

Deer Management System Users Guide





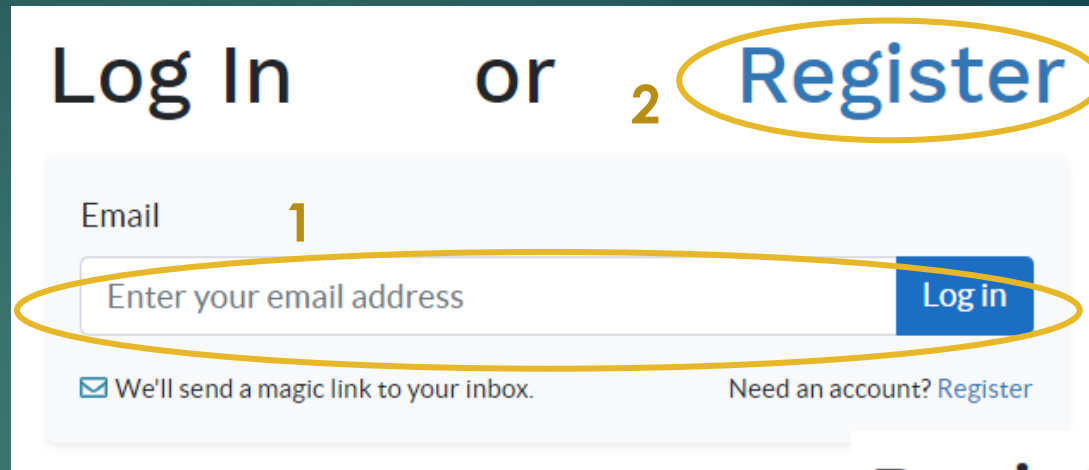
HUNTER USER GUIDE



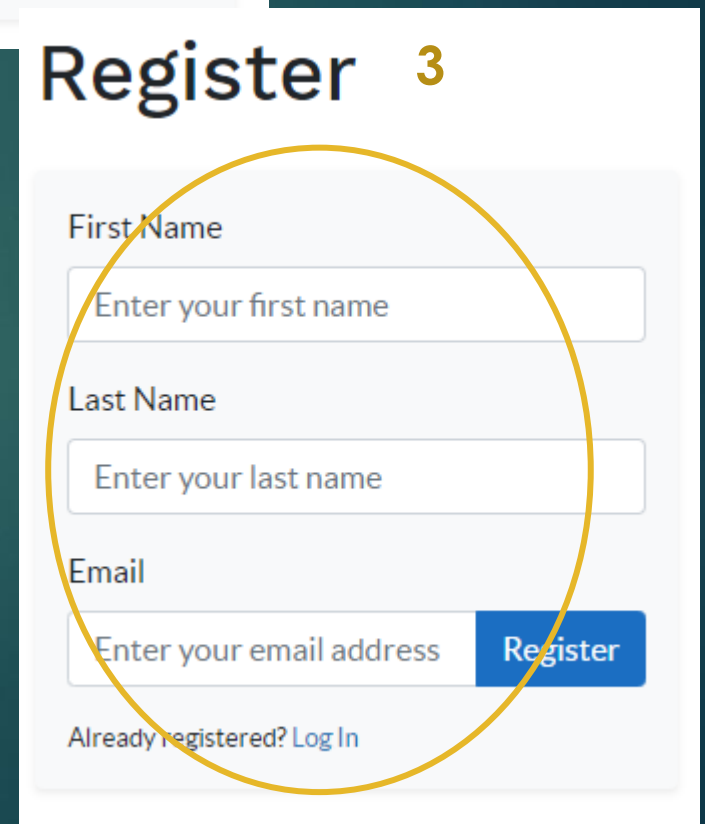
New Hunter Registration

Registration

1. Hunters already registered in the new DMS, can just enter their email address and log in
2. New hunters, can select the Register button
3. Complete all fields and “Register”



The screenshot shows a login/register interface. At the top, the text "Log In or Register" is displayed. The word "Register" is circled in yellow and has a small "2" next to it. Below this, there is a form with an "Email" label and a "1" next to it. The input field contains the placeholder text "Enter your email address" and is also circled in yellow. To the right of the input field is a blue "Log in" button. Below the input field, there is a checkbox with the text "We'll send a magic link to your inbox." and a link "Need an account? Register".



