Purchasing Boat Permits and Moorings

For users with active permits and/or storage in the previous year

We're glad to have you joining us for another season at the Boulder Reservoir in 2023! We've streamlined the process for purchasing boat permits and storage with online document signatures and easier renewals.

For the system to work, it's important to **follow the correct sequence of registration** as described in the following instruction sheets:

1. Did you have a large craft permit in 2022 and want to purchase one for 2023?
    a. Follow instruction sheet #1 to purchase your 2023 permit. If you are renewing multiple permits, **be sure to add your permits and storage to your cart in the correct sequence,** before proceeding with the next. You no longer need to complete purchase before adding additional items if you follow the correct sequence: 1 – large craft permit, 2 – storage or 1 – large craft permit, 2 – SWC permit.

2. Did you have a large craft permit in 2022, will renew for 2023, and want to also purchase **small** watercraft permit(s) for 2023?
    a. First, complete the addition of any 2022 large craft permits as described above.
    b. Follow instruction sheet #2 to add your first 2022 small craft permit.
    c. If you want to purchase a second small craft permit, you **must add the first small craft permit to your cart** before proceeding with the second.

3. Want to renew or purchase storage/mooring space to go with your 2023 permit?
    a. Add all permits to cart first!
    b. Those that had a 2022 storage reservation will be able to renew the same spot they held last year.
    c. Follow instruction sheet #3 to reserve your storage spaces.

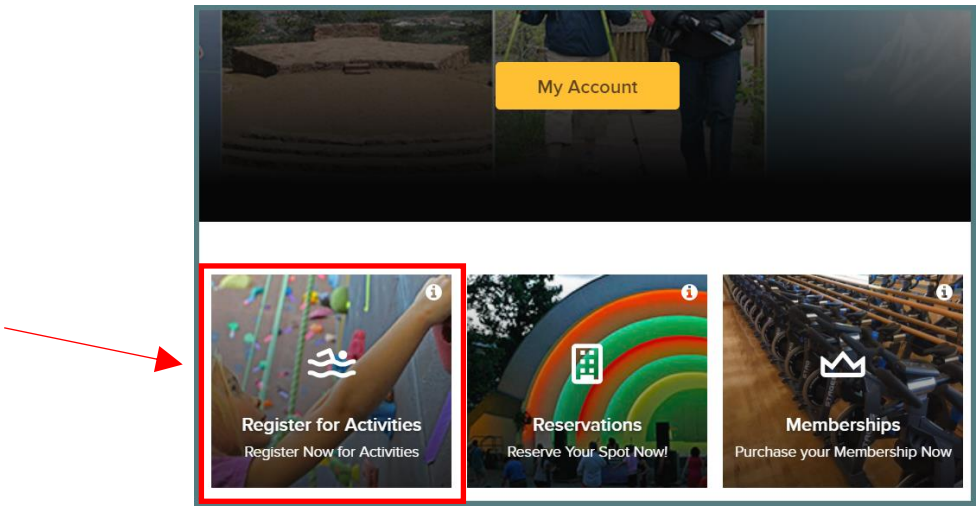
4. Want to purchase or renew a facility access membership to go with your 2023 permits?
    a. Add all permits to cart first.
    b. Follow instruction sheet #4 to purchase a facility access membership.

Boulder Reservoir
How to Purchase a Large Watercraft Permit and Mooring

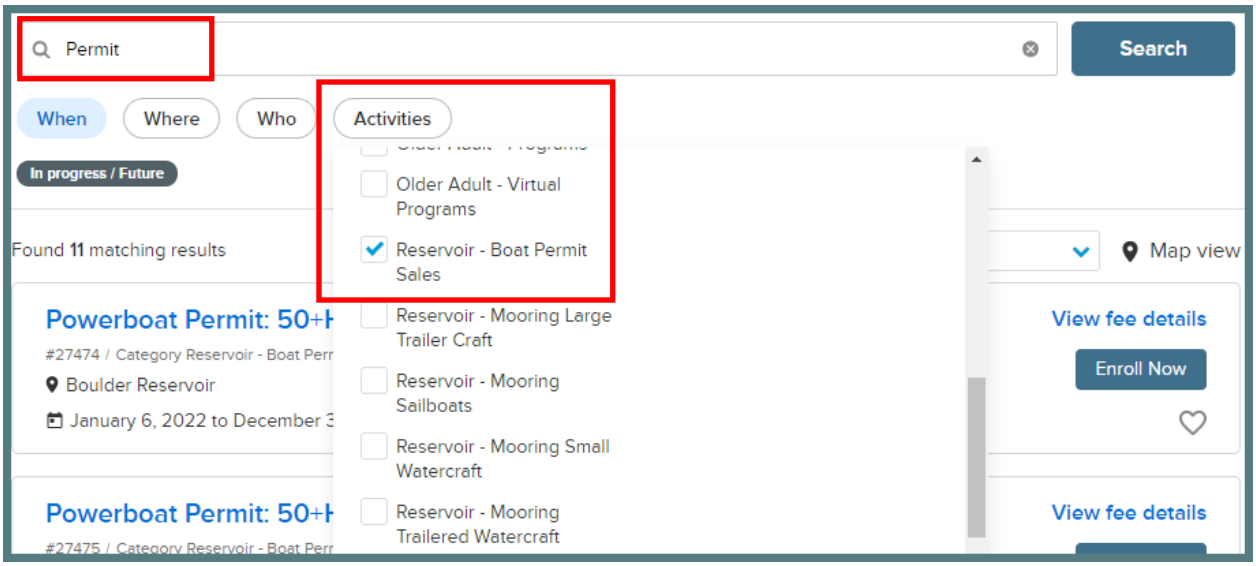
***Please note: the year indicated in the screenshots may not match the current permit year.**

Instruction Sheet #1: Purchasing a 2023 Large Watercraft Permit and Mooring

1. Click on the **Register for Activities button**.

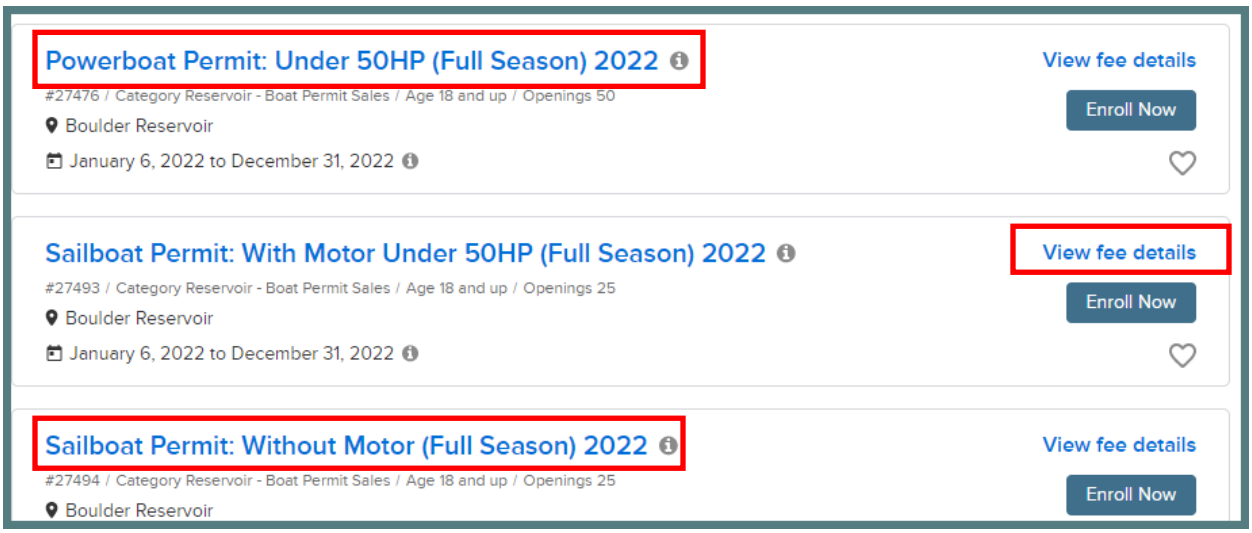


2. Next, you can search for the boat permit or mooring a few ways:
   a. Type a key word in the search box: Ex: Permit; Mooring; Boat; Firefly
   b. or, click on **Activities** then click on **View more** located under **Activity Category** and scroll down to the list of Reservoir options and select **Reservoir – Boat Permit Sales**.

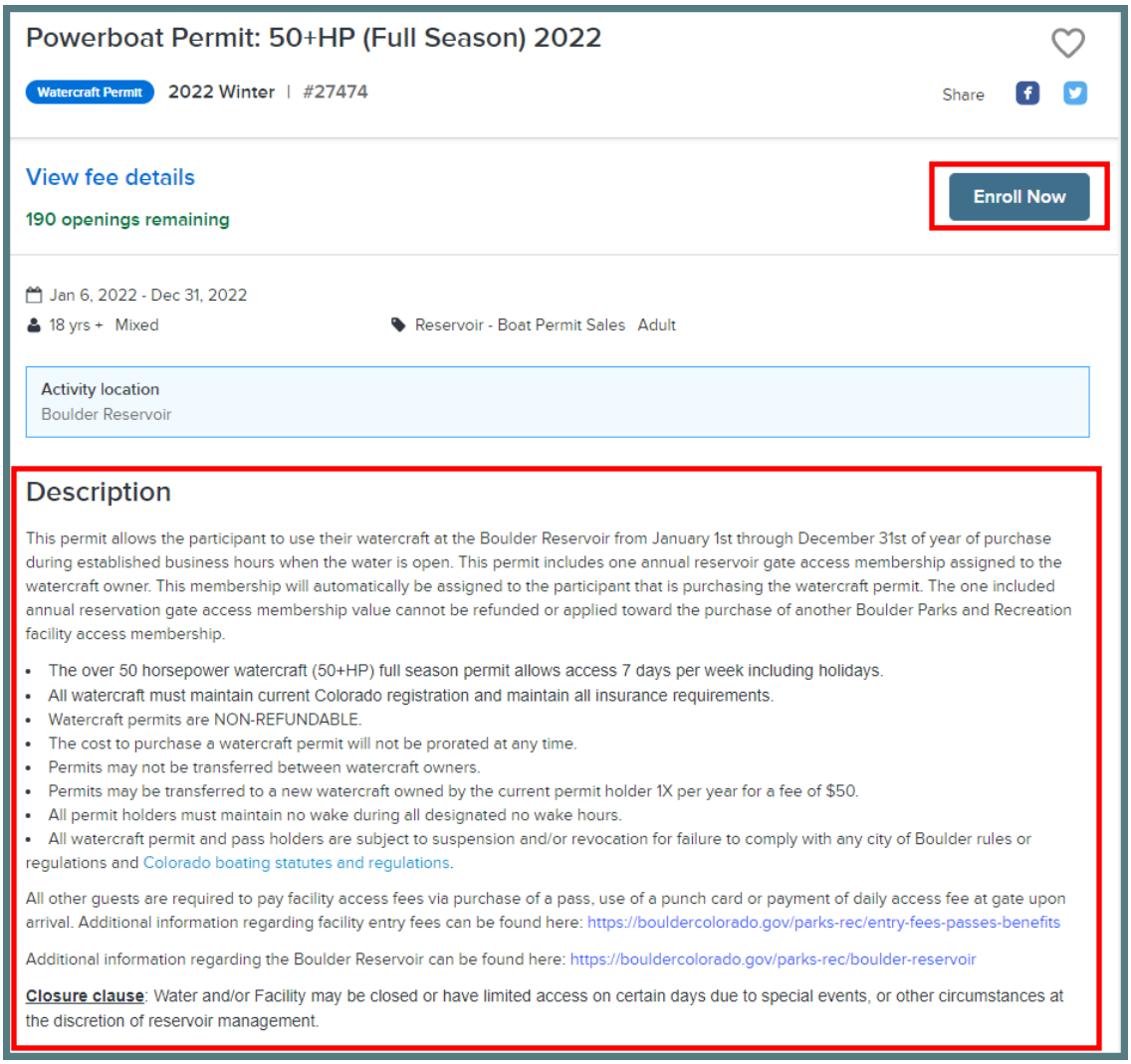


Boulder Reservoir
How to Purchase a Large Watercraft Permit and Mooring

3. To view details or fees for the permit you are renewing, click on the permit name or click on **View fee details**.

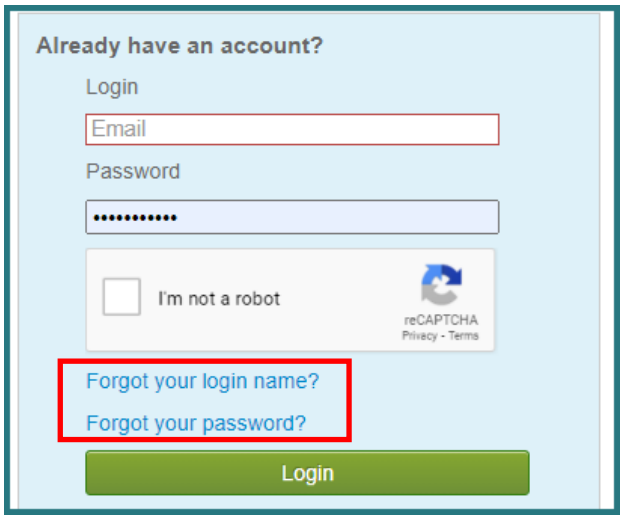


4. Review description details, fees, and extra detail attachments. You may **print or save** any of the attachments for your reference now, or later in the checkout process. Click **Enroll Now** to proceed.

