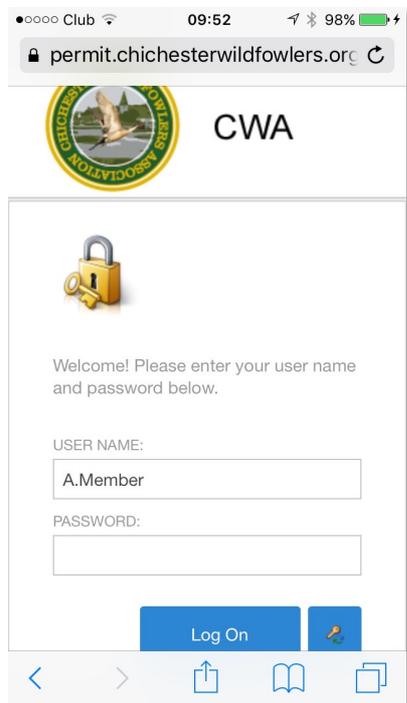


The CWA Recording/Booking App – Quick Start Guide



1 Enter this web address into your browser:
<https://permit.chichesterwildfowlers.org>

2. Add it to your bookmarks list or as an icon on your home screen so you can find it easily again.

3. Enter your name in the user name box in the format: Forename.Surname Note capitalisation and the full stop instead of the space

4. You don't need to enter a password the first time, you will be prompted for one before accessing any of the facilities

5. If you forget your password click on the little key and you will be able to reset it via email

- Use “Record Visit” to enter your bag details after you’ve been shooting
- Click on “My Visits” to see a summary of all your visits to date
- Click on the three lines to go to the main menu, then click on “Annual Bag Return” to see your bag return in spreadsheet format and download it
- Click on “Information” to access all the information you’d usually go to the web site for
- Use “Book Visit” to record a visit you intend to make; if you do this you’ll get a reminder by email to make your bag return
- If you book a visit for a warden controlled area an email will be sent to the warden to approve the visit, then a permit will be sent to you.