The screenshot shows a register form. At the top, the text "Register 3" is displayed. The word "Register" is circled in yellow. Below this, there are three input fields: "First Name" with the placeholder "Enter your first name", "Last Name" with the placeholder "Enter your last name", and "Email" with the placeholder "Enter your email address". The "Email" input field is circled in yellow. To the right of the "Email" input field is a blue "Register" button. Below the input fields, there is a link "Already registered? Log In".




Hunter Landing Page

Hunter Landing Page

Articulates the process the Hunter can expect to occur when enrolling in this program

Provides actionable buttons on the right with supplemental messages indicating their status on the current step.

Deer Management System (DEV)_{-BETA} Dashboard 

Welcome Cornell University Hunter!

Please apply to use this system using the controls on the right.

To apply, follow these steps:

1. Fill in or update your Hunter Profile
2. Take the Rules and Regulations Test
 - You have three (3) tries to pass
 - You may take as much time between tries as you like
 - Make sure you know the [R&R link] before you start
3. Submit your Permit Application
 - Returning hunters will have a chance to request access to restricted sites here
 - Make sure to indicate whether you need ADA access to hunting sites
4. Wait to be Accepted and Approved
5. Print your Permit and ID

Please contact [email address] if you have any questions.

Get Your Permit

Step 1 - Your Profile (Optional)

[Edit Your Hunter Profile](#)

Step 2 - Take the Test

[Take the Rules & Regs Test](#)

3 Attempts Remaining

Step 3 - Apply

[Apply For Your Permit](#)

Step 4 - Print Permit/ID

[View/Print Your Permit and ID](#)

Step 5 - Make Reservations

[Go to your Dashboard](#)



Hunter Application Process

Step 1: Edit Hunter Profile

Hunter can enter their information here, or via the application.

My Profile

Active **VIP** **New**

Please enter your legal name as it appears on your driver's license or ID card.

First Name: Andrew
Middle Name:
Last Name: Gacek
Suffix: Optional

Email: asg239@cornell.edu
Phone: 1234567890
Date of Birth: 04/04/1980

Street Address: 123 Main St

City: Ithaca
State: NEW YORK
Zip Code: 14850

Backtag # (from your current NYS Hunting License. This is **NOT** the DOC#. Sample: 123490005678)
123456789

- I am permitted to hunt through the DMFA Program
- I hold a NYS non-ambulatory hunting license
- Access to non-ambulatory sites granted

Vehicle(s)/ATV(s)

State	License Plate #	Body	Make	Model	Color	Engine Size	
NY	ABC1234	Pickup	Ford	F150	Black		Edit Delete
AZ	5231478	ATV					Edit Delete
AZ	134TCMD	ATV					Edit Delete

Add Vehicle

Step 2: Take Test

Hunter has 3 attempts to take the test and will know immediately if they passed or failed. The number of attempts remaining are indicated below the step on their dashboard.

Step 2

Take the Rules & Regs Test

3 Attempts Remaining

Welcome to the Cornell University Deer Management Program Rules and Regulations Test

The test is intended to ensure a safe and effective program for all participants, and ensures that hunters understand and can follow Cornell's rules and regulations. The test is not designed to be difficult and there are no trick questions. Hunters who have read the rules, regulation, and program website carefully should easily pass.

INSTRUCTIONS:

The test is "open book" so that a hunter can refer to Cornell hunting rules and regulations and the deer program website while taking the test. Thus, we recommend that you print out these pages or keep the website(s) open for reference. Hunters must answer 12 randomly selected questions and get 11 questions correct to pass the test. Questions will be either True/False or multiple choice, but there will always be only one correct answer. Hunters will have three chances to pass, and there is no limit to the time or number of days between tests. If a hunter does not pass the test after three attempts, they will not be able to hunt on Cornell lands this year, but may try again the following year.

Please note that the application period to hunt on Cornell lands expires at the close of businesshours on October 17th at 11:59 p.m.

This is a trick question. (answer is TRUE)

- True
- False

Hunters must visibly wear their Cornell hunting program identification tag on their person and present it upon demand to any Cornell official or Law Enforcement officer. t

- True
- False

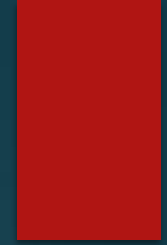
All types of tree stands and ground blinds are allowed, including screw in steps. f

- True
- False

I had a reservation for tomorrow and now am unable to hunt. What should I do? (log into the...)