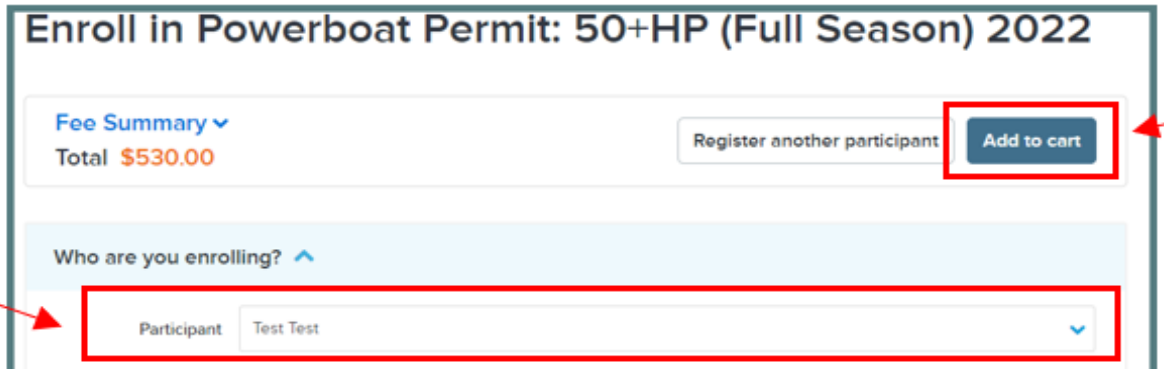


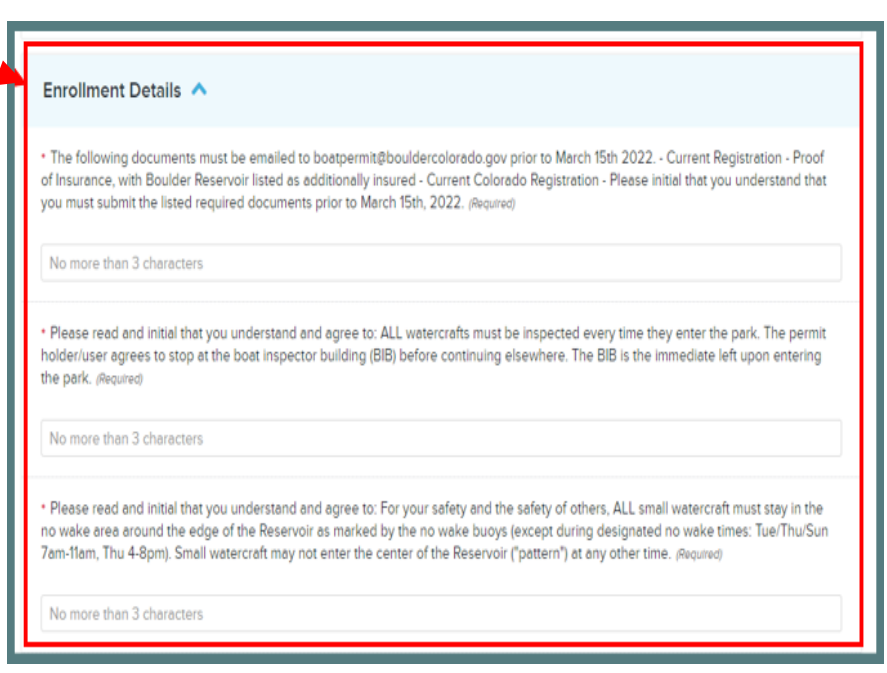
Boulder Reservoir
How to Purchase a Large Watercraft Permit and Mooring

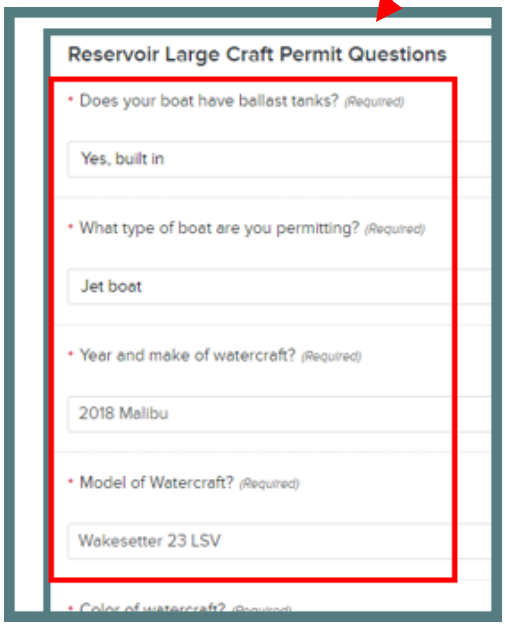
5. Login to your account. If you forgot your login name or password, please use the "**Forgot your login name?**" or "**Forgot your password?**" option and follow steps:



6. Select the boat **owner's name** from the participant drop-down list. (This participant must be the one that held the permit for the 2022 season) Read **Enrollment Details** and initial each section. Then answer the required questions and click **Add to cart** to proceed.

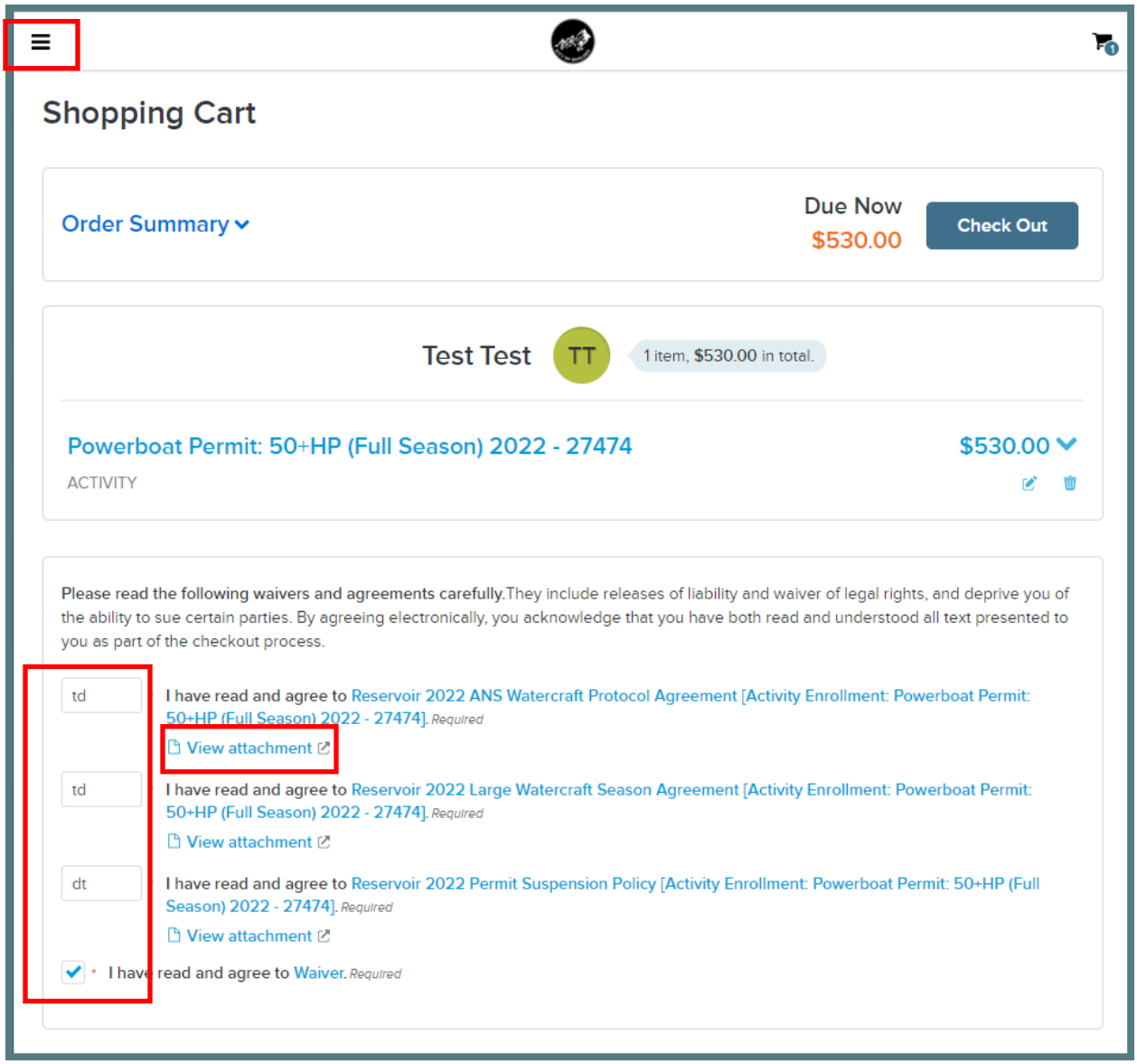




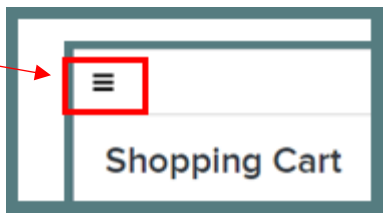


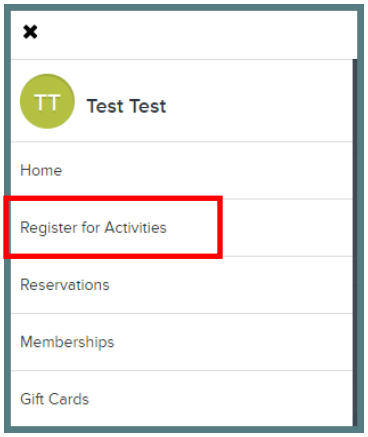
Boulder Reservoir
How to Purchase a Large Watercraft Permit and Mooring

7. Review waiver information, print off or save attachments if needed, and initial and check boxes:



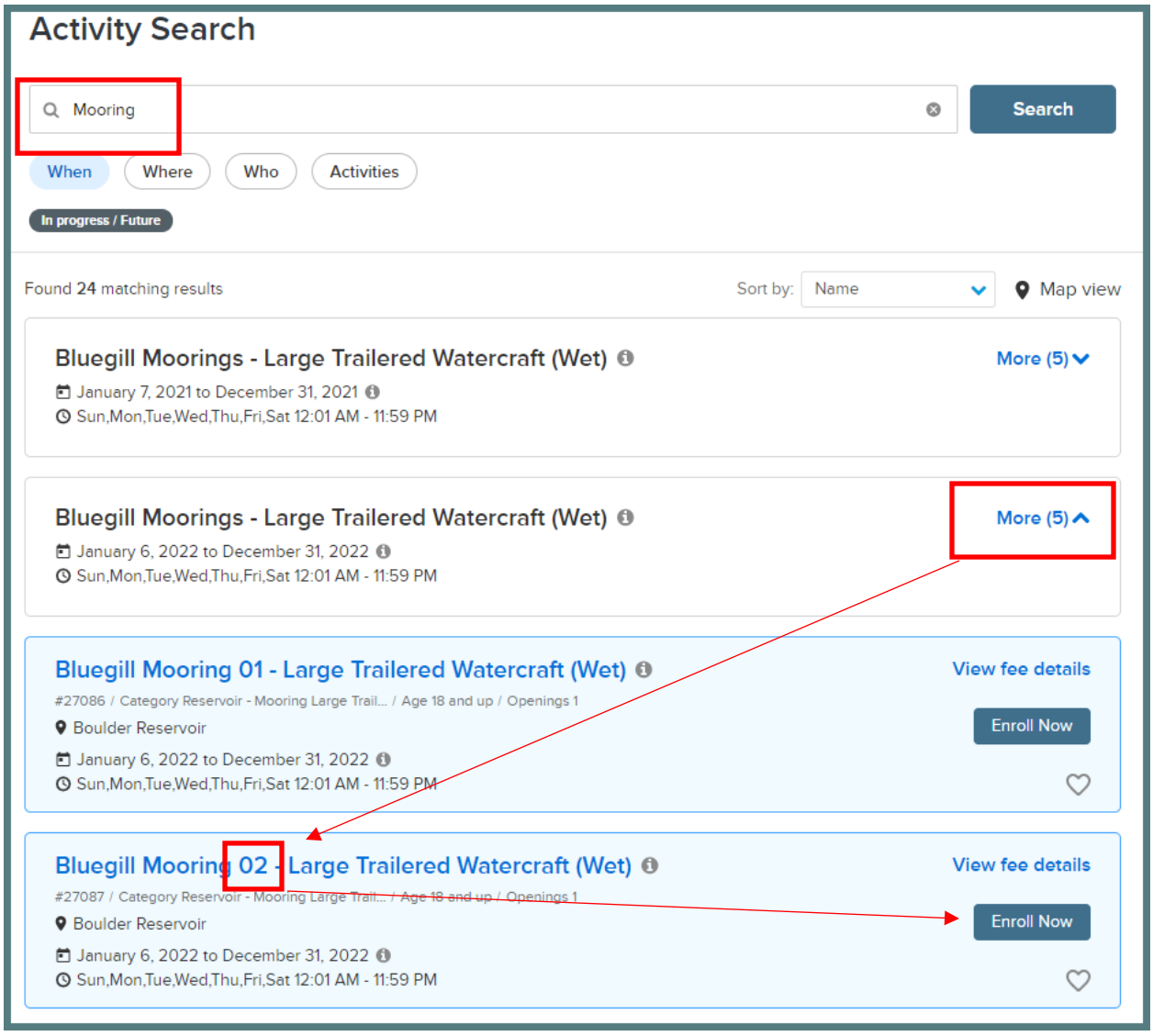
8. **At this point you may go back to the registration drop-down at the top and add other items to cart, or you may complete the purchase.**
9. Next step is to purchase your mooring. Click on the **three-bar image (hamburger image)** located at the top left side of the shopping cart page and then select **Register for Activities**.



