

Link to [Special Events System](#) to apply for boating special events.

Please reference the information below: Obtaining a Boating Special Event Authorization and Guidelines sections to familiarize you with the look and feel of the new online boating application system.

In 2008 and 2009, the Natural Resource Commission adopted rule changes for the Iowa DNR's Special Events permit program. The date for submitting electronic applications for boating special events will begin March 8th, for the 2010 boating season. Beginning July 1, 2010 a \$25.00 administrative fee will be charged for all boating special events. The fee will partially offset the costs incurred to administer the boating program, including development and maintenance of the online application and payment system. This web site system will be the only method to apply for and get approval for boating special events. All events will be listed on the DNR's web page following implementation of this system. Applications for 2010 will be accepted starting March 8, 2010. Refer to the instructions below to prepare to use the new application system.

Per Iowa Code Section 462A.16 (2009) if a permit has been obtained from an authorized agency having jurisdiction of the water which is the location where the event is being conducted, an additional state special events permit is not required. Examples would include, but not limited to, U.S. Army Corp of Engineers and/or U.S Coast Guard permits.

Obtaining Boating Special Event Authorization

Authorization by the Department of Natural Resources is required to hold a regatta, motorboat or other boat races, marine parades, tournaments or exhibitions on any waters of

Separate authorization is needed for each boating event. To access the Special Events system, go to <https://programs.iowadnr.gov/specialevents/> and complete the Boating event application form.

Applications for 2010 boating events will be accepted via the online application system starting March 8, 2010. **Authorizations are not transferable.** Applications must be received by the local Conservation Officer or local Park Staff at least **30 days** prior to the proposed event.

The authorization letter must be in possession of the sponsor or their representative and be available at the event site for Department Staff during event hours.

Guidelines

Approval of any boating event application is at the discretion of the DNR staff. The DNR may impose special conditions not specifically covered herein for any boating event if deemed necessary to protect the resource or to assure public safety. Special conditions may include, but are not limited to:

