

## How hunters use the check-in system to obtain a daily OLHAP permit

### Desktop Version

1. Click link to open mobile version of OLHAP Check-In app.
  - a. <https://odnr.maps.arcgis.com/apps/dashboards/6e59777a43e3471ab3d26ffd9586fe2b>
2. Navigate to the property you wish to attend. There are four ways to achieve this, you can use whichever is easiest for you.
  - a. You can navigate by using the list of properties on the left side of the screen
    - i. Scroll the list up or down to find the property you wish to zoom to. Once you found the one you are looking for, click it and the map will zoom to the property
  - b. You can have the map zoom to a particular county
    - i. On the left side of the screen there is a list of counties, if you click on the map will zoom to that county.
  - c. Click with your mouse and hold and move side to side to move the map. Use the scroll pad on your mouse to zoom in and out.
  - d. Type the address of the location you wish to attend into the search bar at the top of screen.
  - e. You can also use the + or – buttons to zoom the map in or out.
3. Once you have located the property you wish to check into, you must obtain your daily permit.
  - [1] In the center of the property you will see a green dot with an orange outline. Click this point.
  - [2] Then click the arrow button to open the additional information screen for that property.
  - [3] Here you will see the number of spots still remaining for the property.
    - i. If there are 0 spots remaining you will not be able to check into the property and you will see the following message “**No permits remaining at this property for this date.**” This means the available permits for the current day are taken and you can try again to obtain your daily permit at 8:00pm.
    - ii. If there are spots remaining you will be able to check into the property and will see the following message **Click here to obtain your OLHAP daily permit**

Click this message and complete the survey to obtain your daily permit.

Once you submit your daily permit survey, an email will be sent to the email provided in the survey, containing your permit to use the property. If you do not see an email immediately please check your spam folder as the email may have been sent there.