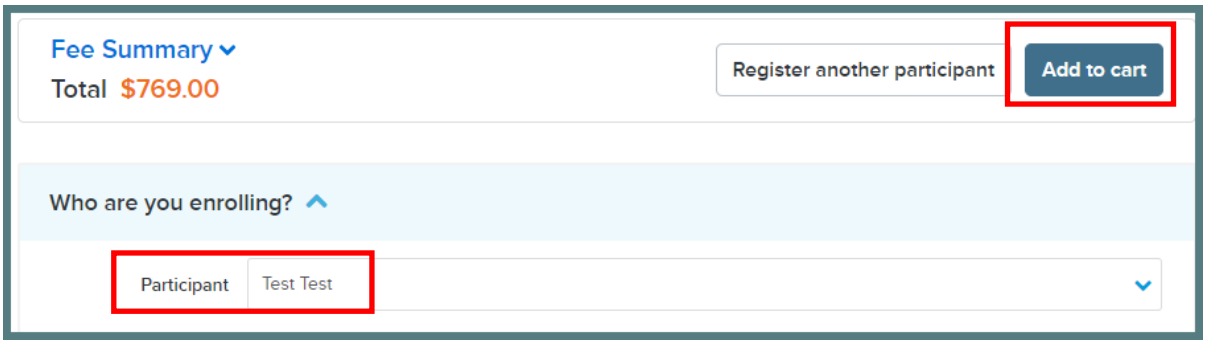


Boulder Reservoir
How to Purchase a Large Watercraft Permit and Mooring

10. Search for you Mooring by typing **Mooring** in the search box. Find your mooring location then click the **More (#)** to find your exact mooring spot number.

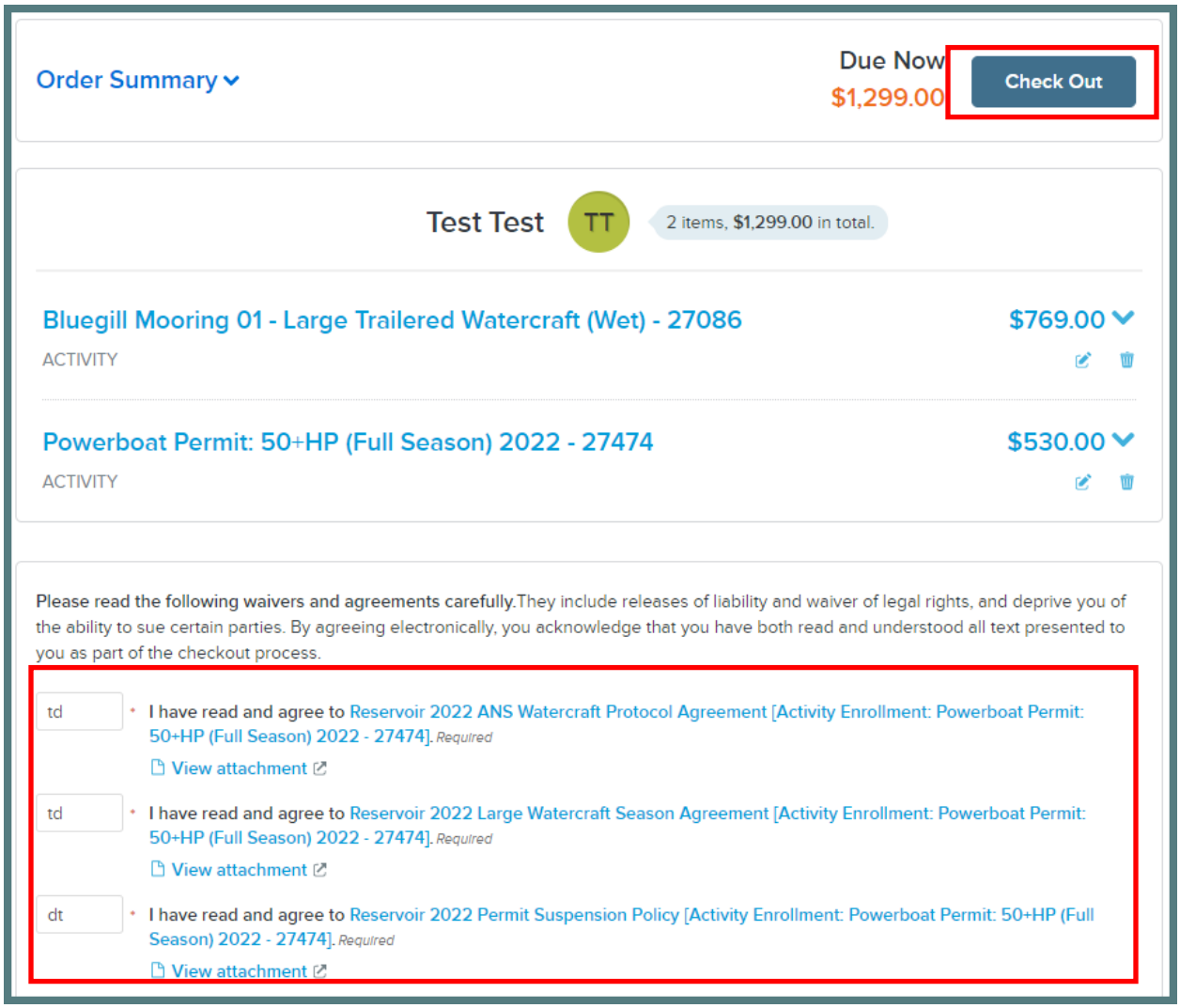


11. Select **Participant** from drop down list and then click **Add to cart**



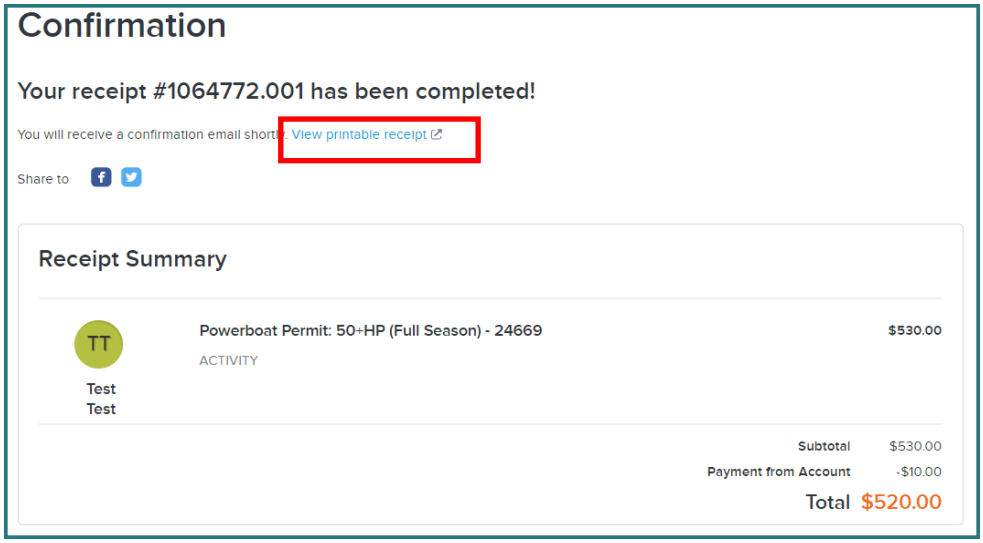
Boulder Reservoir
How to Purchase a Large Watercraft Permit and Mooring

12. Review **Order Summary**, verify fees **and read and initial agreements and waivers.** Click **Check Out**



Boulder Reservoir
How to Purchase a Large Watercraft Permit and Mooring

13. Enter payment information to complete transaction.
14. Review confirmation page and click on **View printable receipt** to review and print receipt information and all waiver agreements:



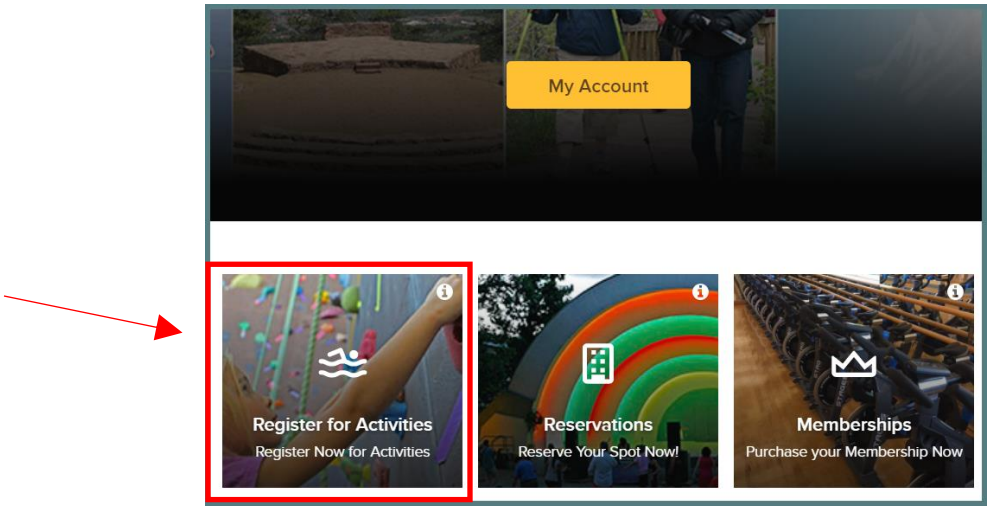
15. You have now successfully purchased your boat permit and mooring. If you would like to purchase a Small Watercraft Permit, repeat step #7 and search for Small Watercraft or refer to the Small Watercraft Permit sale how to document.