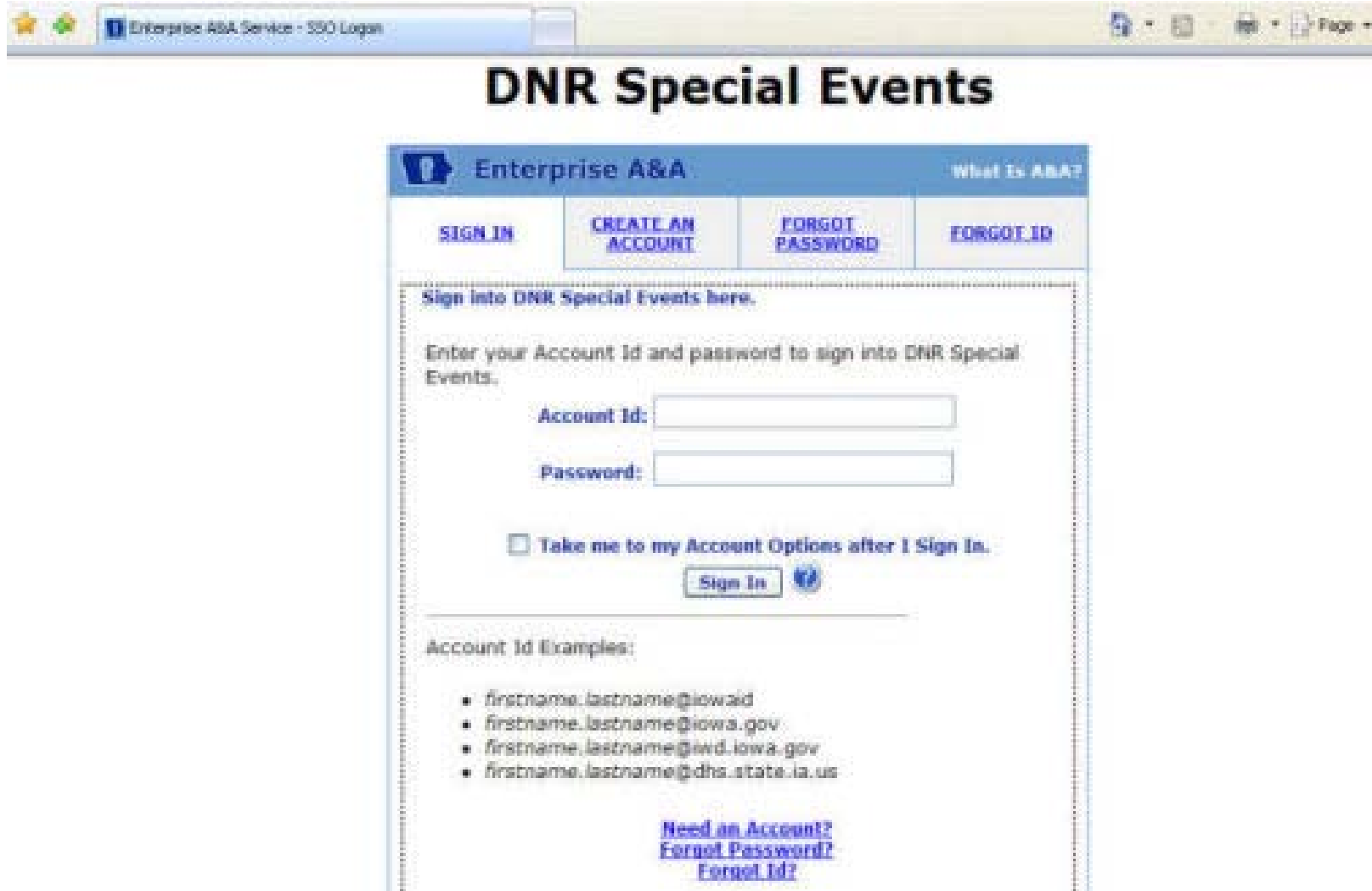
- Navigation shall be open to all traffic during the event
- Electric trolling motors only shall be permitted
- All speed and distance regulations shall apply to the race
- Shotgun or racing-type starts shall not be permitted
- Chains or tire studs shall not be used on the vehicles entering on the ice
- Alcoholic beverages (beer included) shall not be permitted to be consumed during any parts of the event
- The sponsoring organization must remove all litter from the land and ice at the end of each day's event

The number of boating events at any one access area during a given day may be restricted if deemed necessary to avoid congestion with the public or competing events.

Creating a User ID and Logging In

To access the new system, you will need to create an ID with the State of Iowa's online database system. If you have an ID for school closings or the fishing report system, that one will work. If not, use that mechanism to create one. You can click [here](#), and access the system by clicking the "searchable report system" in the blue box. Once you do that, you will need to create an ID and password.

Here is what the log in screen looks like:



To create an account, click on the second tab, and this page will appear:

DNR Special Events

 **Enterprise A&A** [What Is A&A?](#)


SIGN IN	CREATE AN ACCOUNT	FORGOT PASSWORD	FORGOT ID
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Create an account for DNR Special Events here.

Sign up now to get credentials you can use for DNR Special Events and at other Enterprise A&A enabled sites.

First Name:

Last Name:




Before Beginning:

- You must have a valid email address.
- The same PC and browser must be used for your entire registration.
- Make sure your browser has Cookies and JavaScript enabled.
- Your A&A Account ID may not contain profanity or special characters.
- You will be required to complete some Security Baseline Questions.

KindaTrack users: for assistance call your [DHS county office](#) or provider

The system will require you to confirm the account details, and provide a valid email address:

DNR Special Events

Single Sign On - DNR Special Events 

Account Id: @IOWAID


First Name:

Last Name:

Email:

Confirm Email:

You are looking at SSO Registration Transaction Id: LJDAZD

 **Enterprise A&A**

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This email address will be sent a link and a code to complete the account registration process, which is shown on the next screen.

After receiving the email and clicking the link, you will be directed to this page. You will need to type in the "blurry" letters in the middle of the page to continue:



Next, you will need to create an "account baseline" which consists of questions that you provide answers to. This will aid in recovering your password if you ever lose or forget it:

Enterprise ASA Service - SSO Initialize Account

DNR Special Events

Self Service Password Change - DNR Special Events

Identity Baseline for

On this page, you must create your identity baseline. This is a set of questions and answers you establish for your account. If you forget your password or lock your account for some reason, you can answer these questions to get access to your account.

