

# Outfitter Roster

## Submitting Requests and Managing Requests/Roster

“Outfitter Roster Request” and “Manage My Links” are the online features that outfitters will use to manage licensed guides to confirm their employment to the Board as required in IDAPA 24.35.01.103.03. for a guide's license to be valid. Roster requests can only be made by guides. Outfitters will not have the ability to add a guide without first receiving a request from them.

First, let's look at how guides submit an “Outfitter Roster Request” from the guide's Online Service account. NOTE: This example will show the guide in an “Inactive” status as they are not currently on any outfitter's roster. This indicates that the guide license is not valid until they are employed by an outfitter, which is indicated by being on an Outfitter Roster.

1. Once you have logged into your online profile, click on the “Summary” tab. The “Summary” tab will show your License(s).

To begin the roster request process, click on the “Outfitter Roster Request” Link in the License panel:

The screenshot displays the DOPL Online Services interface. At the top, the DOPL logo and 'Online Services' are visible, along with the date '07-Feb-2025' and user icons. The user's name 'GUIDE TEST2' and address '11341 W CHINDEN BLVD, GARDEN CITY ID 83714-1021' are shown. The 'Summary' tab is selected in the navigation bar. The main content area shows a 'Filter' input field and a 'Guide' profile for 'GUIDE TEST2'. The license details panel shows 'License/Registration Number 6011624' and 'Status Inactive'. A red arrow points to the 'Outfitter Roster Request' link in the license details panel. The 'Balance' panel shows 'Balance \$0.00'.

2. You will be taken to a page like this. First, you will need the license number of the outfitter whose roster you wish to be added to. You can search for a license number using the following link, [Online Services](#). Once you have entered the information click “Next” to proceed to the questionnaire.

## Request to be part of an Outfitter's Roster

Guide  
6011624  
GUIDE TEST2

Outfitter Roster Request

### Request to be part of an Outfitter's Roster

Outfitter License Number \*

Required

Required

Cancel

< Previous

Next >

3. From this page, you will need to answer each question regarding which activities you will be doing while employed by the outfitter. Once all questions are complete click “Next” to proceed to the document upload section.

Outfitter Roster Request

Activity Questions

### Questions

Do you intend to do any hunting-related activities for the outfitter you have indicated? \*

Yes

No

Do you intend to do any power or float boating activities on classified or unclassified river sections or lakes? \*

Yes

No

Do you intend to do any activities involving the use of an ATV, UTV, or Snowmobile? \*

Yes

No

Do you intend to do any activities that involve Non-motorized travel in avalanche terrain (backcountry skiing, Nordic skiing, or snowshoeing on non-groomed trails)? \*

Yes

No

Do you intend to do any activities involving Rock Climbing or Mountaineering? \*

Yes

No

Do you intend to do any equestrian activities (trail rides, animal pack trips, wagon rides)? \*

Yes

No

Cancel

< Previous

Next >

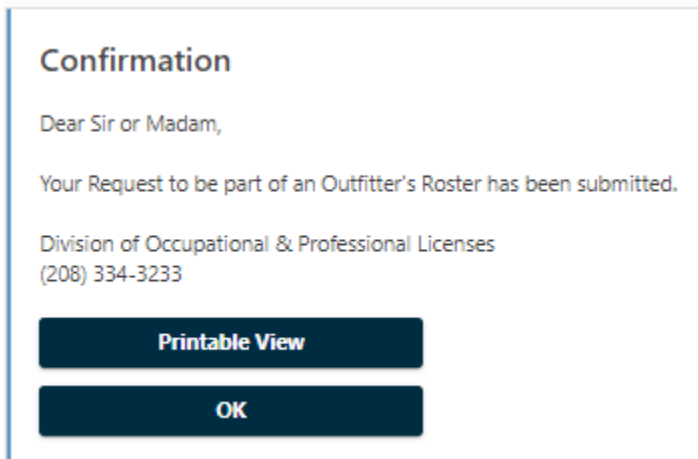
4. The required forms are the guide training forms available on the following OGLB webpage, [Guide Applications and Amendments | Division of Occupational and Professional Licenses](#). These will depend upon the activities you plan to engage in as indicated in the previous questionnaire section. Once all required forms are attached click “Next” to proceed to the review page.