- Log into the reservation system and delete my reservation.
- E-mail Cornell Botanic Gardens my change of schedule.
- Tell a hunting buddy to take your spot for you.
- Any of the above

Step 3: Apply for Permit



- ▶ This view is like the hunter profile, with the addition of the agreement to a background check. This will populate with Hunter Profile data if it is present and update the Hunter profile upon submitting.
- ▶ Returning Hunters can request Restricted Access via this permit application.

Get Your Permit

Step 1

Edit Your Hunter Profile

Step 2

Passed

Step 3

Apply For Your Permit

Step 4

View/Print Your Permit and ID

- ▶ Once the permit is submitted, the Hunter will see the button color and status change to indicate their place in this process.

Get Your Permit

Step 1

Complete

Step 2

Passed

Step 3

Application Submitted - Pending

Step 4

View/Print Your Permit and ID

Step 4: View/Print your Permit and ID

- ▶ Once the Hunter has been Accepted by BG and Approved by CUPD, the Hunter will be able to print their Hunting Permit and ID.

Get Your Permit

Step 1

Complete

Step 2

Passed

Step 3

Application Complete

Step 4

View/Print Your Permit and ID

Print

CORNELL UNIVERSITY DEER HUNTING PERMIT

This permit is separate and in addition to current NYS Hunting License.

Permit expires: January 31, 2024

Please fill out form using indelible ink

The University reserves the right to revoke this permit at any time in its sole discretion. This permit must be presented on demand to any University official or law enforcement officer.

I, the undersigned hunter, on behalf of myself, my minor child (if accompanying me) my assigns, executors, and heirs, agree to release, indemnify, and hold harmless Cornell University, its trustees, officers, agents, and employees from any and all liabilities, personal injuries (including death), property damage, claims, costs or expenses of any nature whatsoever (including reasonable attorney's fees) arising out of or in any way related to my use (or my minor child's use) of University lands.

I have read and agree to comply with the Cornell University Deer Hunting Program Rules and Regulations, available at: [Apply Now – CornellBotanicGardens](#)

I also agree to comply with all NYS Department of Environmental Conservation hunting rules and regulations, available at: <http://www.dec.ny.gov/outdoor/37136.html>