Question 1:
-- Select Question --

Answer 1: Confirm:

Question 2:
-- Select Question --

Answer 2: Confirm:

Question 3 (Create your own question.):

Answer 3: Confirm:

Save Identity Baseline

Some guidelines for setting your baseline:

1. Choose questions and answers that you know well, but that others don't.
2. Avoid special characters like commas or quotes that you may not enter the same way later.
3. Keep your answers simple - for example, use "paperboy" instead of "The Des Moines Register paper delivery" for your first job.
4. You must create your own question when a drop down list is not provided. Usually this is the case for the last one or two questions shown.

The last step in account set-up is creating a password. Below is a simplified set of directions for creating your password. Passwords must be:

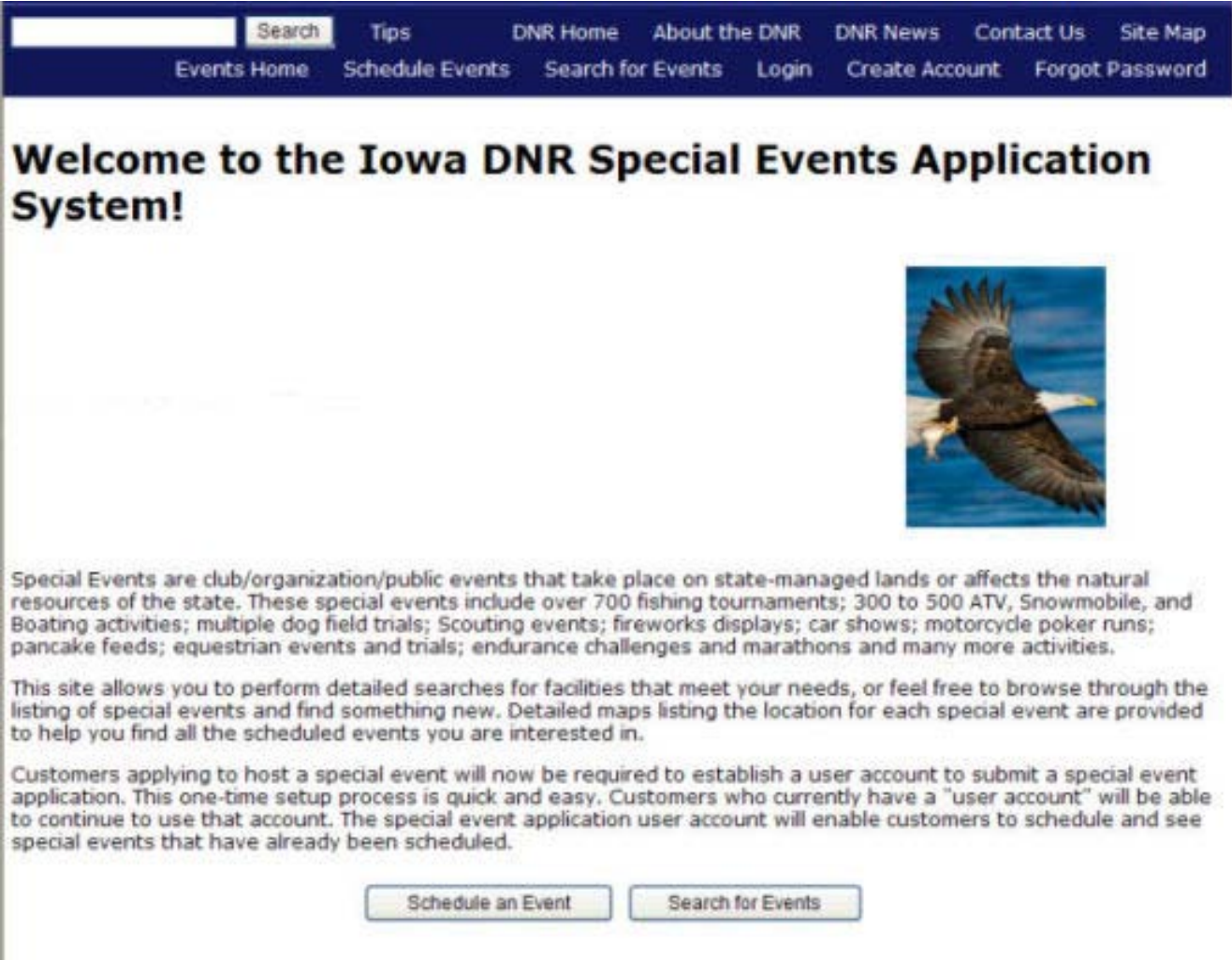
- At least 8 characters long (alphanumeric)
- Include at least one special character (e.g. !, @, #, \$, %, ^, &, *, etc.)
- A mix of uppercase and lowercase letters
- You may not use pieces of your name or email address in your password