The screenshot shows a progress bar at the top with four steps: 'Outfitter Roster Request', 'Activity Questions', 'Attachments', and 'Review'. The 'Attachments' step is highlighted with an orange box and a right-pointing arrow. Below the progress bar, the 'Required Forms' section lists four items, each with a 'Choose File or Drop Here' button: 'Hunting Guide Training Form', 'River Guide Training Form', 'Mountain Excursion Guide Training Form', and 'Equestrian Guide Training Form'. At the bottom of the form, there is a 'Cancel' button on the left, a '< Previous' button in the center, and a 'Next >' button on the right.

5. From this page you can review the information for the outfitter number you entered in step 2. All guides must attest to having completed the required training certifications outlined in IDAPA 24.35.01.103. If the information matches the outfitter you wish to submit a roster request to then click “Submit” to complete this process.

The screenshot shows a progress bar at the top with four steps: 'Outfitter Roster Request', 'Activity Questions', 'Attachments', and 'Review'. The 'Review' step is highlighted with an orange box and a right-pointing arrow. Below the progress bar, the 'Review' section contains a checkbox with the text 'I acknowledge that I possess all the guide training certifications as provided in IDAPA 24.35.01.103'. Below this is the text 'Furthermore, I confirm that I would like to request to be a part of the following Outfitter's Roster.' There are two input fields: 'Outfitter License Number' with the value '5011524' and 'Outfitter Name' with the value 'HELLO OUTFITTER'. At the bottom of the form, there is a 'Cancel' button on the left, a '< Previous' button in the center, and a 'Submit' button on the right.

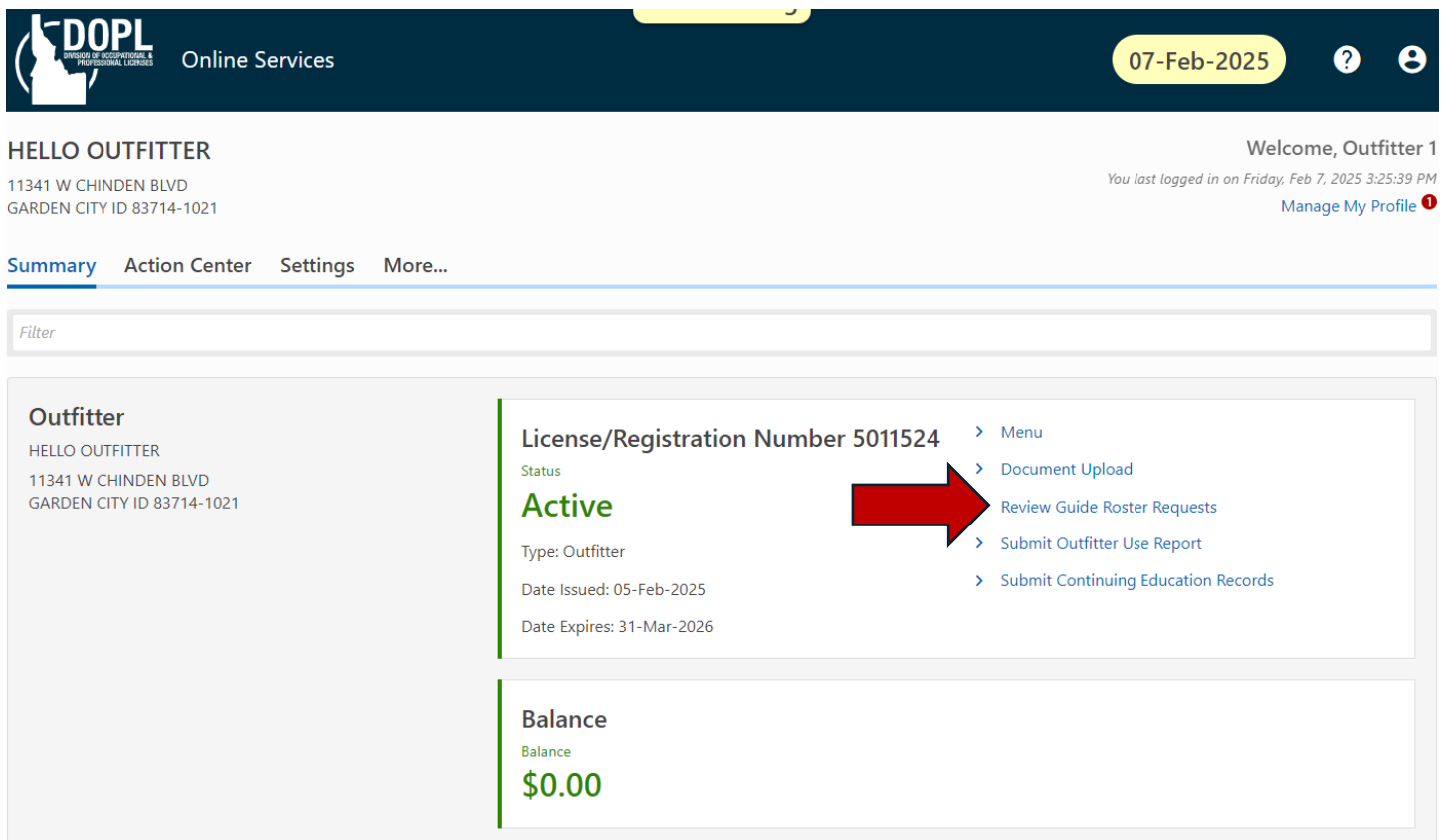
- When the request has been successfully sent you will land on the confirmation page. Click on the “OK” button to go back to your profile main page:



