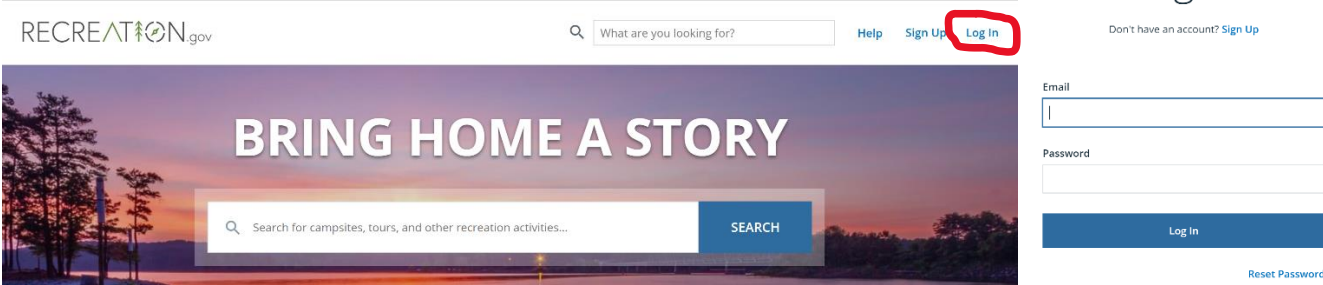
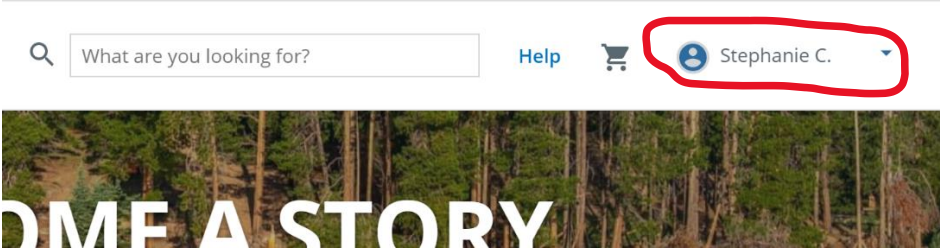


# BLM Moab Field Office – Private Westwater Permit How to Change Group Size in Recreation.gov

1. Go to [www.Recreation.gov](http://www.Recreation.gov) and log into your account.



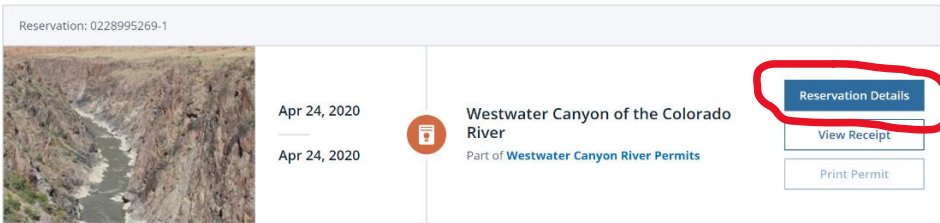
2. After clicking the “Log In” button, you will be redirected to the Recreation.gov front page. To open your account, click on your name in the upper right corner of the screen. Select “My Reservations” from the drop-down menu.



3. Under “Upcoming Reservations”, find the reservation needing a group size # change. Click on the “Reservation Details” button for that reservation.

## Reservations

### UPCOMING RESERVATIONS



- On the next page, scroll down until the “Modify” hyperlink appears on the right side of the screen.

Westwater Canyon River Permits

Entry Date	Exit Date
<b>Apr 24, 2020</b>	<b>Apr 24, 2020</b>

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Use Fee	\$40.00
Reservation Fee	\$6.00
Subtotal	\$46.00
Taxes	\$0.00

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<b>Total</b>	<b>\$46.00</b>
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[Print Permit](#)

[View Receipt](#)

[Modify](#) [Cancel](#)

- Scroll down to the “Group Members” section and click on the “Increase Group Size in Detailed Availability” hyperlink.

### Group Members

Indicate how many total people will be in your group, including you. You may decrease this number, but it is set to the max selected in detailed availability.

Total Group Members\*

⊖ 4 ⊕

[Increase Group Size in Detailed Availability](#)

- On the next page, under “Group Size”, click on the plus (+) or the minus (-) button to change the group size.

Westwater Canyon River Permits

### RESERVATION DETAILS

**Warning**  
Entry date cannot be changed.

Permit Type\*

Non-Commercial

Quota Type\*

Advanced

Entry Date\*

04/26/2020

Group Size\*

⊖ 4 ⊕

7. Scroll down to the Year Month section. Click on the blue box underneath your launch date. A check mark will appear underneath your launch date.
  - a. The number listed underneath your launch date is the number of currently available trip or people quota for that day. NOTE: If you do not see the people quota available for each day, scroll up to the "View Quota By:" section. Select the circle next to "People".

2020 APRIL

Filter locations Clear Dates < Prev 5 Days Next 5 Days >

Division	SUN 12	MON 13	TUE 14	WED 15	THU 16	FRI 17	SAT 18	SUN 19	MON 20	TUE 21
Westwater Canyon of the Colorado River	64	74	68	58	73	55	0	0	17	75

# Available
W Walk-up
L Lottery
# Unavailable

---

Grid Options:  Hide unavailable sites,  Hide admin sites

Admin Options:  Admin permit,  Allow overbooking

View Quota By:  Daily Groups,  People

- b. If you add more people to your trip than quota available, you will have to reduce you group size to whatever quota is available.
- c. If you add an amount of people to your trip that is within the quota available, you will be able to check the box underneath your launch date.