After you have created a username and password, you will be ready to access the new Special Events/Boating system when it comes online March 8, 2010.

Conducting a Search in the new System

Start at the Special Events home page, <http://programs.iowadnr.gov/specialevents/>. A screen shot is below.



The screenshot shows the homepage of the Iowa DNR Special Events Application System. At the top is a dark blue navigation bar with a search box and links for Search, Tips, DNR Home, About the DNR, DNR News, Contact Us, Site Map, Events Home, Schedule Events, Search for Events, Login, Create Account, and Forgot Password. Below the navigation bar is a large heading: "Welcome to the Iowa DNR Special Events Application System!". To the right of the heading is a photograph of a bald eagle in flight against a blue sky. Below the heading and image are three paragraphs of text. The first paragraph describes special events as club/organization/public events on state-managed lands, listing activities like fishing tournaments, ATV/Snowmobile events, boating, dog field trials, Scouting, fireworks, car shows, motorcycle runs, pancake feeds, equestrian events, and endurance challenges. The second paragraph explains that the site allows for detailed searches and provides maps for event locations. The third paragraph states that users must now create an account to submit applications, but existing accounts can still be used. At the bottom of the page are two buttons: "Schedule an Event" and "Search for Events".

Click on Search for Events.

You will now be directed to this page:

Search for Events Near You



Filter	
Event Type:	Select Event Category >> ▼
All events for:	Select Month >> ▼
By Date Range	
	11/30/2009 [calendar icon]
to	
	05/30/2010 [calendar icon]
[Search]	

