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, <u>http://www.emnrd.state.nm.us/spd/</u>, 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

N E W M E X I C C							EMNRD Main Page State Parks
ADD TRIP	TRIPS	GUIDES	GUIDE CARDS	PARKS	PARKING PERMITS	CHANGE PASSWORD	OUTFITTER DETAILS
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Please en	iter your email add	fress and passwor	d. Contact New Mexico S	state Parks Adminis	strator to register.		
Email: Emai	I Address						
Passw Passv *	vord: word						
Porgot	L Password?	Log In					
Green	•			Outfitters Use	er Manual		Version 06.05.2024

If you have an existing account
1. Enter your email address.
2. Enter your password

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- If you are a new user, please contact New Mexico State Parks Administration to register at Email 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

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

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Change Pass	WORD				
Password have be	een saved.				
Use the form below t	to change your password	d.			
New passwords are	required to be a minimu	m of 5 characters i	n length.		
Email:	debi.croney@e	mnrd.nm.gov			
Password:					
Confirm Password:					
Save Cancel					

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

Outfitter Detail Page

	TRIPS	GUIDES	GUIDE CARDS	PARKS	PARKING PERMITS	CHANGE PASSWORD	OUTFITTER DETAILS
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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

	TRIPS C	GUIDES	GUIDE CARDS	PARKS	PARKING PERMITS	в сн	ANGE PASSW	ORD	OUTFITTER	DETAILS
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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

emo Fly Fishing Logout ADD A TRIP < <return to="" trips<br="">Location: Please select a location Trip Type: Please select a trip type Guide: Please select a guide Guide Card: Please select a guide card</return>	e select a location e select a trip type select a guide select a guide card select # of clients a select # of clients bay © Full Day
emo Fly Fishing Logaut ADD A TRIP << Return to Trips Location: Please select a location You for the select a guide Cuide: Please select a guide You for the select a guide card You for the select a guide card	e select a location e select a trip type i select a guide i select a guide card i select # of clients av
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of Glients:)ay 🔍 Full Day
Duration: O Half Day S Full Day	
Trip Date: 06/06/2024	024

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

Return to Trips				
Frip Ticket has be	en changed. To keep changes, please save chang	es by pressing the save button.		
cation:	Navajo Lake State Park	~		
p Type:	Lake Trip	~		
iide:	Demo User	~		
ide Card:	2402	~		
of Clients:	3	~		
ration:	Half Day 🖲 Full Day			
n Date:	06/27/2024			

• Most parks will only have lake trips.

Float Trip Screen

Return to Trips				
Frip Ticket has bee	n changed. To keep changes, please save changes	by pressing the save button.		
ocation:	Navajo Lake State Park	×		
rip Type:	Float Trip	~		
aunch Area:	Fire Dept. Load Area	· /	<u>~_</u>	
oad Area:	Village Takeout	Ý	~ /	
iuide:	Demo User	~		
uide Card:	2402	~		
of Clients:	3	~		
uration:	O Half Day 🖲 Full Day			
rip Date:	06/27/2024			

• Must enter launch and load areas.

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Wade Trip Screen

Return to Trips			
Trip Ticket has bee	en changed. To keep changes, please save changes by p	essing the save button.	
ocation:	Navajo Lake State Park	×	
rip Type:	Wade Trip	v	
Primary Area:	Below Cottonwood Campground		
Guide:	Demo User	v	
Guide Card:	2402	~	
# of Clients:	3	Ý	
Ouration:	O Half Day 💿 Full Day		
Trip Date:	06/27/2024	•	

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

Calendar View in Add Trip

# of Clients: Duration: Trip Date:	Please select # of clients Half Day Full Day	~ 	
Save Cancel	June 2024 ↓ ↑ ↓ Su Mo Tu We Th Fr Sa 26 27 28 29 30 31 1 2 3 4 5 6 7 8	Outfitters User Manual	
	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	N S e Services	OUR ADDRESS 1220 South St. Francis Drive