2020 APRIL

Filter locations Clear Dates < Prev 5 Days Next 5 Days >

Division	SUN Available 12	MON 13	TUE 14	WED 15	THU 16	FRI 17	SAT 18	SUN 19	MON 20	TUE 21
Westwater Canyon of the Colorado River	✓	0	0	0	0	0	0	0	0	0

# Available
W Walk-up
L Lottery
# Unavailable

8. Once you have changed your group size number, and selected you launch date, scroll to the bottom of the page and click on the "Save Changes" button.

EXISTING TRIP ENTRY DATE  
Sun. Apr. 26, 2020

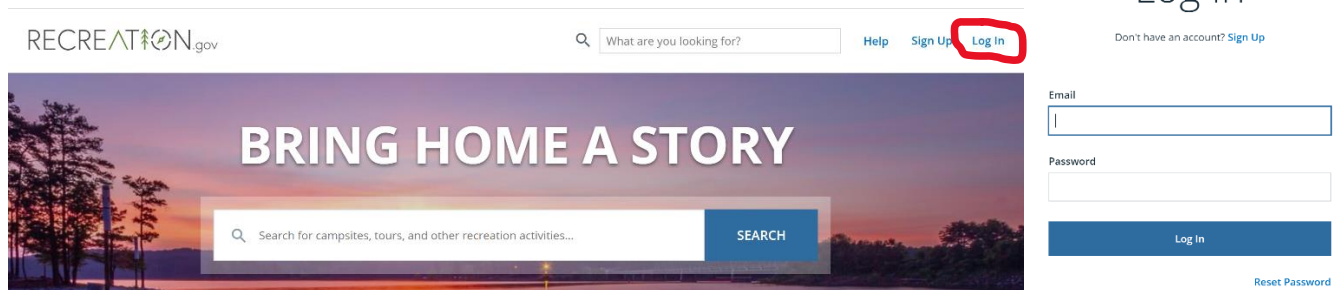
9. From here, you will be taken to a refund or payment screen (depending on whether you increased or decreased your group size #).

# How to Print a Permit

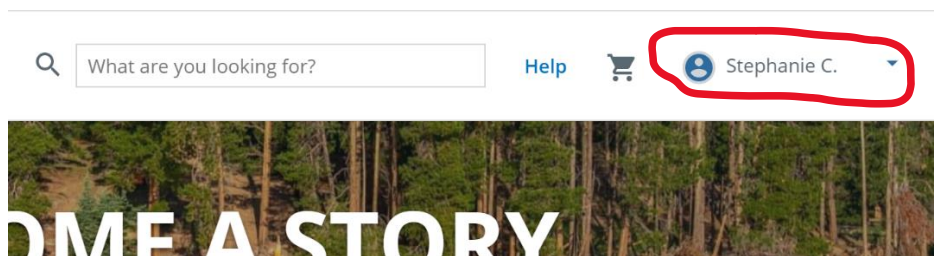
You must bring a *printed permit* for check-in before launching down Westwater Canyon. This document explains the steps to print a permit.

- **The email confirmation received after initial payment IS NOT a permit.**
- Permits are available to be printed two (2) weeks prior to the launch date.
- Caution: once a permit is printed, it cannot be edited (no group size # changes, adding alternate trip leaders, cancellations, etc.)
- Changes to a permit can be made up until two (2) days before the launch date.

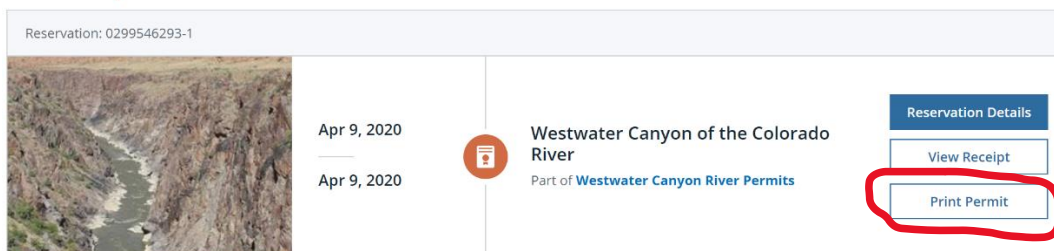
1. Go to [www.Recreation.gov](http://www.Recreation.gov) and log into your account.



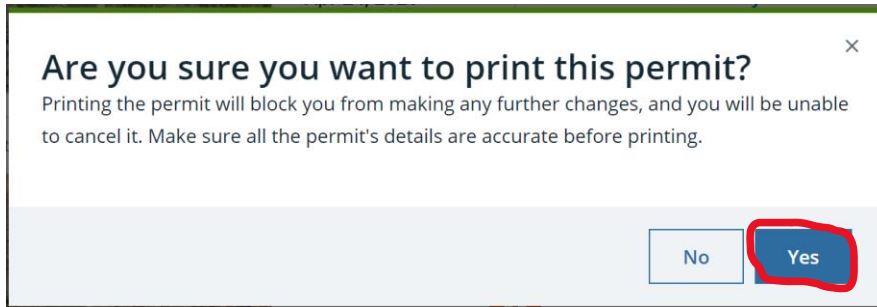
2. After clicking the “Log In” button, you will be redirected to the Recreation.gov front page. To open your account, click on your name in the upper right corner of the screen. Select “My Reservations” from the drop-down menu.



3. Under “Upcoming Reservations”, find the reservation and click on the “Print Permit” button. This will only be available if the permit launch date is within the next two (2) weeks.



4. The following pop up box will come up. Click on the "Yes" button.



5. A print dialog box should pop up. Print both the front and back sides of the permit and bring it to the put in with you. (Depending on the web browser you are using, the screenshot below may look different).