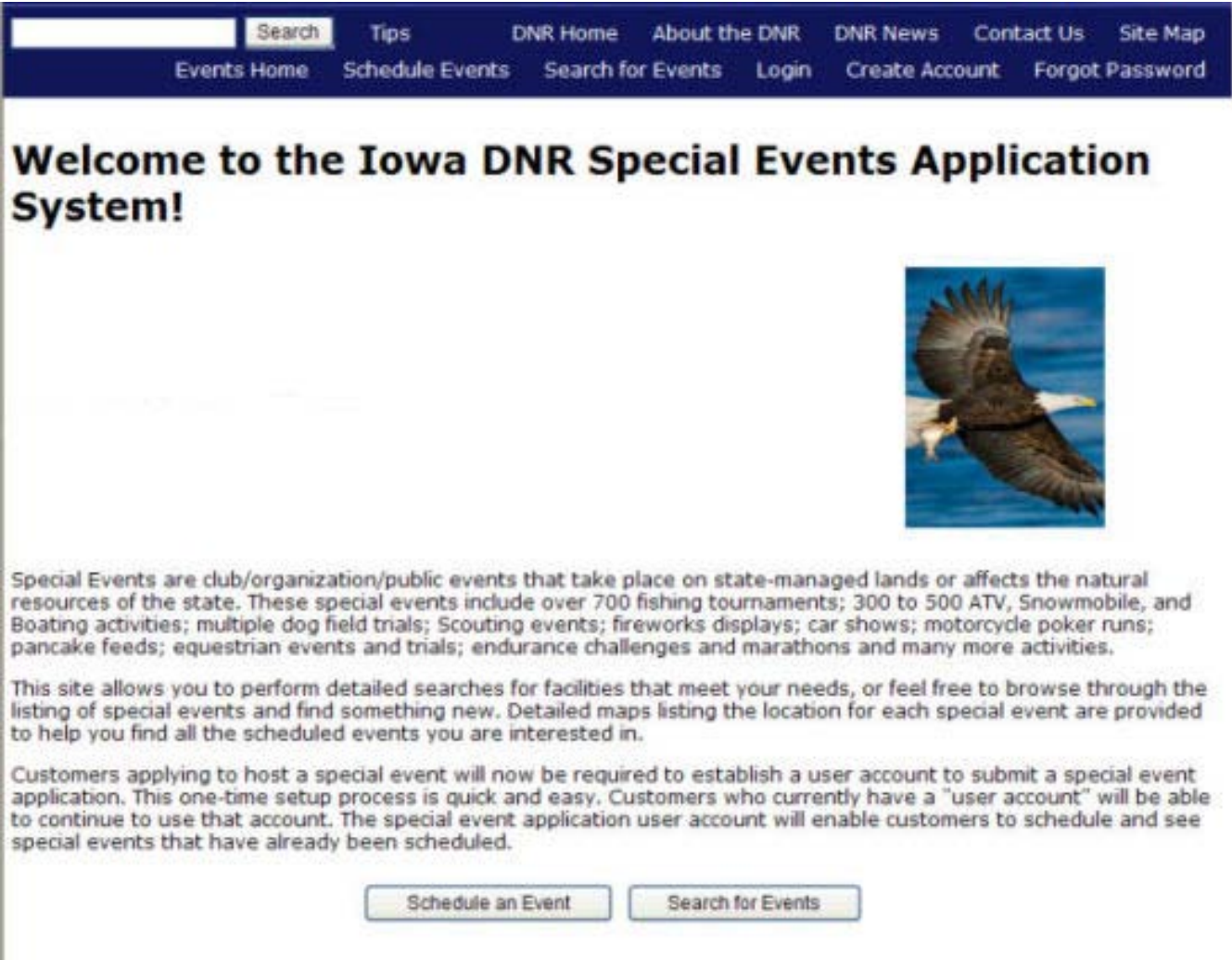
Search Results List

- [Special Events Home]
- [Schedule an Event]
- [Show my Events]

Select any of the following Search Criteria [Event Type, Events for a certain month, Between a date range] and click on Search Or, you may click within the map and use the scroll bar within the map to narrow your search geographically. The mouse scroll wheel will also zoom in on the map and narrow your search results. The events matching your search criteria will be displayed as Push Pins (Thumb Tacks) on the Map and in the table listed below the map. You may click on an event name to view more information about the event.


Submitting an application in the new System

Start at the Special Events home page, <http://programs.iowadnr.gov/specialevents/>. A screen shot is below.



The screenshot shows the homepage of the Iowa DNR Special Events Application System. At the top is a dark blue navigation bar with a search box and links for Tips, DNR Home, About the DNR, DNR News, Contact Us, Site Map, Events Home, Schedule Events, Search for Events, Login, Create Account, and Forgot Password. Below the navigation bar is a large heading: "Welcome to the Iowa DNR Special Events Application System!". To the right of the heading is a photograph of a bald eagle in flight over water. Below the heading and image are three paragraphs of text. The first paragraph defines special events. The second paragraph describes the site's search capabilities. The third paragraph explains the user account requirement. At the bottom of the page are two buttons: "Schedule an Event" and "Search for Events".

Welcome to the Iowa DNR Special Events Application System!



Special Events are club/organization/public events that take place on state-managed lands or affects the natural resources of the state. These special events include over 700 fishing tournaments; 300 to 500 ATV, Snowmobile, and Boating activities; multiple dog field trials; Scouting events; fireworks displays; car shows; motorcycle poker runs; pancake feeds; equestrian events and trials; endurance challenges and marathons and many more activities.

This site allows you to perform detailed searches for facilities that meet your needs, or feel free to browse through the listing of special events and find something new. Detailed maps listing the location for each special event are provided to help you find all the scheduled events you are interested in.

