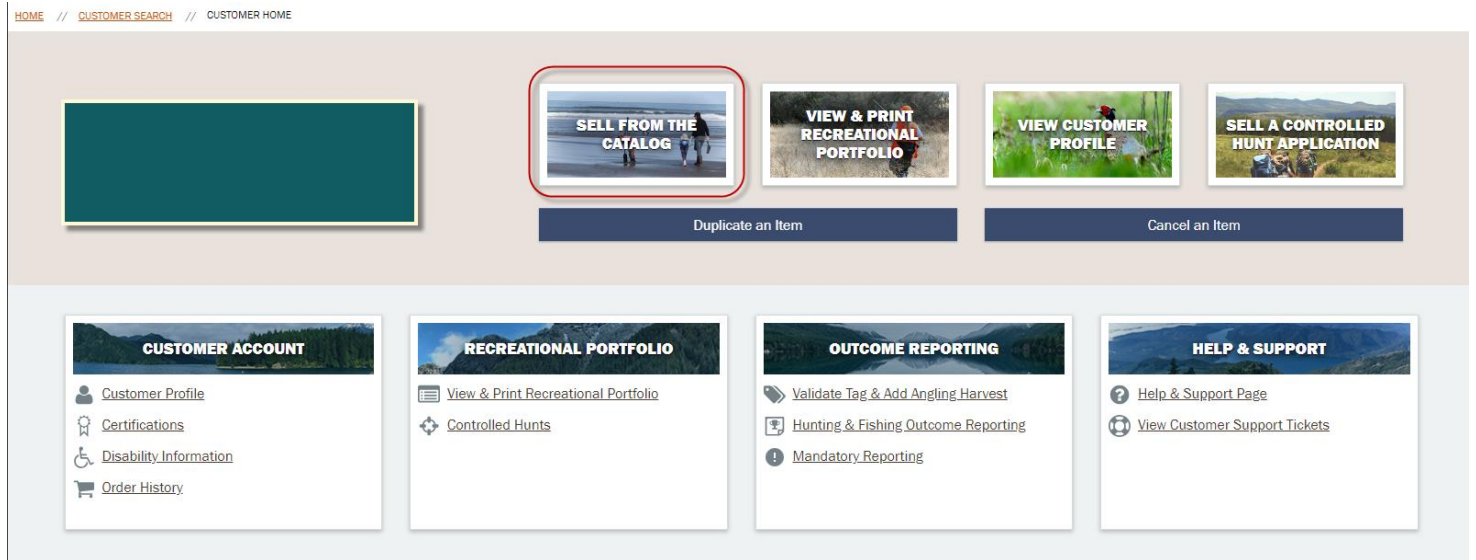


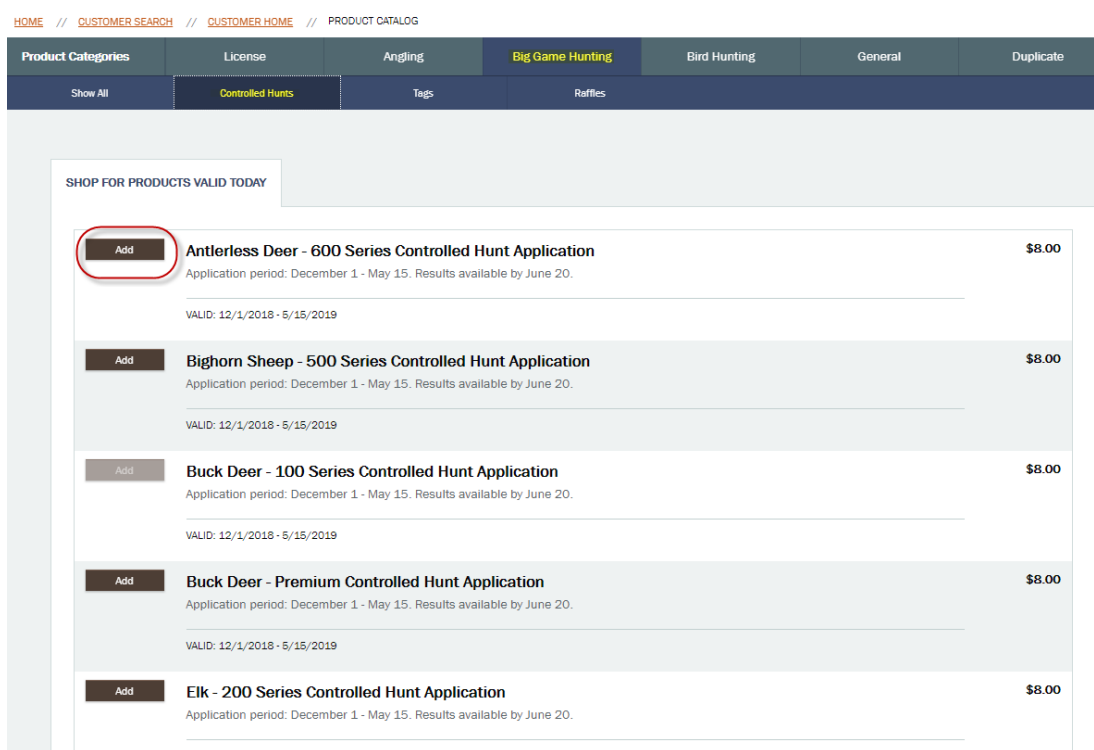
How to sell a controlled hunt application.