Boulder Reservoir | How to Purchase a Small Watercraft Boat Permit

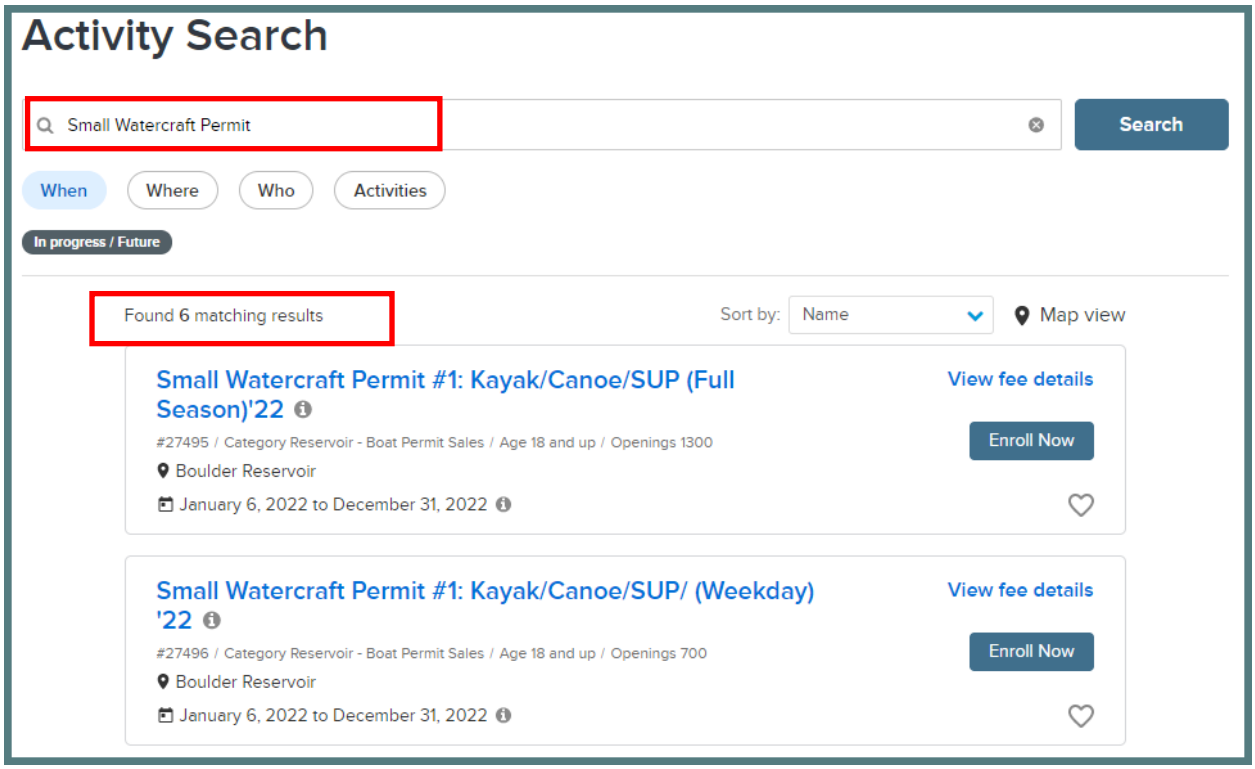
***Please note: the year indicated in the screenshots may not match the current permit year.**

Instruction Sheet #2: Purchasing 2023 Small Craft Permits

1. Click on the **Register for Activities button**.

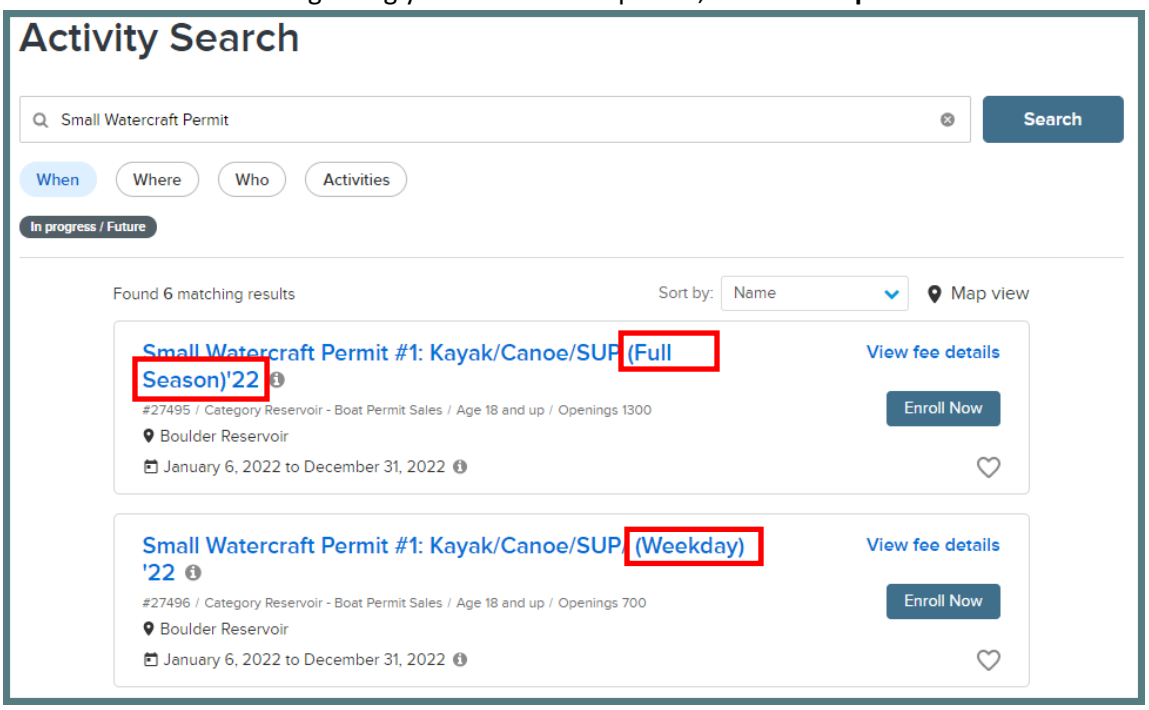


2. Next, you can search for the Small Watercraft permit a few ways:
    a. Type a key word in the search box: Ex: Small Watercraft Permit; Permit; Small Watercraft
    b. Or, click on **Activities** then click on **View more** located under **Activity Category** and scroll down to the list of Reservoir options and select **Reservoir – Boat Permit Sales**.

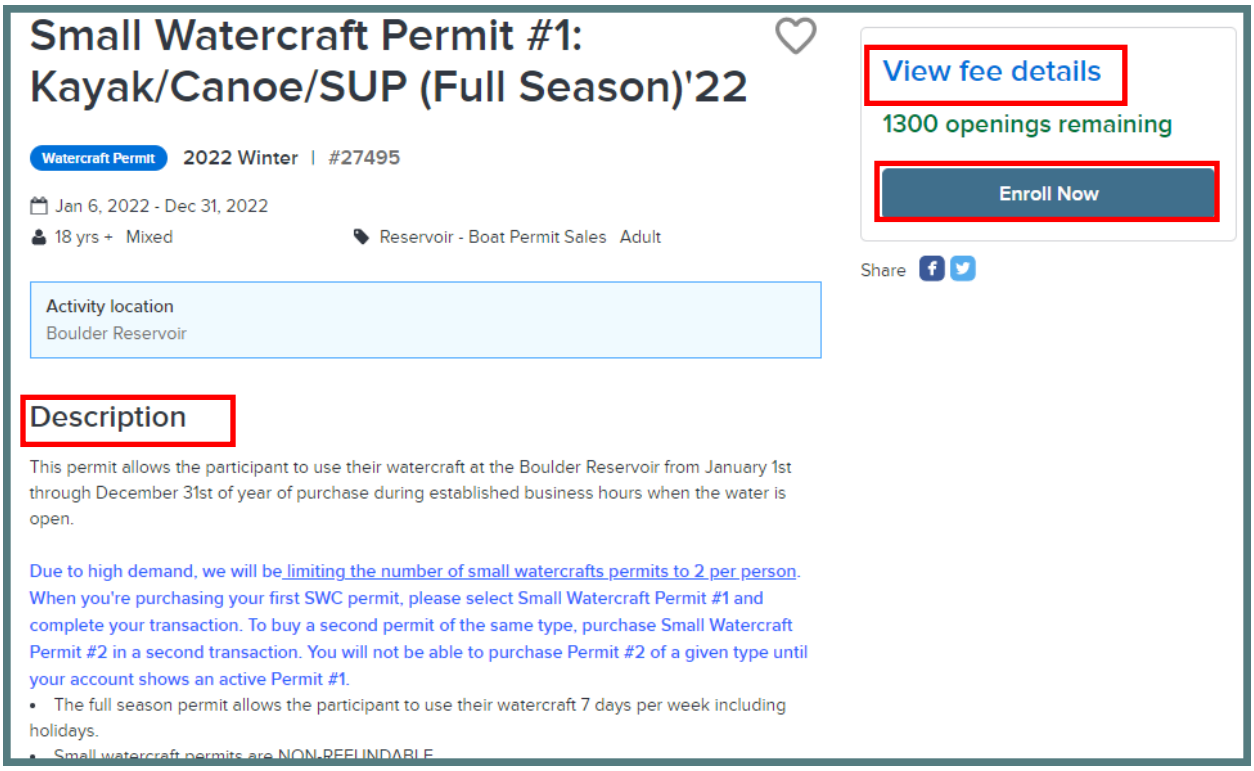


Boulder Reservoir | How to Purchase a Small Watercraft Boat Permit

3. To view details regarding your chosen boat permit, click on the **permit name**:

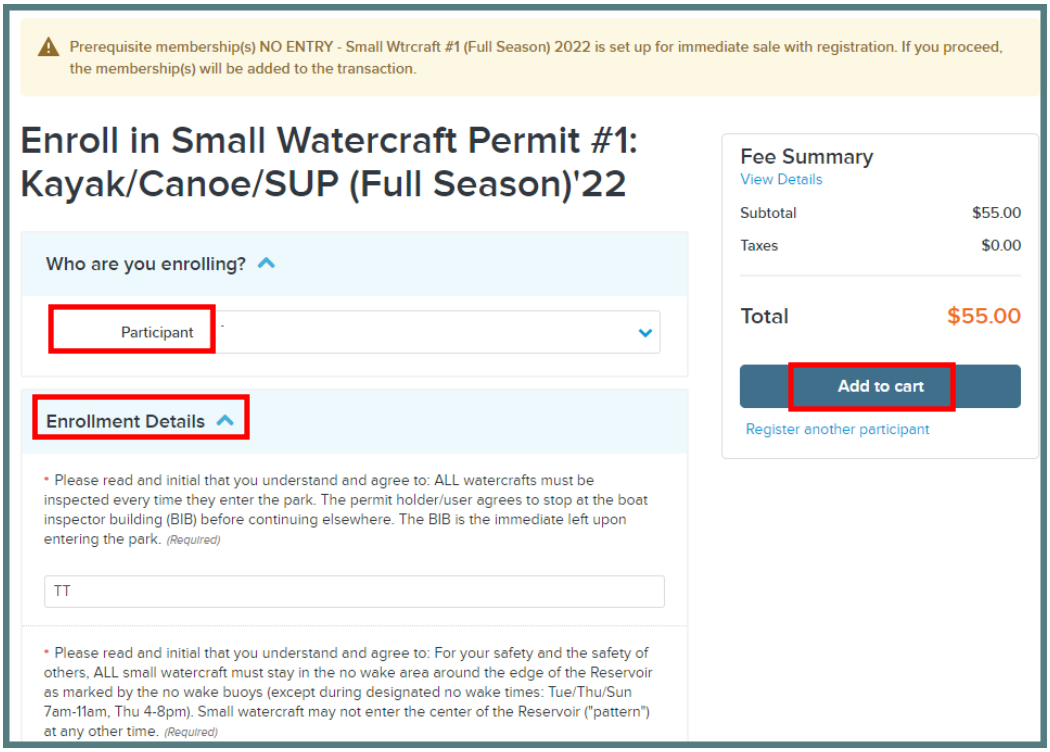


4. Review description details, fees, and extra detail attachments. You may **print or save** any of the attachments for future reference. Click **Enroll Now**.



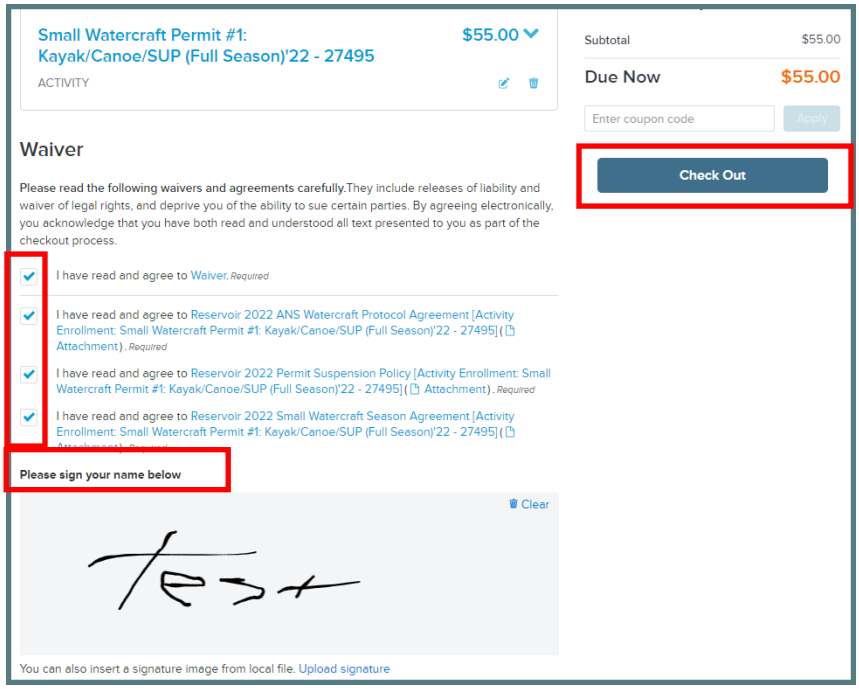
Boulder Reservoir | How to Purchase a Small Watercraft Boat Permit