Once the Guide has submitted the request it will then be on the Outfitter to complete the process by either approving or denying the request from the Outfitter's Online Services page.

- Once you have logged into your online profile, click on the “Summary” tab. The “Summary” tab will show your License(s).

To begin the roster request process, click on the “Review Guide Roster Requests” Link in the License panel:

A screenshot of the DOPL Online Services user profile page. The header includes the DOPL logo, "Online Services", the date "07-Feb-2025", and user icons. The main content area is titled "HELLO OUTFITTER" and shows the user's address: "11341 W CHINDEN BLVD, GARDEN CITY ID 83714-1021". A navigation bar includes "Summary", "Action Center", "Settings", and "More...". Below this is a "Filter" input field. The main content is divided into two panels. The top panel shows "Outfitter" information and a "License/Registration Number 5011524" which is "Active". A red arrow points to a menu for this license, which includes "Menu", "Document Upload", "Review Guide Roster Requests", "Submit Outfitter Use Report", and "Submit Continuing Education Records". The bottom panel shows "Balance" information, with a balance of "\$0.00".

- From this page, outfitters can see all pending requests they have received. You have the option to “Approve” or “Deny” any number of requests all at once. If you select “Deny” the “Comments” box will become required. It is optional if you would like to state your reasoning for denying the request, if you do not simply put NA.

Once you have selected either option you may click “Submit” to complete the request.

< HELLO OUTFITTER

### Review Guide Roster Requests

Outfitter  
5011524  
HELLO OUTFITTER

Guide Requests

Review the below guide request(s) and either approve or deny them.

| Guide Name  | Requested Date | Approve                  | Deny                     | Comments |
|-------------|----------------|--------------------------|--------------------------|----------|
| GUIDE TEST2 |                | <input type="checkbox"/> | <input type="checkbox"/> |          |

Cancel

< Previous

Submit

3. If you approve the request both you and the guide will receive an email link to the updated guide's license. The guide will get this license immediately via email. NOTE: The guide license will now be active and display the Outfitters number under the "Employed By" section.

Before roster approval;



After roster approval;