Customers applying to host a special event will now be required to establish a user account to submit a special event application. This one-time setup process is quick and easy. Customers who currently have a "user account" will be able to continue to use that account. The special event application user account will enable customers to schedule and see special events that have already been scheduled.

[Schedule an Event](#) [Search for Events](#)

Click on Schedule an Event.

If you have not already logged in, you will be redirected to the State of Iowa's Access and Authorization (A & A) system to login. You may login with your A & A credentials, which was explained in the "Creating a user ID and Logging In" section above. If this is your first time logging in, you will need to create a profile.



Once you've logged in you will be redirected to the Schedule an Event page

The screenshot shows the Iowa Department of Natural Resources Special Events application system. At the top, there is a dark blue header with the DNR logo and the text "Iowa Department of Natural Resources Special Events" and the tagline "Leading Iowans in caring for our natural resources". Below the header is a navigation bar with a search box and links for "Events Home", "Schedule Events", "Search for Events", "Approve", "Manage", "Reports", and "Logout". The main content area features a large heading "Welcome to the Iowa DNR Special Events Application System!" followed by a sub-heading "Schedule Your Event". Under this sub-heading, there is a form with a label "Select an Event Type:" and a drop-down menu currently showing "Boating". Below the drop-down are two buttons: "Show My Events" and "Cancel". A "Log-In Required" section follows, with a paragraph explaining that users must have a user account to submit applications. At the bottom, a footer contains contact information: "State of Iowa Home DNR Home Site Policy webmaster@dnr.iowa.gov ©Iowa Department of Natural Resources".

Select an Event Type from the Drop-Down List Box.

The application will automatically take you to the Application Form. Fill out the application form with your information. Required fields are denoted with a red asterisk (*).



IowaDNR Law Enforcement

The Iowa Department of Natural Resources

DNR Leading Iowans in caring for our natural resources

Search Tips DNR Home About the DNR DNR News Contact Us Site Map

Events Home Schedule Events Search for Events Approve Manage Reports Logout

Special Event Application State of Iowa Department of Natural Resources Iowa Code Chapters 461A & 462A

Events held on private lands do not require authorization from the Iowa Department of Natural Resources. As a courtesy, please contact your local conservation officer with the details of your event.

The last day to submit a special event application is 30 days prior to the event's start date. Special Events must adhere to the 30-day stipulation policy.

Authorization letters must be kept on site during the event by the designated event official/responsible party.

Boating

Please fill out the following Sponsoring Organization information. A sponsoring organization can be an individual. The Organization name, primary phone and email address will be published on DNR's web site for calendar events open to the public.

*Organization Sponsor	<input type="text" value="Wallace State Office Building"/>	
*Address	<input type="text" value="502 East 9th Street"/>	<input type="text"/>
*City	<input type="text" value="Des Moines"/>	
*State	<input type="text" value="IA"/>	
*Zip	<input type="text" value="50319"/>	
*Primary Phone	<input type="text" value="(515) 432-2823"/>	<input type="text" value="(555) 123-1234"/>
Alternate Phone	<input type="text" value="(000) 000-0000"/>	<input type="text" value="(555) 123-1234"/>
Fax	<input type="text" value="(000) 000-0000"/>	<input type="text" value="(555) 123-1234"/>
*Email	<input type="text" value="Jeff.Kopaska@dnr.iowa.gov"/>	<input type="text" value="abc@provider.ext"/>
Web Page	<input type="text"/>	

Application continues

Please fill out the following designated event official/responsible party information. This person must have all event-required authorizations on site.

*First Name	Jeff
M.I.	
*Last Name	Kopaska
*Address	1436 255th St.
*City	Boone
*State	IA
*Zip	50036
*Primary Phone	(515) 432-2823 (555) 123-1234
Alternate Phone	(000) 000-0000 (555) 123-1234
Fax	(000) 000-0000 (555) 123-1234
*Email	jeff.kopaska@dnr.iowa.gov abc@provider.ext

Where will the event be held? If over a wide area, indicate the starting point or main event area.