The customer has to have an annual hunting license, Combination license or Sportspac to apply for a controlled hunt

Go to “Sell from the catalog”



Select the Big Game Hunting tab on the top row, then select Controlled hunts tab on the second row and add to the cart ALL of the applications the customer wants to apply for.



Once ALL the applications have been added to the cart, select "Proceed to Checkout"

Proceed to Checkout [Clear Cart](#)

CURRENTLY IN CART (4)

Antlerless Deer - 600 Series Controlled Hunt Application	X
QTY 1	\$8.00
Buck Deer - Premium Controlled Hunt Application	X
QTY 1	\$8.00
Elk - 200 Series Controlled Hunt Application	X
QTY 1	\$8.00
Pronghorn Antelope - 400 Series Controlled Hunt Application	X
QTY 1	\$8.00
SUBTOTAL: \$32.00	

In Checkout screen, confirm with the customer again that you have added all the items they want and then proceed by selecting the "Next" button

Checkout

PRODUCT NAME	VALID DATES		UNIT PRICE	QUANTITY	PRICE	
Antlerless Deer - 600 Series Controlled Hunt Application	Starts 03/08/2019	Ends 05/15/2019	\$8.00	1	\$8.00	X
Buck Deer - Premium Controlled Hunt Application	Starts 03/08/2019	Ends 05/15/2019	\$8.00	1	\$8.00	X
Elk - 200 Series Controlled Hunt Application	Starts 03/08/2019	Ends 05/15/2019	\$8.00	1	\$8.00	X
Pronghorn Antelope - 400 Series Controlled Hunt Application	Starts 03/08/2019	Ends 05/15/2019	\$8.00	1	\$8.00	X
					ORDER SUBTOTAL: \$32.00	

[◀ Continue Shopping](#) **Next**

This will take you to the next screen that will allow you to complete the application process. For each application, select the “complete” button to the right.

Checkout

The following application(s) have been added to the cart and must be completed before purchase:

APPLICATION	CUSTOMER	PRODUCT	
Antlerless Deer	<input type="text"/>	Antlerless Deer - 600 Series Controlled Hunt Application	<input type="button" value="Complete"/>
Premium Buck Deer	<input type="text"/>	Buck Deer - Premium Controlled Hunt Application	<input type="button" value="Complete"/>
Elk	<input type="text"/>	Elk - 200 Series Controlled Hunt Application	<input type="button" value="Complete"/>
Pronghorn Antelope	<input type="text"/>	Pronghorn Antelope - 400 Series Controlled Hunt Application	<input type="button" value="Complete"/>

You will need to ask the applicant which status for their application. They must choose Individual, Party Leader or Party Member.

Controlled Hunt Application

Antlerless Deer (600)

Submit As

Individual Party Leader Party Member

Here is where you can select if the application is a point saver. If not a point saver, you will be able to select the hunt number the customer wants to apply for from the drop down menu. Once you have selected all the choices that they want to apply for, select “Next”

Controlled Hunt Application

Antlerless Deer (600)

Select your hunt choices

Point Saver

Hunt Choices

Choice 1

Choice 2 (optional)

Choice 3 (optional)

Choice 4 (optional)

Choice 5 (optional)

LOP (optional)

You will then get a screen to verify with the customer that the application is what they wanted. If the application is correct, select "submit". If the application is incorrect, you can select "back" and reenter the correct hunts.

Controlled Hunt Application

Antlerless Deer (600)

Applicant(s)

Individual

Hunt Choice(s)

Hunt	Hunt Dates	Hunt Unit(s)
1	612 10/19/2019 - 11/01/2019	Wilson (12)

[Back](#) [Submit](#) [Cancel](#)

Once all the applications are completed you will see the screen below. Select "Next" to complete the transaction and confirm payment.

Checkout

The following application(s) have been added to the cart and must be completed before purchase:

APPLICATION	CUSTOMER	PRODUCT	STATUS	ACTION
Antlerless Deer	[Redacted]	Antlerless Deer - 600 Series Controlled Hunt Application	Completed	Resubmit
Premium Buck Deer	[Redacted]	Buck Deer - Premium Controlled Hunt Application	Completed	Resubmit
Elk	[Redacted]	Elk - 200 Series Controlled Hunt Application	Completed	Resubmit
Pronghorn Antelope	[Redacted]	Pronghorn Antelope - 400 Series Controlled Hunt Application	Completed	Resubmit

[Back](#) [Next](#)