

Special Event System - Boating Events

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 online boating application system.

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 website 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 webpage.

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 the State

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 boating events will be accepted via the online application system. **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.

Preparing to Use the New System

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 the Login link in the upper righthand corner of the [DNR Special Events](#) system.

Here is what the log in screen looks like:

The screenshot shows the login interface for the DNR Special Events system. At the top, there is a navigation bar with a logo, 'Enterprise A&A', and links for 'Sign In', 'Create An Account', 'Forgot Password', and 'Forgot Id'. The main content area has a blue header with 'DNR Special Events' and a sub-header 'Enter your Account Id and Password and press sign in to continue.' Below this, there are two input fields: 'Account ID:' and 'Password:', each with a 'show' button. To the right of these fields is a green 'Sign In' button. Below the 'Sign In' button are links for 'Account Details' and 'Help'. At the bottom of the main content area, there are links for 'What is A&A?' and 'Report Issue to State Service Desk'. Below the main content area, there is a section titled 'Account Id Examples' with two formats: 'Public User Account Format: first.name.last.name@iowaid' and 'State Employee Account Format: first.name.last.name@iowa.gov'. At the bottom of the page, there is a footer with 'Terms of Use', 'Additional Terms, Privacy & Warranty Information', and 'Version 4.3.1'.

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

The screenshot shows the registration interface for the DNR Special Events system. At the top, there is a navigation bar with a logo, 'Enterprise A&A', and links for 'Sign In', 'Create An Account', 'Forgot Password', and 'Forgot Id'. The main content area has a blue header with 'DNR Special Events' and a sub-header 'Sign up now to get credentials you can use for Enterprise A&A enabled sites.' Below this, there are two input fields: 'First Name:' and 'Last Name:', each with a 'show' button. To the right of these fields is a green 'Register' button. Below the 'Register' button is a link for 'Help'. At the bottom of the main content area, there are links for 'What is A&A?' and 'Report Issue to State Service Desk'. Below the main content area, there is a section titled 'Important!' with three bullet points: 'You must have a valid email address.', 'Your A&A Account ID may not contain profanity or special characters.', and 'You will be required to complete some Security Baseline Questions and Answers.' At the bottom of the page, there is a footer with 'Terms of Use', 'Additional Terms, Privacy & Warranty Information', and 'Version 4.3.1'.

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

This email address will be sent a link and a code to complete the account registration process.

After receiving the email and clicking the link, you will be directed to the account baseline page which consists of questions that you provide answers to. This will aid in recovering your password if you ever lose or forget it:

The screenshot shows a web page titled "DNR Special Events" with a sub-header "Self Service Password Change - DNR Special Events". The main heading is "Identity Baseline for". Below this, a paragraph explains the purpose: "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."

There are three question sections:

- Question 1:** A dropdown menu labeled "- Select Question -", followed by "Answer 1:" and "Confirm:" input fields.
- Question 2:** A dropdown menu labeled "- Select Question -", followed by "Answer 2:" and "Confirm:" input fields.
- Question 3 (Create your own question.):** A single-line text input field for the question, followed by "Answer 3:" and "Confirm:" input fields.

A "Save Identity Baseline" button is located below the third question. Below the button, there are "Some guidelines for setting your baseline:" followed by a numbered list:

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

The screenshot shows a web page titled "DNR Special Events" with a sub-header "Self Service Password Change - DNR Special Events". The main heading is "Password Change for". Below this, there are two input fields: "Enter new password:" and "Confirm new password:". Below these fields, there are "Password Rules:" which state: "Passwords should contain a minimum of 8 alphanumeric characters (a mix of upper and lower case) including at least one special character. Note: You may not use pieces of your name or e-mail address in your password."

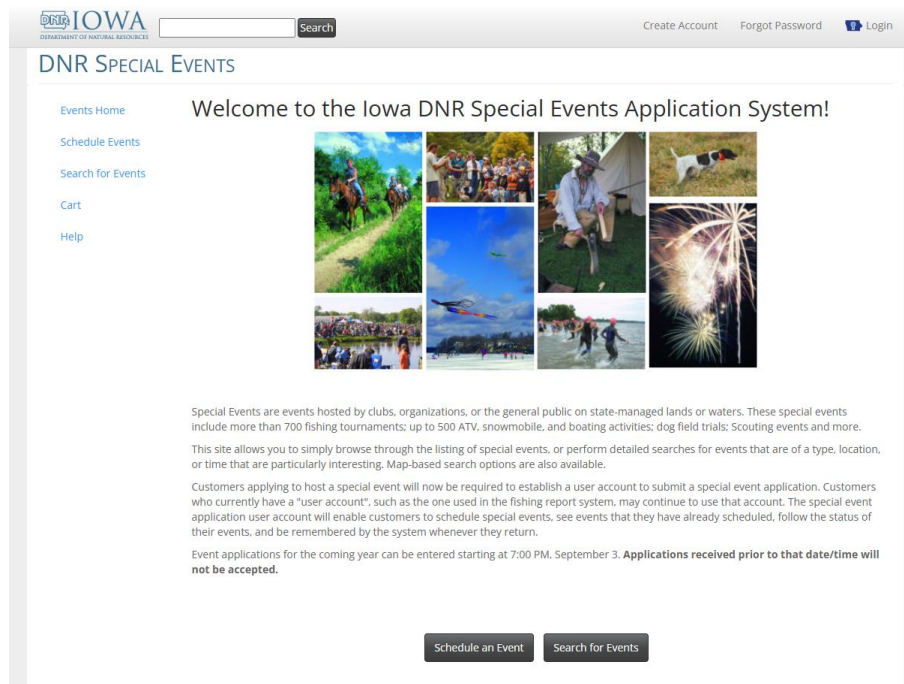
At the bottom of the form area, there are two buttons: "Save New Password" and "Cancel".