5. Select **Participant**, review Enrollment Details and Permit questions then click **Add to cart**.



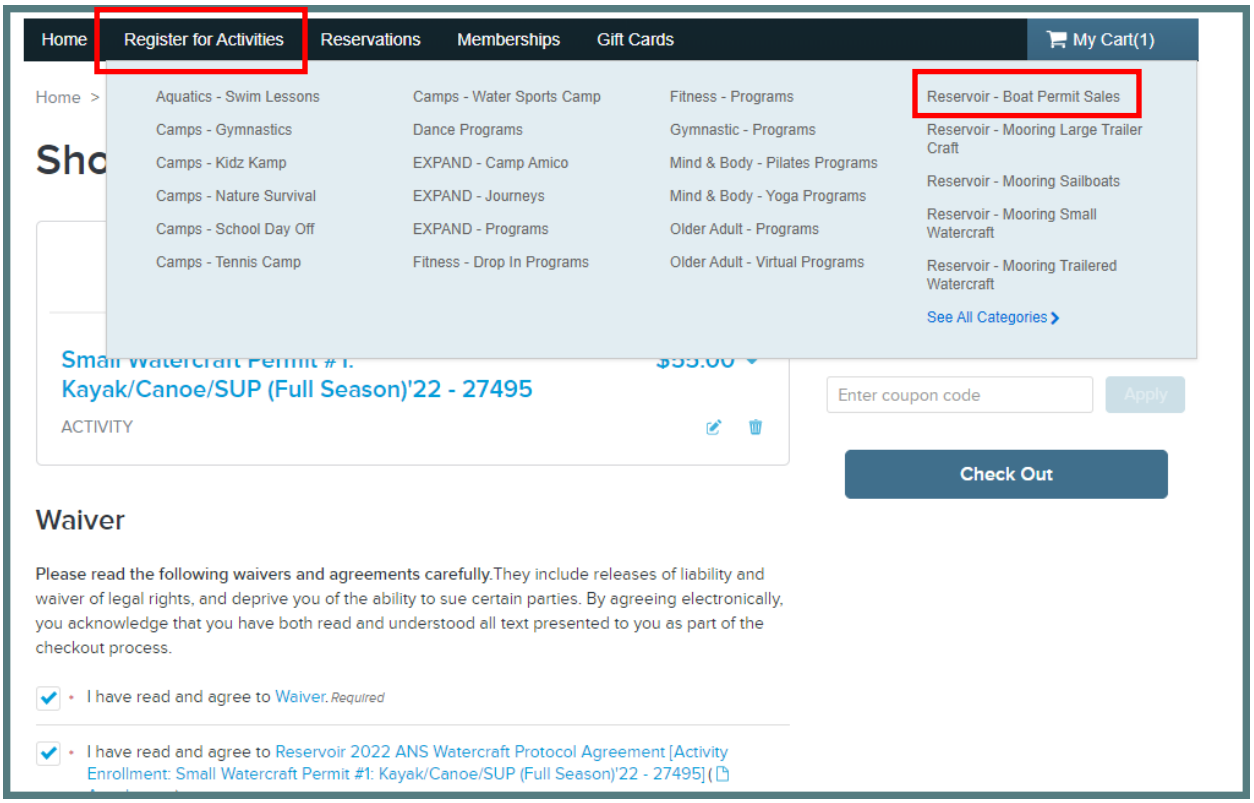
   a. ***Note:*** The yellow prerequisite alert is just informing you that this small watercraft boat permit will also be issued with a no-entry membership pass for front gate use. This pass does not gain you access to the facility but serves to notify staff that you have purchased a permit for your watercraft. Applicable facility access fees and/or membership passes are still required to access the reservoir.

6. Review **waivers** and **agreements**, check the boxes and sign your name. Click **Check Out** to proceed. (If making another purchase go to step 7 and do not click **Check Out**)



Boulder Reservoir | How to Purchase a Small Watercraft Boat Permit

7. If you are going to purchase a second Small Watercraft permit you can do so by hovering over the **Register for Activities** selestion and then selecting the **Reservior – Boat Permit Sales** link.

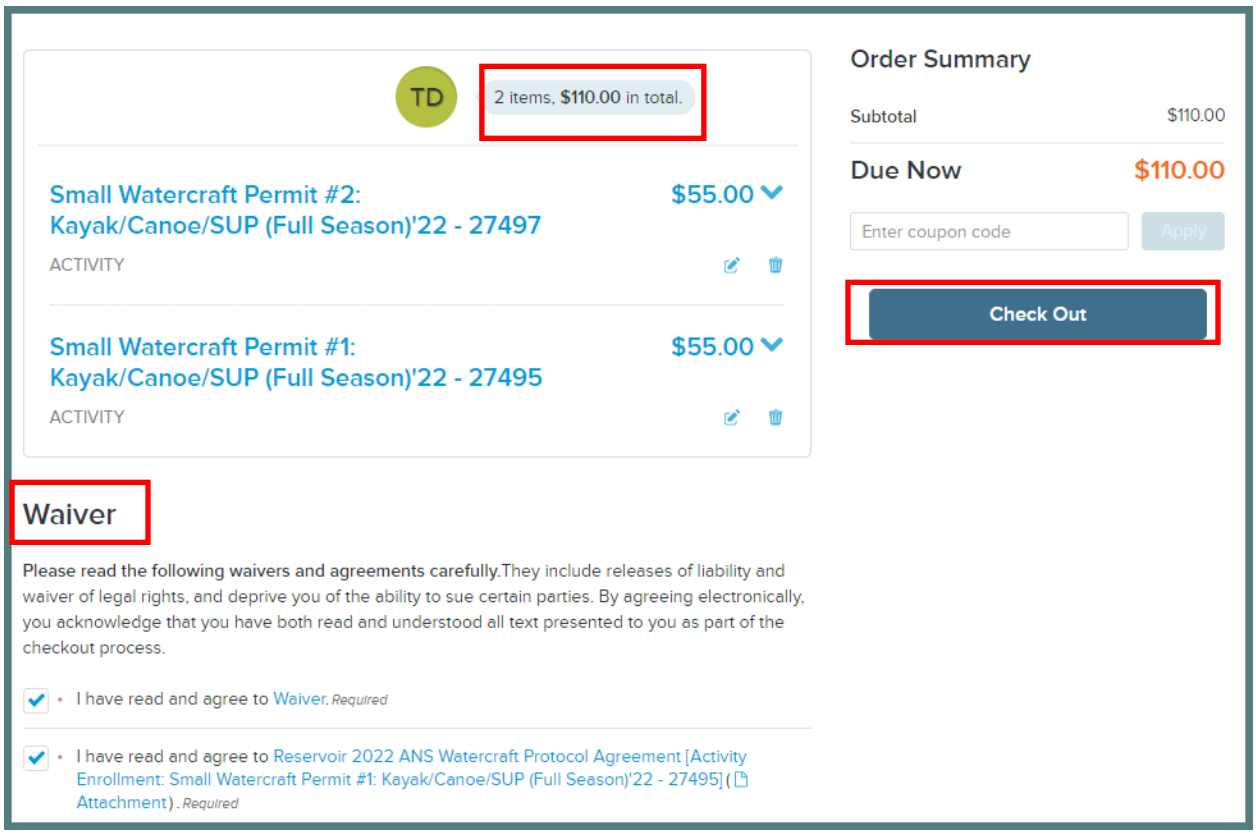


8. Find the **Small Watercraft Permit #2** options from the populated list and click **Enroll Now**.

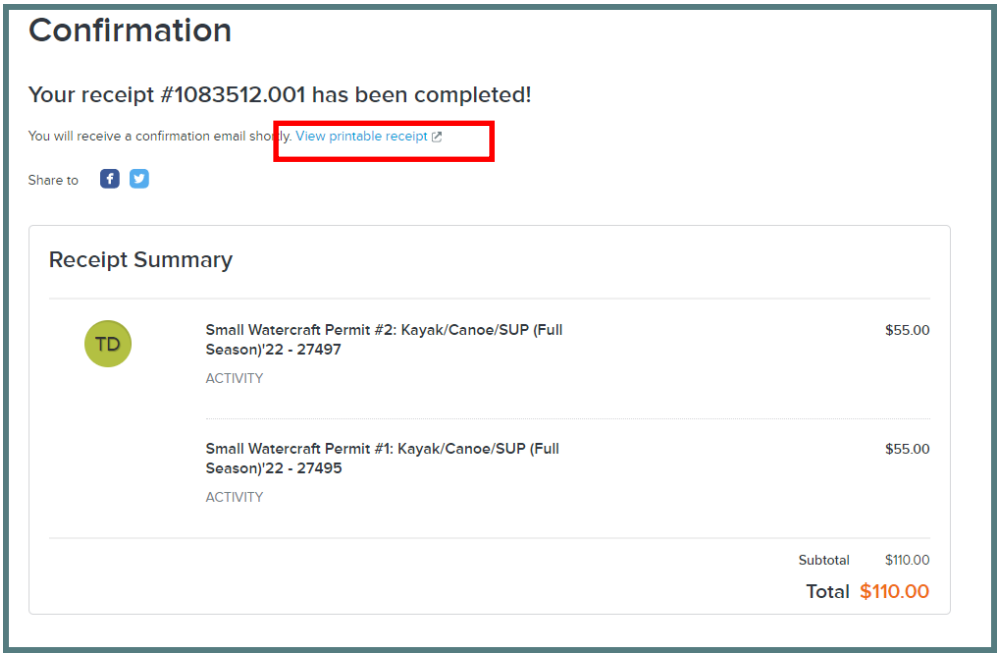


Boulder Reservoir | How to Purchase a Small Watercraft Boat Permit

9. **<u>At this point you may go back to the registration drop-down at the top and add other items to cart, or you may complete the purchase</u>.**
10. Review details, agree to waiver agreements, sign document, and proceed to checkout.



11. Enter payment information to complete transaction.
12. Review confirmation page and click on **View printable receipt** to review and print/download receipt information, as well as all waiver agreements:



Boulder Reservoir | How to Purchase a Small Watercraft Boat Permit

13. You have now successfully purchased your small watercraft boat permit. You may now proceed and purchase an annual mooring rental space applicable for the permit you just purchased.

Boulder Reservoir | How to Purchase a Large Craft Mooring or Small Watercraft Rack

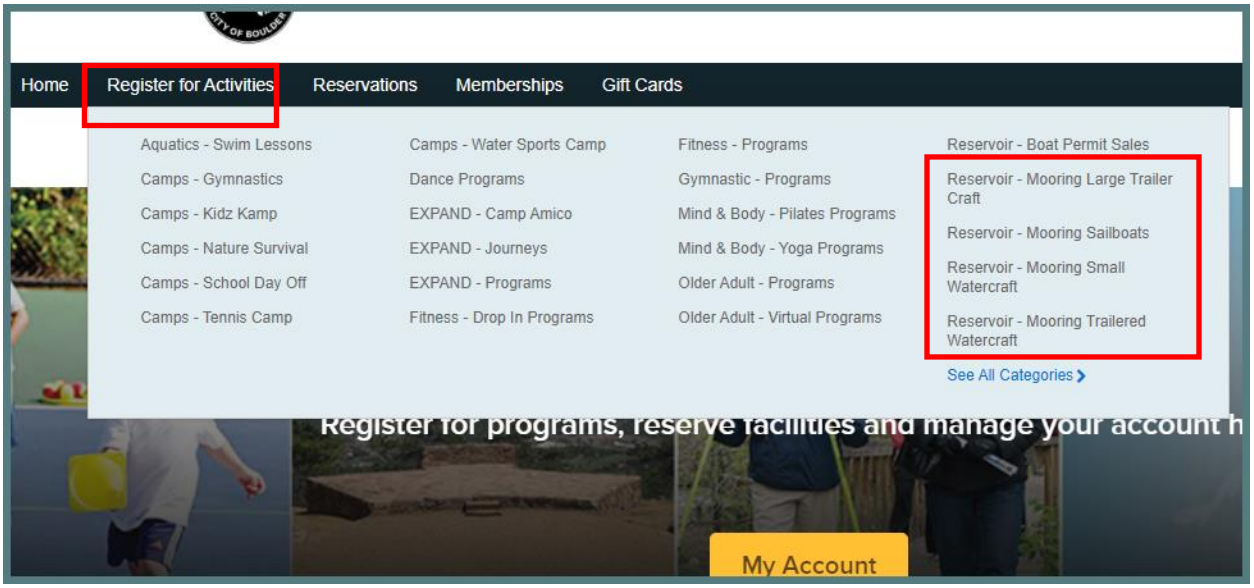
***Please note: the year indicated in the screenshots may not match the current permit year.**