Text Selection	OR	Map Selection: You may click and drag the map around and use the scroll wheel on your mouse to zoom in.
*County	Select County >>	
State Parks	Select State Park >>	
*Water Area	Select Water Area >>	
*Specific Location Name		

Event Details:	
*Event Name	
*Event Description	
*Types of vessels	
*Is a Fireworks display part of this event?	<input type="radio"/> Yes <input type="radio"/> No

A special events permit from the department approving a fireworks display does not relieve the applicant from securing any other permits and licenses required by the state or its political subdivisions. By checking this box, the applicant certifies that it is a competent operator and has complied with all other applicable law.

Application continues

Annual Event	<input type="radio"/> Yes <input type="radio"/> No
*Is it the applicant's preference that this event be closed to the public? <input type="radio"/> Yes <input type="radio"/> No	
A determination regarding your request will be made by DNR staff and will be included in your authorization letter, if applicable.	
*Event Date	<input type="text" value="mm/dd/yyyy"/>
*If this is a multiple day event. How Many additional consecutive days are you requesting? <input type="text" value=""/>	
*Event Start Time	<input type="text" value=""/>
*Event End Time	<input type="text" value=""/>
Alternate Date 1	<input type="text" value="mm/dd/yyyy"/>
Alternate Date 2	<input type="text" value="mm/dd/yyyy"/>
Alternate Date 3	<input type="text" value="mm/dd/yyyy"/>
*Number of Participants	<input type="text" value=""/>
*Number of Spectators	<input type="text" value=""/>
*Location of designated event official during event	<input type="text" value=""/>
*Liability and property damage insurance is required. The DNR shall be listed as an additional insured or beneficiary of the policy for the special event. The policy shall, at minimum, provide coverage during the entire length of the event. Failure to provide this proof of insurance may result in the event being cancelled by the DNR. <input type="checkbox"/>	

*Insurance Carrier Name	<input type="text" value=""/>
*What is the insurance policy number	<input type="text" value=""/>
*What date was the event insurance issued	<input type="text" value="mm/dd/yyyy"/>
*Have you or will you request assistance from the Coast Guard Auxiliary? If yes, what assistance does the event need? <input type="text" value=""/>	
*Number of vessels provided by sponsoring organization for safety assistance? <input type="text" value=""/>	
Types of vessels used for safety assistance?:	<input type="text" value="motorboat sailboat canoe/kayak other"/>
*What type of patrol will the sponsoring organization provide for the safe conduct of the event? <input type="text" value=""/>	
*Comments	<input type="text" value=""/>

Application continues

The undersigned applicant understands and agrees that neither the State of Iowa nor the Department of Natural Resources shall be responsible for any injury to persons or damage to property arising out of or incidental to the activities which are the subject of this application. The applicant agrees by execution hereof to indemnify and hold harmless the state of Iowa and the Department of Natural Resources against all liabilities, costs and expenses which may arise in consequence of the applicant's activities related to this application being approved.

By checking this box, I certify that I made this application on this day and agree to be bound to the terms and conditions of the authorization and applicable law. Furthermore, I certify that the information contained in this application is true and accurate to the best of my knowledge, and I understand that the Department will revoke a permit if based upon falsified information.

Submit

Cancel

[State of Iowa Home](#) [DNR Home](#) [Site Policy](#)
webmaster@dnr.iowa.gov ©Iowa Department of Natural Resources

Any application fees or tag fees will be listed at the bottom of the form (they are not on this screen shot)

You need to click the box at the bottom of the page indicating that you understand and agree to the legal terms associated with the application

Click on Submit when you have completed the application form

After July 1, when Boating events will have a \$25 fee associated with them, you will be redirected to a credit card payment entry screen (not shown)

Enter your information on the credit card payment entry screen and click Submit only once to ensure that your transaction is not submitted multiple times. You will be redirected to a screen stating that your application has been submitted. You will also receive an email including your Credit Card Receipt.

Once your application has been review, you will receive an e-mail that will indicate if the event was approved or denied. If approved, that email will include an Authorization Letter.

You can review any events you have submitted to the system by clicking the "Show My Events" button on the "Schedule an Event" page