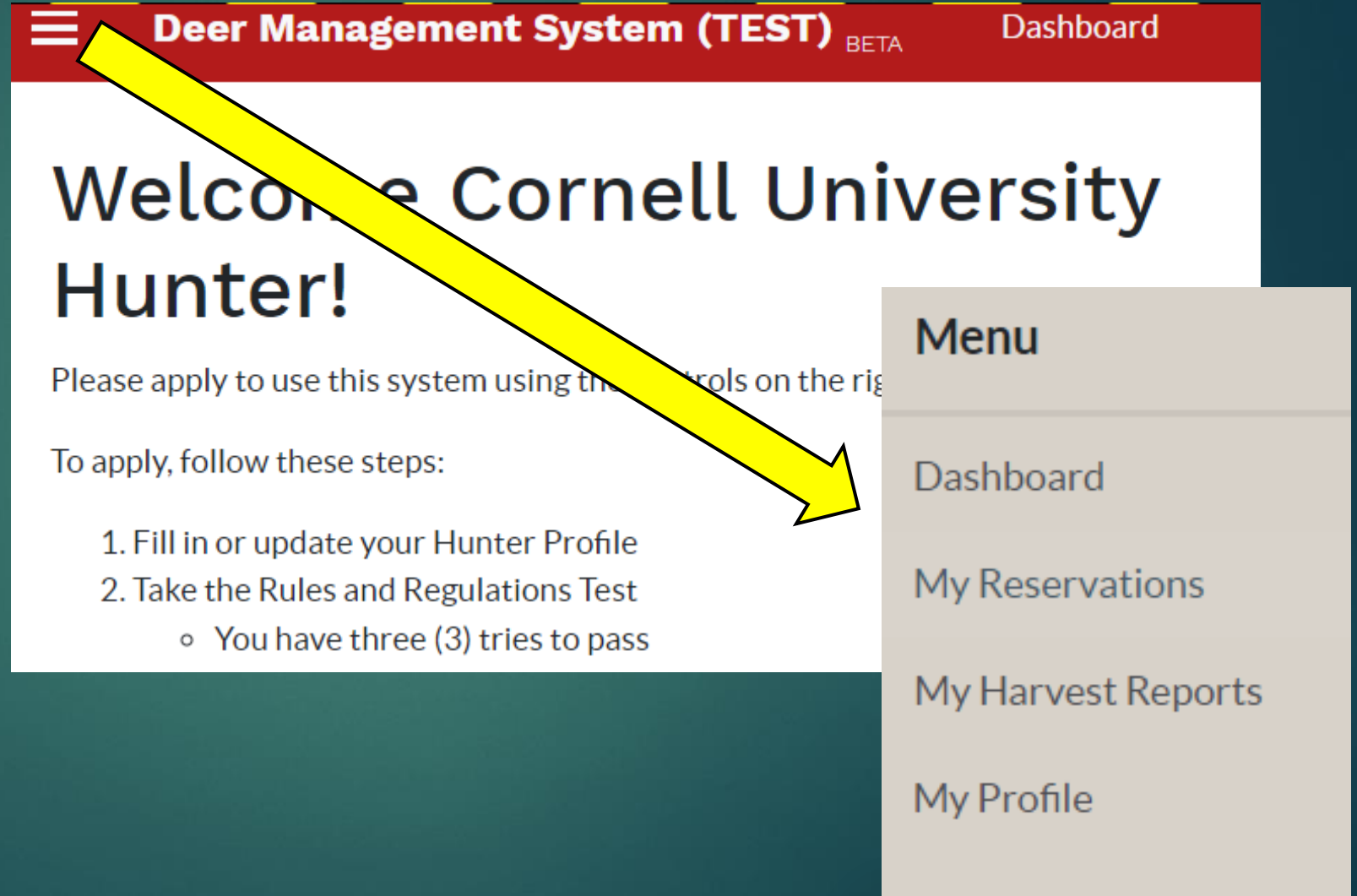
I expressly acknowledge that drugs, alcohol, and poor sportsmanship will NOT be tolerated on University property. I affirm that I am over the age of 18.

I understand that this permit is not valid until signed and dated.

Hunter Menu

Hunter Menu

Hunters can use the Menu options to view their Dashboard, a list of all their reservations, a list of all their reports and their profile.



The screenshot displays the user interface for the "Deer Management System (TEST) BETA". At the top, there is a red navigation bar with a hamburger menu icon on the left and the text "Deer Management System (TEST) BETA" and "Dashboard" on the right. Below the navigation bar, the main content area has a white background. It features a large heading "Welcome to Cornell University Hunter!" followed by a sub-heading "Please apply to use this system using the controls on the right". Below this, there is a section titled "To apply, follow these steps:" with a numbered list: "1. Fill in or update your Hunter Profile" and "2. Take the Rules and Regulations Test", which includes a sub-point "o You have three (3) tries to pass". A yellow arrow points from the top-left of the main content area towards the "Menu" dropdown on the right. The "Menu" dropdown is a light gray box containing the following options: "Menu", "Dashboard", "My Reservations", "My Harvest Reports", and "My Profile".

Deer Management System (TEST) BETA Dashboard

Welcome to Cornell University Hunter!

Please apply to use this system using the controls on the right

To apply, follow these steps:

1. Fill in or update your Hunter Profile
2. Take the Rules and Regulations Test
 - o You have three (3) tries to pass

Menu

- Dashboard
- My Reservations
- My Harvest Reports
- My Profile



Hunter Dashboard

ONCE A HUNTER HAS PRINTED THEIR PERMIT, THEY ARE CONSIDERED AN “ACTIVE” HUNTER AND MAY BEGIN SCHEDULING HUNTS.