Instruction Sheet #3: Purchasing 2023 Moorings/Storage

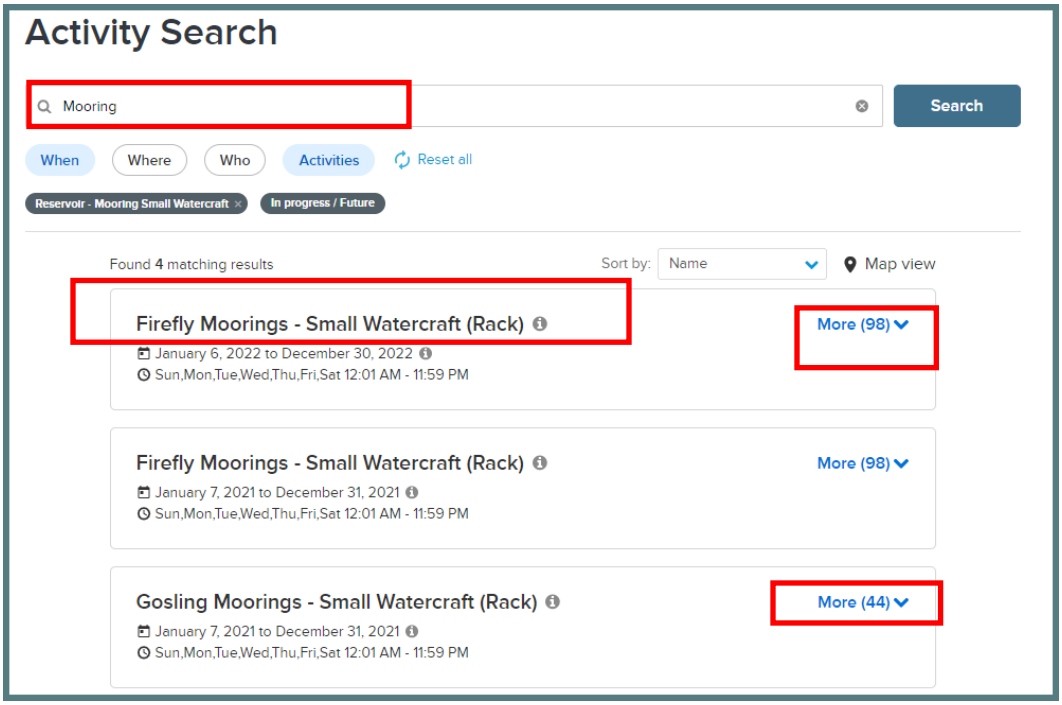
NOTE: To reserve an annual mooring or rack spot for your watercraft, you must first add your boat permit to your cart to recognize the pre-requisite before you can add your mooring/storage, however you do not need to checkout.

If you purchased a storage space in 2022, you will be the only person able to renew that during January 2023.

1. Click on **Register for Activities** or hover over **Register for Activities** and then click on applicable **Reservoir – Mooring** name.

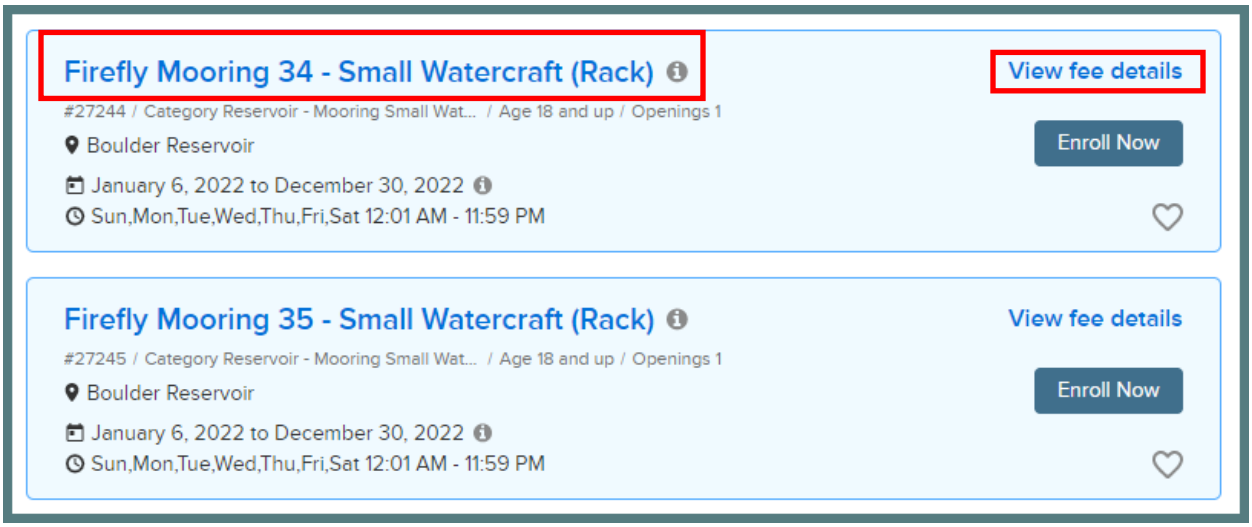


2. If you clicked on **Register for Activities**, on the next page you can either use the **search box** or narrow down the **filter options**. Click on **More (#)** to view entire list of storage spots in an area. Find the specific space you reserved in 2022 to renew it for 2023:

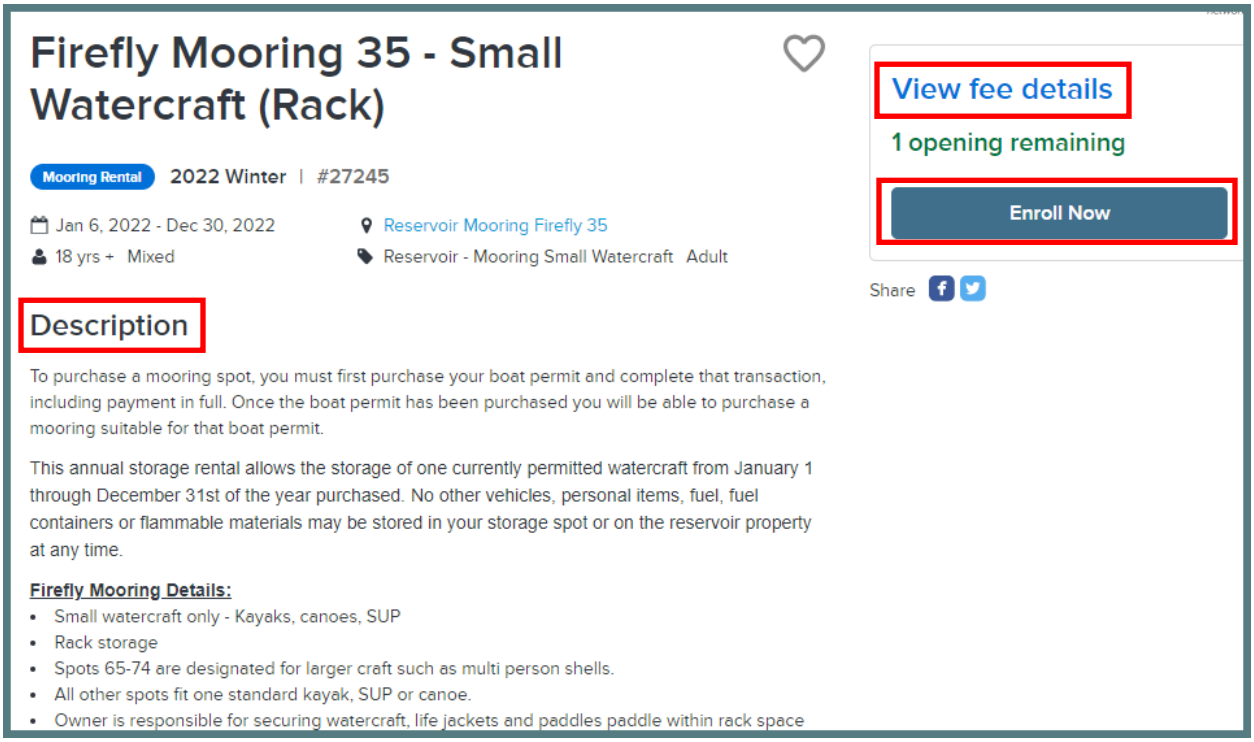


Boulder Reservoir | How to Purchase a Large Craft Mooring or Small Watercraft Rack

3. To view details regarding the boat permit, click on the **permit name**:

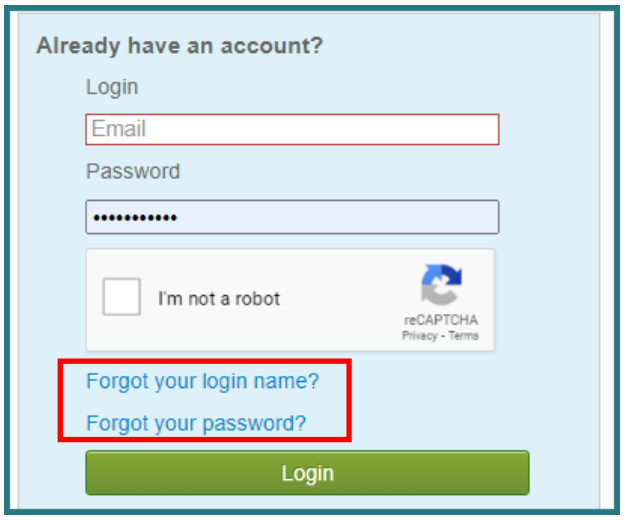


4. Review description details, fees, and extra detail attachments. You may **print or save** any of the attachments for future reference. Click **Enroll Now**.

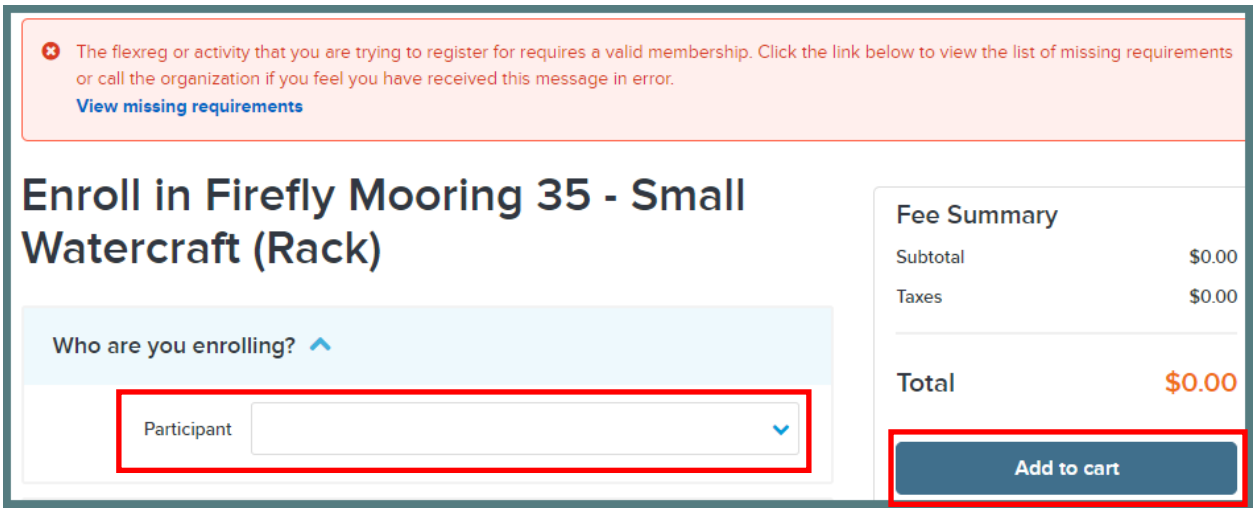


Boulder Reservoir | How to Purchase a Large Craft Mooring or Small Watercraft Rack

5. Login to your account if not already logged in. If you forgot your login name or password, please use the **Forgot your login name** or **password** option:



6. Select the **boat owner's name** from the drop-down list. Participant selected must be the one that held the mooring reservation in 2022. Click **Add to Cart** to proceed.



