Link to [Special Events System](https://programs.iowadnr.gov/specialevents/) 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/](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.
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 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

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: [Field]
Last Name: [Field]

Register

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.

KinderTrack 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:
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:
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.

Click on Search for Events.
You will now be directed to this page:

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.

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

Welcome to the Iowa DNR Special Events Application System!

Schedule Your Event

Select an Event Type: Bowling

Show My Events  Cancel

Log-In Required

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.
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.

<table>
<thead>
<tr>
<th>*Organization Sponsor</th>
<th>Wallace State Office Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Address</td>
<td>602 East 9th Street</td>
</tr>
<tr>
<td>*City</td>
<td>Des Moines</td>
</tr>
<tr>
<td>*State</td>
<td>IA</td>
</tr>
<tr>
<td>*Zip</td>
<td>50319</td>
</tr>
<tr>
<td>Primary Phone</td>
<td>[815] 455-2023 (555) 123-1234</td>
</tr>
<tr>
<td>Alternate Phone</td>
<td>[800] 600-0000 (555) 123-1234</td>
</tr>
<tr>
<td>Fax</td>
<td>[800] 600-0000 (555) 123-1234</td>
</tr>
<tr>
<td>*Email</td>
<td><a href="mailto:Jeff.Koopaka@dnr.iowa.gov">Jeff.Koopaka@dnr.iowa.gov</a> <a href="mailto:abc@provider.com">abc@provider.com</a></td>
</tr>
<tr>
<td>Web Page</td>
<td></td>
</tr>
</tbody>
</table>

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
* Last Name: Kopasia
* Address: 1439 258th St.
* City: Boone
* State: IA
* Zip: 50036

* Primary Phone: (515) 432-9223 (255) 123-1234
Alternate Phone: (500) 000-0000 (555) 123-1234
Fax: (500) 000-0000 (555) 123-1234
* Email: JeffKopasia@dmr.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?  ○ Yes  ○ 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
<table>
<thead>
<tr>
<th>Question</th>
<th>Input Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Event: Yes/No</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>Is the applicant’s preference that this event be closed to the public?</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>A determination regarding your request will be made by DNR staff and will be included in your authorization letter, if applicable.</td>
<td></td>
</tr>
<tr>
<td>Event Date: mm/dd/yyyy</td>
<td></td>
</tr>
<tr>
<td>If this is a multiple day event, how many additional consecutive days are you requesting?</td>
<td></td>
</tr>
<tr>
<td>Event Start Time:</td>
<td></td>
</tr>
<tr>
<td>Event End Time:</td>
<td></td>
</tr>
<tr>
<td>Alternate Date 1: mm/dd/yyyy</td>
<td></td>
</tr>
<tr>
<td>Alternate Date 2: mm/dd/yyyy</td>
<td></td>
</tr>
<tr>
<td>Alternate Date 3: mm/dd/yyyy</td>
<td></td>
</tr>
<tr>
<td>Number of Participants</td>
<td></td>
</tr>
<tr>
<td>Number of Spectators</td>
<td></td>
</tr>
<tr>
<td>Location of designated event official during event</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td>☐</td>
</tr>
<tr>
<td>Insurance Carrier Name</td>
<td></td>
</tr>
<tr>
<td>What is the insurance policy number?</td>
<td></td>
</tr>
<tr>
<td>What date was the event insurance issued: mm/dd/yyyy</td>
<td></td>
</tr>
<tr>
<td>Have you or will you request assistance from the Coast Guard Auxiliary?</td>
<td></td>
</tr>
<tr>
<td>If yes, what assistance does the event need?</td>
<td></td>
</tr>
<tr>
<td>Number of vessels provided by sponsoring organization for safety assistance?</td>
<td></td>
</tr>
<tr>
<td>Types of vessels used for safety assistance:</td>
<td></td>
</tr>
<tr>
<td>☐ motorboat ☐ sailboat ☐ canoe/kayak ☐ other</td>
<td></td>
</tr>
<tr>
<td>What type of patrol will the sponsoring organization provide for the safe conduct of the event?</td>
<td></td>
</tr>
<tr>
<td>Comments</td>
<td></td>
</tr>
</tbody>
</table>

Application continues
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