

# HUNTER TRACKING SYSTEM USER GUIDE

## Reserving a Training Area

1. Call the Hunter Tracking System (HTS) at **703-784-6704**
2. When prompted by the automated voice, enter your hunter license number followed by the # key.
3. When prompted by the automated voice, enter your 4-digit PIN number (**last 4 digits of SSN by default**) followed by the # key.
4. The automated voice will ask you to select a menu option by pressing the corresponding number.  
The menu options are:
  - 1 – Reserve a training area for today
  - 2 – Reserve a training area for tomorrow
  - 3 – Listen to training areas open for today
  - 4 – Listen to training areas open for tomorrow
  - 7 – Cancel your reservation
5. If you select option **1** or **2** you will need to enter the code for the training area you would like to reserve a permit for (codes are listed on reverse of base license) followed by the # key.
6. After making your own reservation, you can either press **2** to reserve an additional permit for another ADULT hunter or **3** to reserve a permit for a YOUTH or NON-HUNTER; otherwise press **8** to exit.
7. If you need to cancel your reservation, select menu option **7**. After pressing **7**, the automated voice will prompt you to press **1** to cancel today's reservation or **2** to cancel tomorrow's reservation. Be sure to press **7** to confirm your cancellation or the reservation will fail to cancel and you will need to call again.
8. Reservations can be made 24 hrs a day, however, if you are reserving for tomorrow, you will still have to wait for your appropriate call-in time.
9. Once you have made your reservation, you can print your daily hunting and parking permit at the Game Check Station anytime during normal operating hours.

## Printing Your Hunting and Parking Permit

1. If you would like to print your hunting and parking permits for the following day, go to the "Tomorrow" window on the right. If you would like to print your permit for a current day's hunt, go to the "Today" window on the left.
2. To print your permits, swipe your card with the bar code down and to the right. **DO NOT SWIPE TWICE!**
3. Three permits will print: a Hunter Pass, a Vehicle Pass, and a GC Station copy.

4. Keep your hunter pass on your person until you return to the GCS to conclude your hunt. Display the vehicle pass on the dashboard of your vehicle so that it is clearly visible. **Place the GC Station copy in the box beneath the window.**
5. If you have reserved a spot for a minor or non-hunter, you must also swipe their card after you have swiped your own!
6. Once you have concluded your hunt, return to the GCS and swipe your card in the terminal on the left side window.
7. Two small receipts will print that say "Hunt Session Completed". Staple one of the receipts to your day's hunter pass and vehicle pass, then place them in the box by the window. The second receipt is for you to keep.
8. Record hours out and/or game harvested on clipboard by the window and ask Game Check personnel to check in your bear, deer, or turkey.
9. Permits can only be printed during normal Game Check Station operating hours!

### Important Things to Remember When Using HTS

1. Using HTS, you may reserve a hunting permit for a friend or a minor/non-hunter after you have reserved your own permit. **However, you cannot do both.** If you need to reserve a permit for both a friend and a minor/non-hunter, reserve a permit for your friend and manually checkout/in at the GCS any minor/non-hunters that will be accompanying you on your hunt.
2. After you have reserved for yourself and want **to reserve for a minor/non-hunter**, you must **press 3** for their category. Remember, minors/non-hunters **MUST** swipe their card to print passes if registered in HTS.
3. The HTS phone number, menu options, and training area codes are printed on the back of your MCBQ hunting license.
4. Reservations made for next day's hunt are cancelled **30 min** after opening on day of hunt. Reservations made on day of hunt are cancelled **2 hours** after reservation was made.
5. Duck blinds and dove fields will be reserved in person and NOT through HTS until further notice.
6. **Manual Checkout/In** – Some recreational users of MCBQ will still need to checkout/in manually at the GCS. This can be done by reporting to the GCS during normal operating hours and filling out the requested information on the checkout/in clipboard. The following users will need to checkout/in manually:
  - Gobbler season companion hunter
  - Youth and/or non-hunter accompanying licensed hunter 21 or older and is NOT checked out through HTS
  - Firewood cutters
  - R6 pond users