The footer of the page includes: "You are logging at ESO Initialize Account", "Transaction Id: 78782P", the "Enterprise A&A" logo, "©2004 State of Iowa, DAG-ITE", and "Version: 2.4.8".

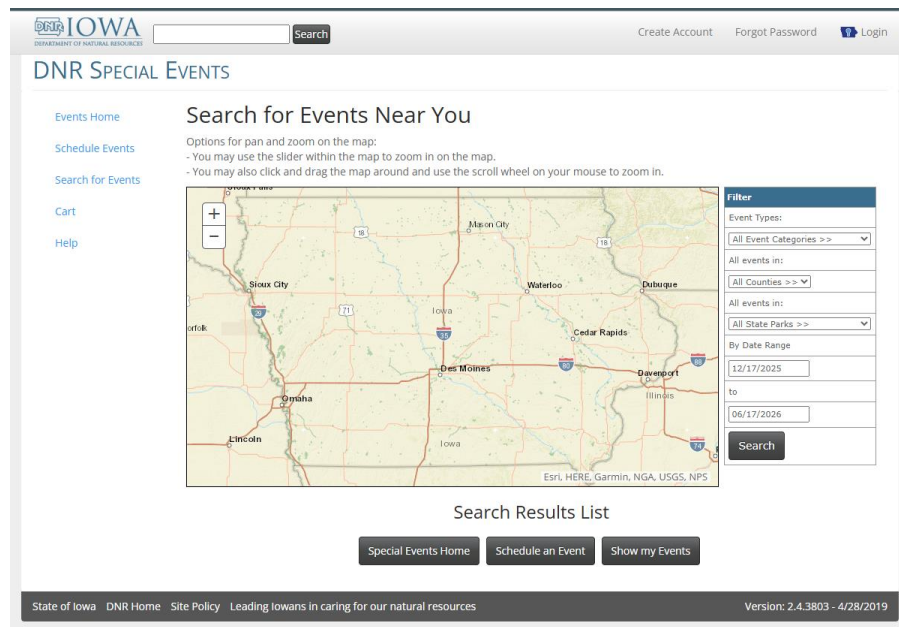
After you have created a username and password, you will be ready to access the Special Events/Boating system.

Conducting a Search in the new System

Start at the [Special Events](#) home page.



Click on Search for 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 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.


The screenshot shows the Iowa DNR Special Events Application System home page. At the top, there is a header with the Iowa Department of Natural Resources logo, a search bar, and links for 'Create Account', 'Forgot Password', and 'Login'. Below the header, the page title is 'DNR SPECIAL EVENTS'. A sidebar on the left contains links: 'Events Home', 'Schedule Events', 'Search for Events', 'Cart', and 'Help'. The main content area features a large welcome message: 'Welcome to the Iowa DNR Special Events Application System!'. Below this is a grid of eight images showing various outdoor activities: horseback riding, a group of people, a person fishing, a dog, a person on a boat, a person on a snowmobile, a person on a kayak, and fireworks. Below the images, there is a paragraph explaining that Special Events are hosted by clubs, organizations, or the general public on state-managed lands or waters. It lists examples like fishing tournaments, ATV/snowmobile/boating activities, dog field trials, and scouting events. The text continues to explain that the site allows browsing or searching for events by type, location, or interest. It also states that users must create an account to submit applications, and existing users can continue to use their accounts. A final note mentions that event applications for the coming year can be entered starting at 7:00 PM on September 3, and that applications received prior to that date/time will not be accepted. At the bottom of the main content area, there are two buttons: 'Schedule an Event' and '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.