- 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

Return to Trips				
cation:	Please select a location	~		
	Please select the location for this area			
Type:	Please select a trip type	~		
	Please select the trip type for this trip.			
ide:	Please select a guide	~		
	Please select the guide for this trip.			
ide Card:	Please select a guide card	~		
	Please select the guide card for this trip.			
f Clients:	Please select # of clients	~		
	Please select the numuber of clients for this trip.			
ration:	O Half Day 💿 Full Day			
p Date:	06/10/2024			

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

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Example of Added Trip with No Errors

Return to Trips			
The trip has been	saved. Please save or print a PDF copy for your rec	rds by clicking on the printer icon below.	
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horization Code: Permit: 202400	NY824YM0807DEMFWH 498		
ration:	Navaio Lake State Park	~	
	Lake Trip	~	
ide:	Demo User	~	
de Card:	2402	~	
f Clients:	9	~	
ration:	Half Day 🖲 Full Day		

- 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

The trip has been	saved. Please save or print a PDF copy for your rec	ords by clicking on the printer icon belo	W.	
• <⊐				
Authorization Code:	NY824YM0807DEMFWH			
Trip Permit: 2024004	198			
Location:	Navajo Lake State Park	~		
Trip Type:	Lake Trip	~		
Guide:	Demo User	~		
Guide Card:	2402	~		
	9	~		
# of Clients:	~ ~			
# of Clients: Duration:	🔾 Half Day 🔍 Full Day			

- Once errors are corrected and "Save" is selected, this screen appears.
- This screen displays the authorization code.
- It displays the trip permit number.

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• 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 Deptartment State Parks Division

Navajo Lake State Park

	DAILY	GOIDE 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

	TRIPS GUI	DES GUIDE CA	RDS PARKS	PARKING PERMITS	СН	ANGE PASSWO	DRD C	UTFITTER D
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Quick Tod Showin	FILTERS ays Next 7 Days ig 1 to 4 of 4 items Location Navajo Lake State Park Navajo Lake State Park	All Voided Irip Details Lake Trip Lake Trip Float Trip Launch Area I Dept. Load Area	Demo User Andy Hutton Fire Fire	Authorization NY824YM0807DEMFWH TPM244D0806DEM2D7 DHN24UR0806DEMSRQ	Permit 202400498 202400487 202400489	Full Day Half Day Full Day	Trip Date 07/08/2024 06/08/2024 06/08/2024	Add Trip

- 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

	TRIPS	GUIDES	GUIDE CARDS	PARKS	PARKING PERMITS	CHANGE PASSWORD	OL	JTFITTER DET
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Demo Fly GUID Showin Name Andy F	Eishing Council Logo ES Ig 1 to 2 of 2 item Hutton	ut s	Email andy.hutton@emnrd	.nm.gov	Phone (505) 555-5555		<u>State</u> NM	Add Guide © Q

- 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

	TRIPS	GUIDES	GUIDE CARDS	PARKS	PARKING PERMITS	CHANGE PASSWORD	OUTFITTER DETA
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GUII Showi	DE CARDS	is		▲ Expiration [Date		⊗ Q

• 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!

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Demo Fly Park	Eishing (BLogo CING PER	ut MITS	an the the				
Demo Fly PARK Showing	Fishing ເ⇒ Logo KING PER g 1 to 1 of 1 items	ut MITS s	S. Marikan				
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Demo Fly PARK Showing Permit	Eishing ເ⊇ Logo CING PER g 1 to 1 of 1 items Number	ut MITS s		A Expiration	n Date		8 Q

• Select "Parking Permits" from the top menu.

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• This lists the numbers of the parking permits issued to your company.

Change Password

ADD TRI	P TRIPS	GUIDES	GUIDE CARDS	PARKS	PARKING PERMITS	CHANGE PASSWORD	OUTFITTER DETAILS
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c	HANGE PASSW						
	HANGE I ASSW	JKD					
	Password has been o	hanged. To keep ch	anges, please save chan	ges by pressing the	save button.		
	Use the form below to c	hange your passwo	ord.				
	New passwords are req	uired to be a minim	um of 5 characters in leng	jth.			
	Email:	demouser@d	emo.com				
	Password:						
	Confirm Password:						
	Save						
1	لتنتقف						

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

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