cancel](#)

- Most parks will only have lake trips.

## Float Trip Screen

[Demo Fly Fishing](#) [Logout](#)

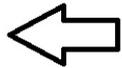
### ADD A TRIP

[<< Return to Trips](#)

Trip Ticket has been changed. To keep changes, please save changes by pressing the save button.

Location:	Navajo Lake State Park	▼
Trip Type:	Float Trip	▼
Launch Area:	Fire Dept. Load Area	▼
Load Area:	Village Takeout	▼
Guide:	Demo User	▼
Guide Card:	2402	▼
# of Clients:	3	▼
Duration:	<input type="radio"/> Half Day <input checked="" type="radio"/> Full Day	
Trip Date:	06/27/2024	📅

[Save](#) [Cancel](#)



- Must enter launch and load areas.

## Wade Trip Screen

[Demo Fly Fishing](#) [Logout](#)

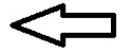
### ADD A TRIP

[<< Return to Trips](#)

Trip Ticket has been changed. To keep changes, please save changes by pressing the save button.

Location:	Navajo Lake State Park	▼
Trip Type:	Wade Trip	▼
Primary Area:	Below Cottonwood Campground	▼
Guide:	Demo User	▼
Guide Card:	2402	▼
# of Clients:	3	▼
Duration:	<input type="radio"/> Half Day <input checked="" type="radio"/> Full Day	
Trip Date:	06/27/2024	📅

[Save](#) [Cancel](#)



- Must enter launch primary area to be used during trip.

## Calendar View in Add Trip

[Demo Fly Fishing](#) [Logout](#)

### ADD A TRIP

[<< Return to Trips](#)

Location:

Trip Type:

Guide:

Guide Card:

# of Clients:

Duration:  Half Day  Full Day

Trip Date:

[Outfitters User Manual](#)

**NEW MEXICO**  
**emnr d**  
Energy, Minerals and Natural Resources Department

**OUR ADDRESS**  
1220 South St. Francis Drive  
Santa Fe, NM 87505

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

- The current date appears in the Trip Date box.
- To choose another date, click in the box and a calendar will appear. Arrows move months, click on date.
- You can also type in a date.

## Examples of Errors

[Demo Fly Fishing](#) [Logout](#)

### ADD A TRIP

[<< Return to Trips](#)

Location:    
*Please select the location for this area.*

Trip Type:    
*Please select the trip type for this trip.*

Guide:    
*Please select the guide for this trip.*

Guide Card:    
*Please select the guide card for this trip.*

# of Clients:    
*Please select the number of clients for this trip.*

Duration:  Half Day  Full Day

Trip Date:

All errors must be corrected before you can "Save" your trip.

## Example of Added Trip with No Errors

Demo Fly Fishing [Logout](#)

### 2024-07-08 TRIP

[<< Return to Trips](#)

The trip has been saved. Please save or print a PDF copy for your records by clicking on the printer icon below.

Authorization Code: NY824YM0807DEMFWH  
Trip Permit: 202400498

Location:

Trip Type:

Guide:

Guide Card:

# of Clients:

Duration:  Half Day  Full Day

Trip Date:

[Save](#) [Void](#) [Cancel](#)

- An example of a properly completed trip ticket after it has been saved.
- It is still possible to edit a trip ticket at this point by changing the data and clicking save.
- Click the printer icon and a PDF document will be generated.
- You can print, save and/or email the document.
- You can void the trip if it was made in error by clicking "Void".

## Saved, Added Trip Screen

Demo Fly Fishing [Logout](#)

### 2024-07-08 TRIP

[<< Return to Trips](#)

The trip has been saved. Please save or print a PDF copy for your records by clicking on the printer icon below.



Authorization Code: NY824YM0807DEMFWH  
Trip Permit: 202400498

Location:	Navajo Lake State Park	▼
Trip Type:	Lake Trip	▼
Guide:	Demo User	▼
Guide Card:	2402	▼
# of Clients:	9	▼
Duration:	<input type="radio"/> Half Day <input checked="" type="radio"/> Full Day	
Trip Date:	07/08/2024	📅

[Save](#) [Void](#) [Cancel](#)

- Once errors are corrected and “Save” is selected, this screen appears.
- This screen displays the authorization code.
- It displays the trip permit number.
- In order to have the final trip ticket for your trip into the field, click on the Printer icon.