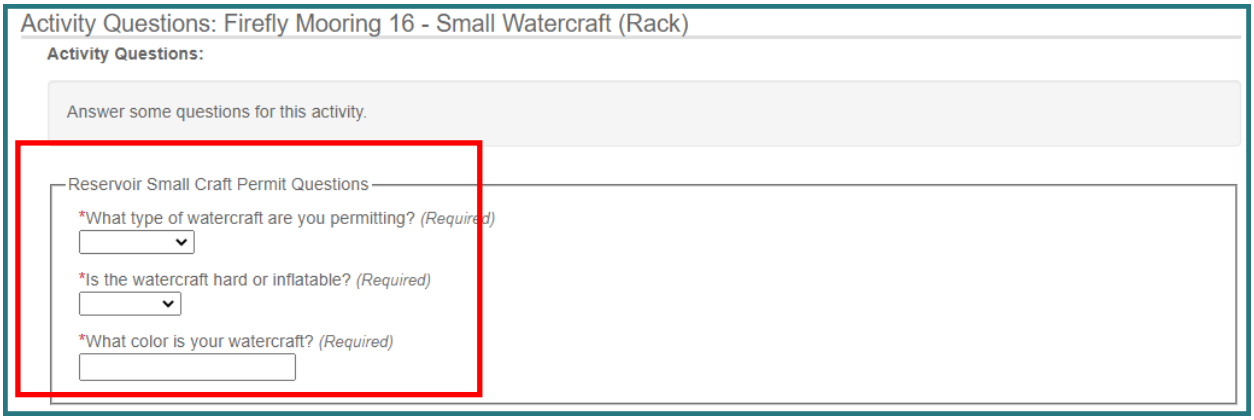
7. If you haven't selected the storage space you reserved last year, you'll see a message like this:



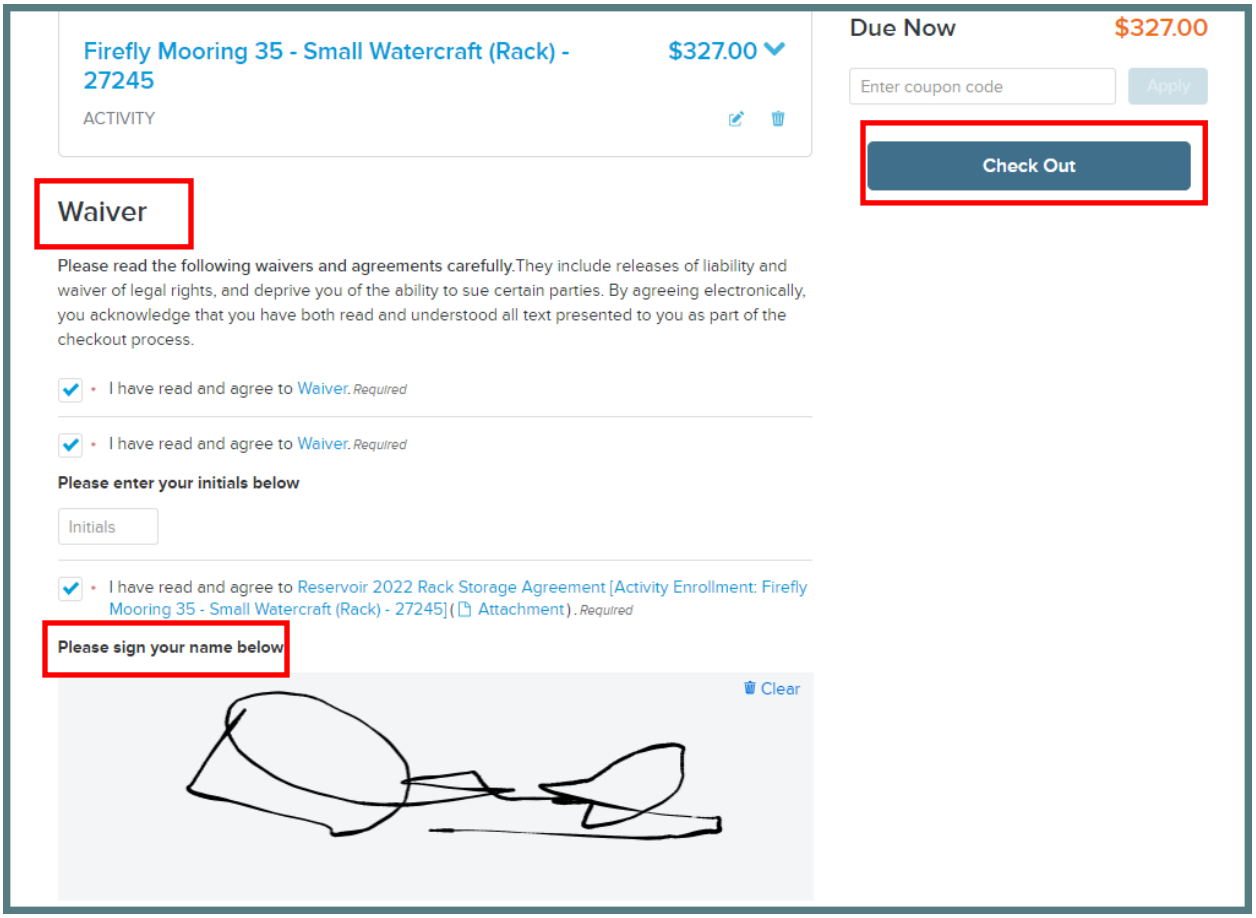
If you get this Alternate Key error, go back, and make sure you've selected your 2022 space before proceeding to check out.

Boulder Reservoir | How to Purchase a Large Craft Mooring or Small Watercraft Rack

8. **Answer the required questions** and then click **next.**

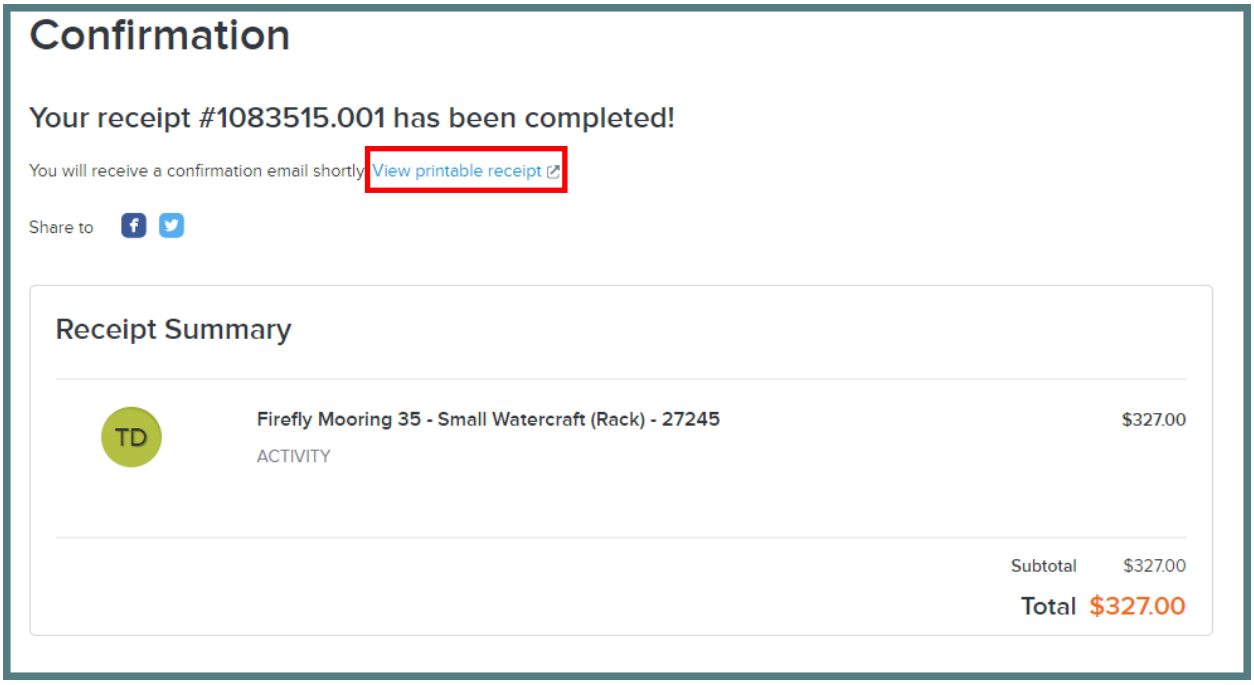


10. **At this point you may go back to the registration drop-down at the top and add other items to cart, or you may complete the purchase.** To make additional purchase, click on the **three bar icon** (hamburger icon) located at the top left corner of the page and repeat step #2 of this document to make additional purchases) If not, proceed to step 11.
11. Review fees and agree to the waiver and agreements. Print of attachments if needed, sign your name, and then click **Check Out.**



Boulder Reservoir | How to Purchase a Large Craft Mooring or Small Watercraft Rack

12. Enter payment information to complete transaction
13. Review confirmation page and click on View printable receipt to review and print receipt information and all waiver agreements:

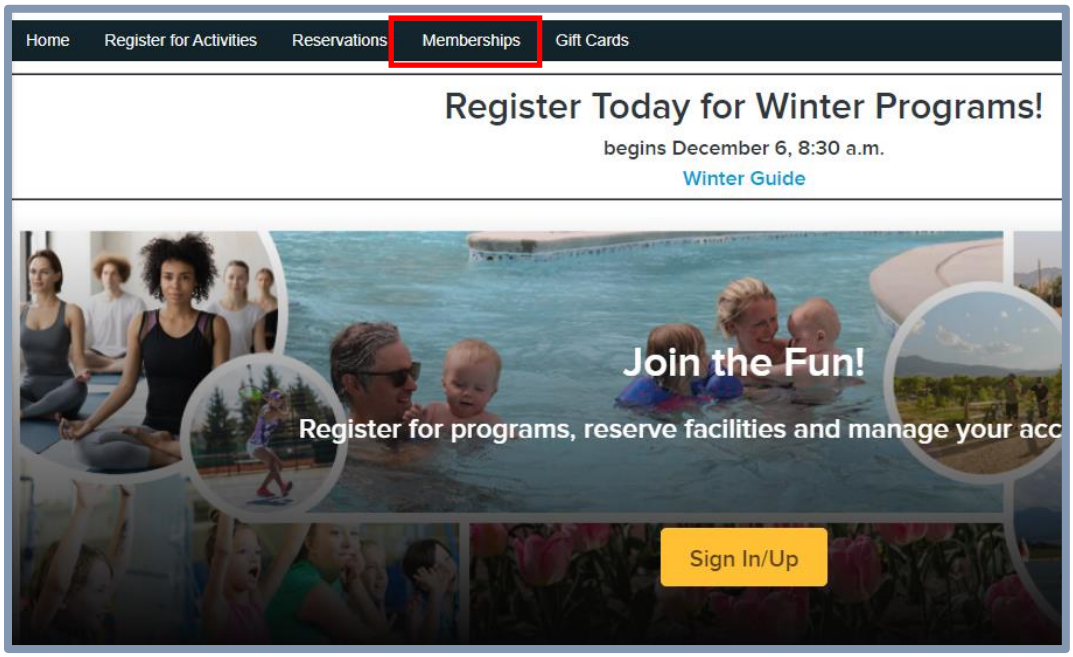


14. You have now successfully purchased a storage spot for your permitted large or small watercraft.

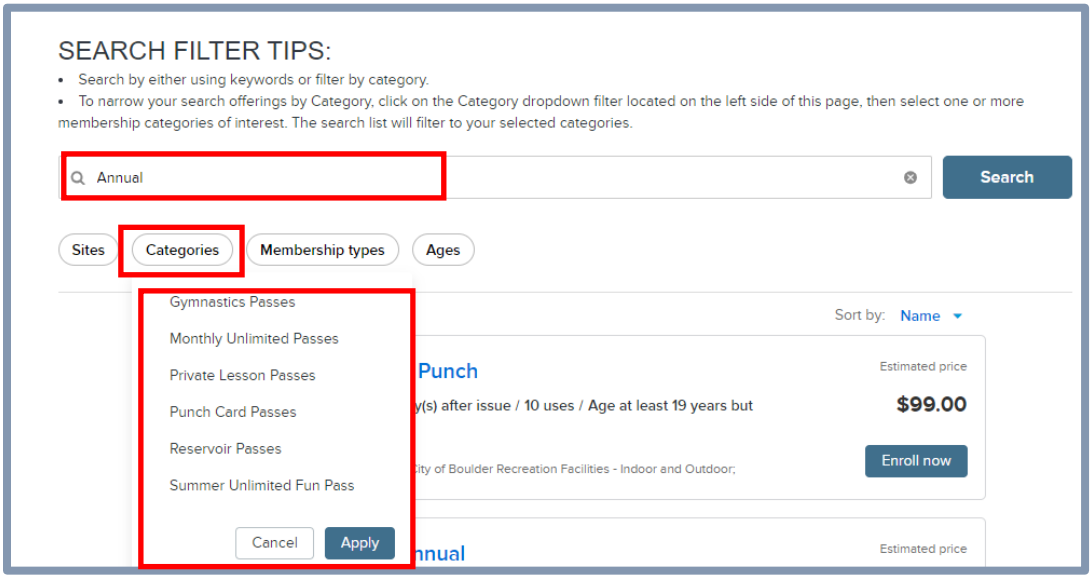
Boulder Reservoir | How to Purchase a Facility Access Membership

Instruction Sheet #4: Purchasing 2023 Facility Membership

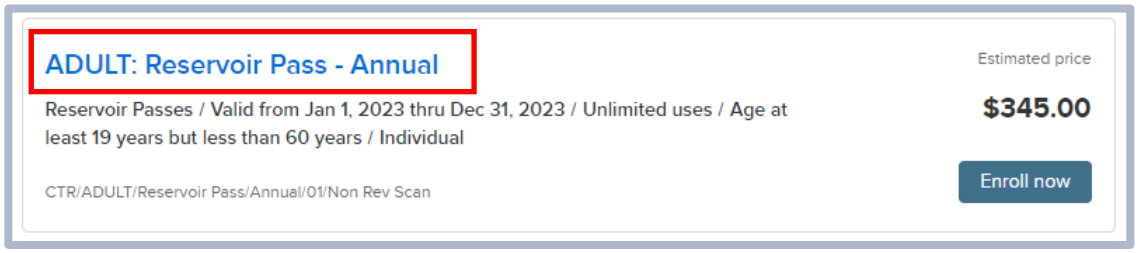
1. Click on **Memberships**.