The screenshot shows the login page for the Iowa DNR Special Events Application System. At the top, there is a header with the 'Enterprise A&A' logo and links for 'Sign In', 'Create An Account', 'Forgot Password', and 'Forgot Id'. Below the header, the page title is 'DNR Special Events'. The main content area has a blue background and contains the text 'Enter your Account Id and Password and press sign in to continue.' Below this text are two input fields: 'Account ID:' and 'Password:'. The 'Account ID:' field has a placeholder text 'Account Id'. The 'Password:' field has a placeholder text 'Password' and a 'show' button. To the right of the input fields is a green 'Sign In' button. Below the 'Sign In' button are two buttons: 'Account Details' and 'Help'. Below these buttons is a link 'What is A&A?' and a link 'Report Issue to State Service Desk'. Below the main content area, there is a section titled 'Account Id Examples'. It contains two examples: 'Public User Account Format: firstname.lastname@iowaid' and 'State Employee Account Format: firstname.lastname@iowa.gov'. A note below the examples states: '*If you do not have an @iowa.gov account use your State of Iowa employee email address.' At the bottom of the page, there is a footer with three columns of text: 'Trans ID: 38-HMV', 'Additional Terms, Privacy & Warranty Information', and 'Version: 4.3.1'. The middle column also contains the text 'Enterprise Authentication & Authorization - Common Interface'. The footer also includes the text 'You are looking at: CI Logon' and '©2004 State of Iowa'.

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



DEPARTMENT OF NATURAL RESOURCES

Search



DNR SPECIAL EVENTS

Events Home

Schedule Events

Search for Events

Approve

Reports

Cart

Help

Special Event Application

State of Iowa

Department of Natural Resources

Iowa Code Chapters 461A & 462A

Events held on private lands or water 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.

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 (*).

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

*Address

*City

*State

*Zip

*Primary Phone

Alternate Phone

Fax

*Email

Web Page

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

*First Name

M.I.

*Last Name

*Address

*City

*State

*Zip

*Primary Phone

Alternate Phone

Fax

*Email

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	Adair	
State Parks & Forests	Select State Park or Forest>>	
* Water Area	Select Water Area >>	
* Specific Location Name		
Event Details:		
* Event Name		
* Short description of event for display on DNR Special Events search results page		
* Types of vessels		
* 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	
* Event Date	mm/dd/yyyy	
* If this is a multiple day event. How many additional days are you requesting? Applicant may add any dates within the nine-day window on which events will occur. Additional dates need not be consecutive.	<input type="text"/>	
* Event Start Time		
* Event End Time		
Alternate Date 1	mm/dd/yyyy	
Alternate Date 2	mm/dd/yyyy	
Alternate Date 3	mm/dd/yyyy	
* Number of Participants		
* Number of Participants		
* Number of Spectators		
* Location of designated event official during event		
* Have you or will you request assistance from the Coast Guard Auxiliary? If yes, what assistance does the event need?		
* Number of vessels provided by sponsoring organization for safety assistance?		
* Types of vessels used for safety assistance?:	<div> motorboat ▲ sailboat canoe/kayak other ▼ </div>	
* What type of patrol will the sponsoring organization provide for the safe conduct of the event?		
* Will food, beverage, or items be sold at the event?	<input type="radio"/> Yes <input type="radio"/> No	
If there are Concessions, list all vendors that will be at the event and the type of items to be sold (i.e., food, souvenirs etc.)? <div></div>		
For events held in state parks or state recreation areas, vendors may or may not be allowed dependent upon established contracts.		
* Is a Fireworks display part of this event?	<input type="radio"/> Yes <input type="radio"/> No	
Fireworks		
* A fireworks display requires securing appropriate city and/or county permits and the permits must be available for inspection during the event. Have you secured all permits? <input type="radio"/> Yes <input type="radio"/> No		
Name of person operating display		
Address of person operating display		
City/State/Zip of person operating display		
Phone number of person operating display		
Fallout perimeter designated by	<div> lighted buoys ▲ caution tape roped off areas posted signs safety cones ▼ </div>	

Name of person maintaining perimeter	<input type="text"/>
Medical and fire personnel must be on scene during the event. Which fire department will be providing medical and/or fire support during the event? <input type="text"/>	
For events on water, if a fire boat is available, it must be on scene during the fireworks display.	
*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. Additional insurance coverage is necessary for firework displays. Failure to provide this proof of insurance may result in the event being cancelled by the DNR. By checking this box, I certify that I will provide proof of insurance for this event. <input type="checkbox"/>	
*Insurance Carrier Name	<input type="text"/>
*What is the insurance policy number	<input type="text"/>
*What date was the event insurance issued	<input type="text" value="mm/dd/yyyy"/>
Comments	<div><div></div></div>

ALL CHARGES ARE NON-REFUNDABLE	
Application Fee	\$25.00

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

Any application fees or tag fees will be listed at the bottom of the form.

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.

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 reviewed, 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.