## Printable Trip Ticket



State of New Mexico  
Energy, Minerals and Natural Resources Department  
State Parks Division  
STAGING

### Navajo Lake State Park

#### DAILY GUIDE TRIP TICKET

**Trip Date:** 07/08/2024      **Permit Number:** 202400498

**Authorization Code:** NY824YM0807DEMFWH

**Company:** Demo Fly Fishing

**Guide:** Demo User

**Guide Card:** 2402      **Parking Permit:** \_\_\_\_\_

**Half Day:**       **Full Day:**       **Number of Clients:** 9

**Trip Details:** Lake Trip

- This is the ticket that outfitters and guides need to have during the trip.
- It can be saved and printed.

## Trips Screen

Location	Trip Details	Guide	Authorization	Permit	Duration	Trip Date	
Navajo Lake State Park	Lake Trip	Demo User	NY824YM0807DEMFWH	202400498	Full Day	07/08/2024	[Edit]
Navajo Lake State Park	Lake Trip	Andy Hutton	TPM244D0806DEM2D7	202400487	Half Day	06/08/2024	[Edit]
Navajo Lake State Park	Float Trip Launch Area Fire Dept. Load Area Load Area Fire Dept. Load Area	Andy Hutton	DHN24UR0806DEMSRQ	202400489	Full Day	06/08/2024	[Edit]
Navajo Lake State Park	Float Trip Launch Area Gravel Pit Load Area Texas Hole	Andy Hutton	Q0R24O00406DEM59U	202400491	Full Day	06/04/2024	[Edit]

- Select “Trips” at the top of the screen to see all trips information.
- This screen allows you to view the trips you have entered or select a trip for editing.
- You can select to view today’s trips, the next 7 days trips or all trips.
- If you wish to view or edit a specific trip, select view to the right of the specific trip.
- If you need to void a trip, select view, then void and update.

## Guide Screen

Name	Email	Phone	State	
Andy Hutton	andy.hutton@emnrd.nm.gov	(505) 555-5555	NM	[Edit]
Demo User			NM	[Edit]

 An arrow points to the edit icon for the 'Andy Hutton' guide.
 

- Select “Guides” from the top menu and you will see guides you have listed working for your company.
- You can click the edit button to update contact information for the guide.
- **To add outfitter, guides or parking permits contact the park. You can find the park contact info at <https://www.emnrd.nm.gov/spd/find-a-park/>**

## Guide Card Screen

ADD TRIP   TRIPS   GUIDES   **GUIDE CARDS**   PARKS   PARKING PERMITS   CHANGE PASSWORD   OUTFITTER DETAILS

### Outfitter Trip Ticketing

Home > Activities > Outfitter Trip Ticketing > Guide Cards

[Demo Fly Fishing](#) [Logout](#)

#### GUIDE CARDS

Showing 1 to 1 of 1 items

Guide Card Number	Expiration Date	
2402	3/31/2025	 

- Select “Guide Cards” under from the top menu and you will see the guide card numbers and expiration for your company.

## Parking Permit Screen – For Navajo Lake Only!

ADD TRIP   TRIPS   GUIDES   GUIDE CARDS   PARKS   **PARKING PERMITS**   CHANGE PASSWORD   OUTFITTER DETAILS

### Outfitter Trip Ticketing

Home > Activities > Outfitter Trip Ticketing > Parking Permits

[Demo Fly Fishing](#) [Logout](#)

#### PARKING PERMITS

Showing 1 to 1 of 1 items

Permit Number	Expiration Date	
2402	3/31/2025	 

- Select “Parking Permits” from the top menu.
- This lists the numbers of the parking permits issued to your company.

# Change Password

ADD TRIP   TRIPS   GUIDES   GUIDE CARDS   PARKS   PARKING PERMITS   **CHANGE PASSWORD**   OUTFITTER DETAILS

## Outfitter Trip Ticketing

Home > Activities > Outfitter Trip Ticketing > Change Password

[Demo Fly Fishing](#) [Logout](#)

### CHANGE PASSWORD

Password has been changed. To keep changes, please save changes by pressing the save button.

Use the form below to change your password.  
New passwords are required to be a minimum of 5 characters in length.

Email:

Password:

Confirm Password:

- You can also change your password from the top menu.
- Select "Change Password," confirm and update.