2. If you clicked on **Memberships**, on the next page you can either use the **search box** or narrow down the **filter options** by clicking on **Category**.

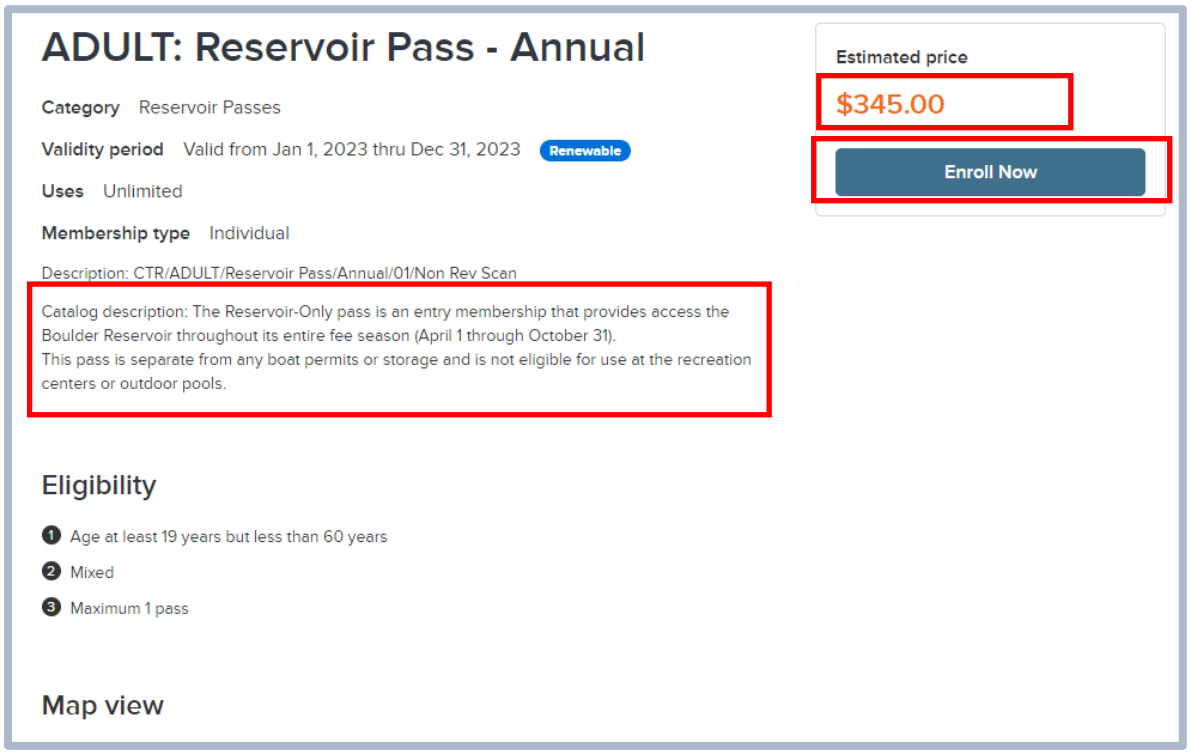


3. To view details regarding the membership, click on the **membership name**:

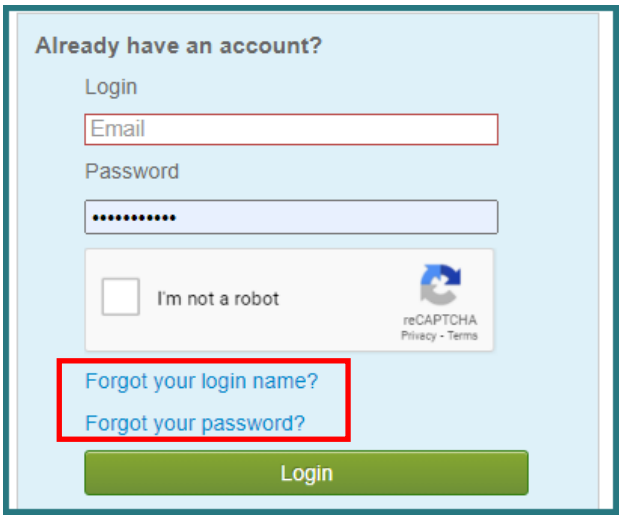


Boulder Reservoir | How to Purchase a Facility Access Membership

4. Review description details, fees, and extra detail attachments. Click **Enroll Now** to purchase the membership.

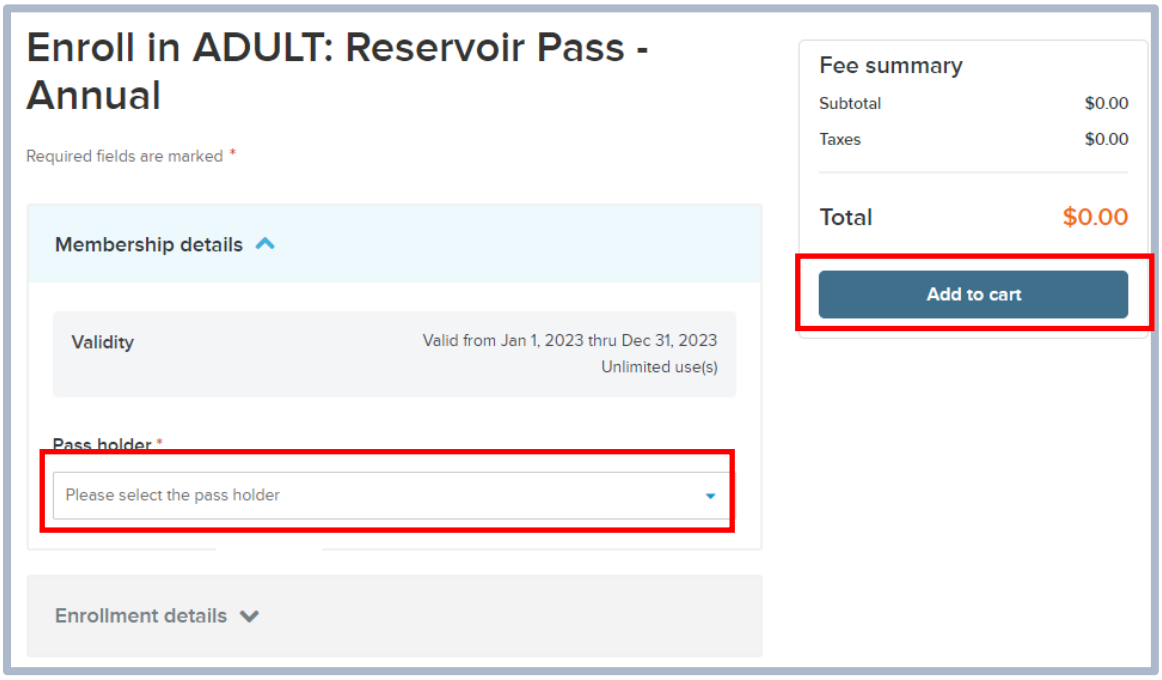


5. Login to your account if not already logged in. If you forgot your login name or password, please use the **Forgot your login name** or **password** option:

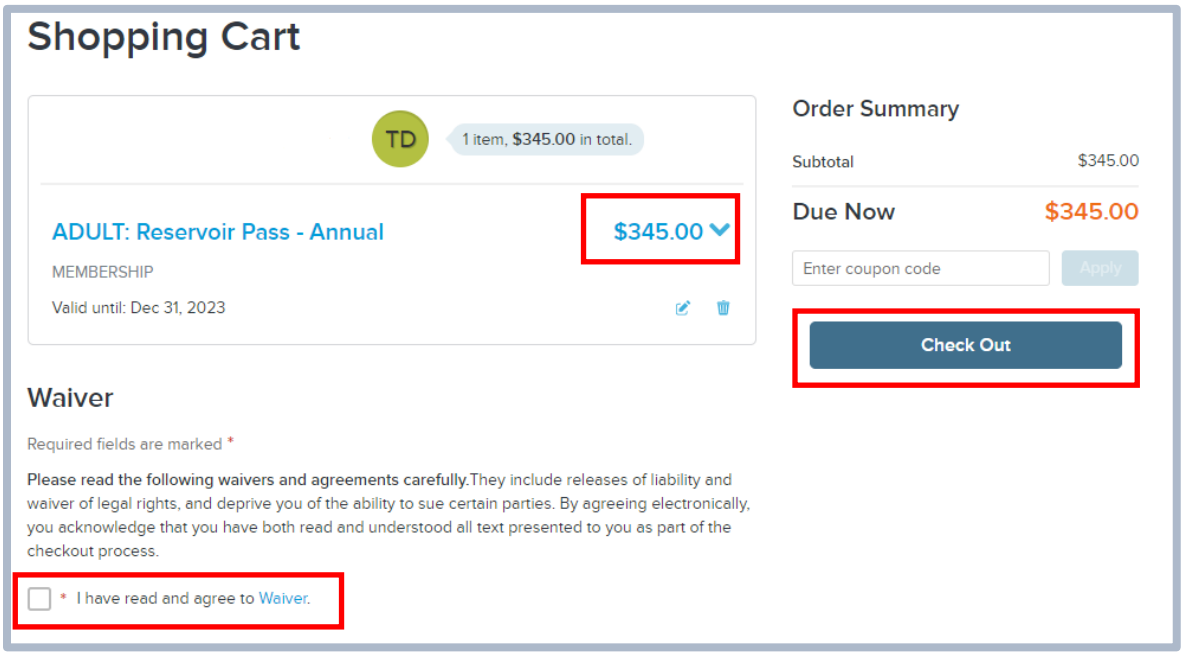


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6. Select the **pass holder's name** from the drop-down list. Click **Add to Cart** to proceed.

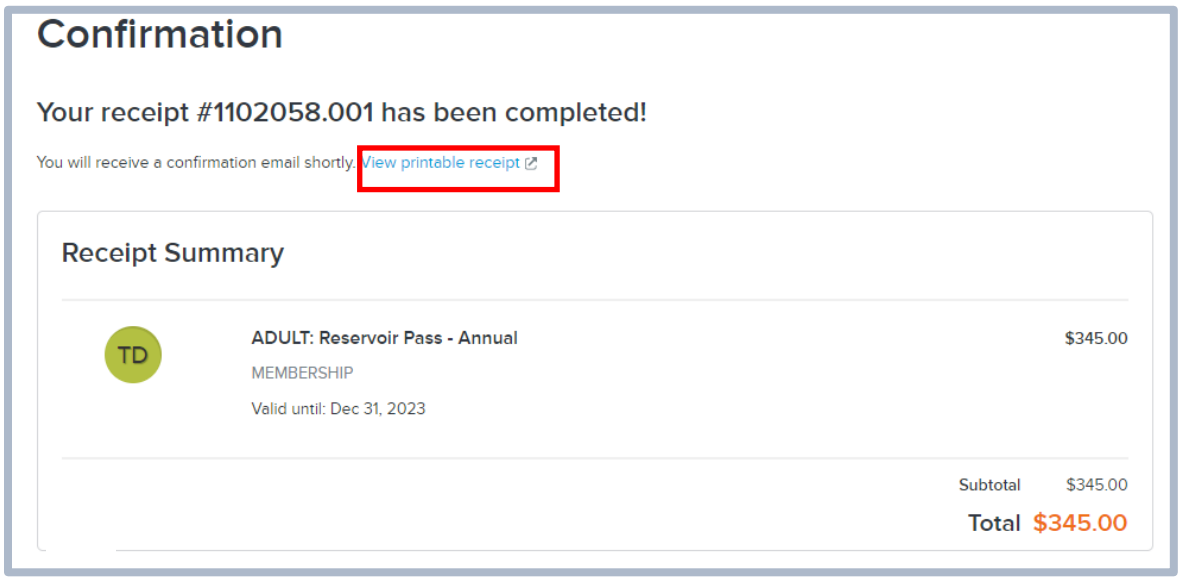


7. Review fees and agree to the waiver and agreements. Print of attachments if applicable, sign your name or click the agreement box and then click **Check Out.**



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8. Enter payment information to complete transaction.
9. Review confirmation page and click on View printable receipt to review and print receipt information and all waiver agreements:



10. You have now successfully purchased a facility access membership.