Hunter Dashboard

1. Hunter Metrics
 - Hunts
 - Reports Past Due
 - Hours Hunted
 - Deer seen/harvested

2. Outstanding harvest reports with ability to start them.

Deer Management System (DEV) BETA Dashboard

My Dashboard

1

- 12** Hunts
- 5** Past Due
- 26.99** Hours
- 8** Deer

Schedule a Hunt

Implement(s): Access Type(s):

DMFA Only: Hunting Site:

June 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
						3

Outstanding Harvest Reports

2

Sun May 07 2023

CKs hunting site **PM** **Past Due**

Tue May 09 2023

One great pace to hunt! **AM** **Past Due**

Wed May 10 2023

One great pace to hunt! **AM** **Past Due**

One great pace to hunt! **PM** **Past Due**

Schedule a Hunt

Schedule a Hunt

1. Select implement, access type, DMFA and Site, and press "Go"
2. Calendar of site selected to allow for scheduling. Select available slots.
3. Submit by pressing the Reserve button

Deer Management System (DEV) BETA Dashboard

12 Hunts 5 Past Due 26.99 Hours 8 Deer

Schedule a Hunt

1

Implement(s): Any Access Type(s): Any

DMFA Only: Any Hunting Site: TEST **Go**

Description: TEST

Access: [View Interactive Map](#)

June 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 MUZZLE	2 MUZZLE	3 MUZZLE
4 MUZZLE	5 MUZZLE	6 MUZZLE	7 MUZZLE	8 MUZZLE	9 MUZZLE	10 MUZZLE
11 MUZZLE	12 MUZZLE	13 MUZZLE	14 MUZZLE <input type="checkbox"/> Reserve PM	15 MUZZLE <input type="checkbox"/> Reserve AM <input type="checkbox"/> Reserve PM	16 MUZZLE <input type="checkbox"/> Reserve AM <input type="checkbox"/> Reserve PM	17 MUZZLE <input type="checkbox"/> Reserve AM
18 MUZZLE	19 MUZZLE	20 MUZZLE	21 MUZZLE	22 MUZZLE	23 MUZZLE	24 MUZZLE
25 MUZZLE	26 MUZZLE	27 MUZZLE	28 MUZZLE	29	30	

Reserve 3

Blocked/Banned Hunter Landing Page

- ▶ Hunter receives an unauthorized access warning.

You are not authorized to make reservations or hunt on Cornell DMP lands.

Please contact [\[BG email here\]](#) if you find this to be in error.

If you have a disability and are having trouble accessing information on this website or need materials in an alternate format, contact web-accessibility@cornell.edu for assistance.

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Suspended Hunter Landing Page

- ▶ Hunter is unable to schedule new hunts and receives a warning across the top.

The screenshot shows the top navigation bar of the 'Deer Management System (DEV) BETA' with a 'Dashboard' link and a user profile icon. A yellow warning banner at the top states: 'Your reservation privileges have been suspended. You will not be able to schedule future hunts until all outstanding Harvest Reports have been submitted.'

Welcome Cornell University Hunter!

Please apply to use this system using the controls on the right.

To apply, follow these steps:

1. Fill in or update your Hunter Profile
2. Take the Rules and Regulations Test
 - You have three (3) tries to pass
 - You may take as much time between tries as you like
 - Make sure you know the [R&R link] before you start
3. Submit your Permit Application
 - Returning hunters will have a chance to request access to restricted sites here
 - Make sure to indicate whether you need ADA access to hunting sites
4. Wait to be Accepted and Approved
5. Print your Permit and ID

Please contact [email address] if you have any questions.

Get Your Permit

Step 1: Complete

Step 2: Passed

Step 3: Application Unavailable

Step 4: View/Print Your Permit and ID

Suspended/Blocked Hunter

Hunters in these statuses can still access their menu to view their historical reservations, Harvest Reports and Profile

Menu
Dashboard
My Reservations
My Harvest Reports
My Profile

My Reservations

Delete CSV Filters -

Search All Fields

Hunting Site	Date	AM/PM	Status
Eames Lot #1	2023-04-25	PM	Reserved
Frost Ravine	2023-04-26	PM	Report Submitted
Frost Ravine	2023-04-27	PM	Report Submitted
Frost Ravine	2023-04-28	PM	Report Submitted
Frost Ravine	2023-04-29	AM	Report Submitted
Frost Ravine	2023-04-30	PM	Report Submitted
Frost Ravine	2023-05-02	AM	Report Submitted
Frost Ravine	2023-05-02	PM	Report Submitted
Frost Ravine	2023-05-03	AM	Report Submitted
Frost Ravine	2023-05-03	PM	Past Due

Showing 1 to 10 of 16 entries

Submit Report

From their Reservations menu, they can submit any outstanding reports