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Steps to completing a Big Game Draw application

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The big game draw is part of the automated Hunting, Angling and Trapping Licence (HAL) system.

All processes associated with the big game draw are now handled through HAL including:

- submitting applications;
- reviewing and updating applications;
- checking pool status history; and
- purchasing licences.

If you are successful in the big game draw, the appropriate licence will be available for purchase on your account. You simply select the licences you want to purchase and complete the transaction. Remember, if purchasing through your HAL web account you need to acquire big game seals ahead of time, which can be ordered at no charge anytime, and enter your big game seal number to complete your purchase.



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Step 1 – Make sure you have an account in the Hunting, Angling and Trapping Licence (HAL) system.

Before you can apply for the Saskatchewan resident big game draw, you must have a HAL number (HAL ID). Your HAL number is a permanent 9-digit assigned number that can be used to purchase and apply for all future Saskatchewan hunting, angling and trapping licences. If you have previously purchased a hunting, angling or trapping licence, or have applied for the big game draw since 2013, you already have a HAL number.

If you do not remember your HAL number and cannot access your account online, call 1-855-848-4773 for assistance. Do not create another account. Your HAL number also appears on all previously printed licences that were purchased through the online licence service. If you do not have an existing HAL number and need to have an account created, please visit saskatchewan.ca/hunting to access a step-by-step guide on how to create an account online.

To submit an application, you will need to access your HAL account online. If you have not previously accessed your account online, click the **Sign In** option at the top right corner of the screen and then select **Look up your profile**. You will be prompted to enter a password and must also provide an email address. Receipts and important notifications will be sent to the email address provided, and if you forget your password you can reset it using your email address. Once you have set your password you can click the **Sign In** option and enter your password the next time you need to sign into your account.



Step 2 – Read all the updated information on the Saskatchewan Resident Big Game Draw including new changes, available hunts, season dates and quotas.

Visit the big game draw page of the HAL website at saskatchewanlicences.active.com for information about the draw. The Saskatchewan Resident Big Game Draw Supplement and further information such as previous years' draw results and an overview of the big game draw process is available from this page. Also be aware that for



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some zones the prevalence rate of Chronic Wasting Disease (CWD) is high. If this is an important consideration for you, please visit the **Government of Saskatchewan CWD page** for information on CWD in Saskatchewan.

Make sure that you read the current <u>Saskatchewan Resident Big Game Draw Supplement</u> for information about the draw, including available hunts, season dates and quotas. Hunts often correspond to a wildlife management zone (WMZ) but be aware that some hunts allow a drawn hunter to hunt in more than one WMZ (combined WMZs), only in a portion of a WMZ, in a provincial park only, or in a Wildlife Management Unit only (e.g. Fort a la Corne Wildlife Management Unit). There may also be both an either-sex and an antierless only hunt available for the same area. You should also view the newest <u>Wildlife Management Zone Map</u> to familiarize yourself with recent updates to WMZ boundaries and assist you with selecting hunts on your application.

Two new changes were implemented to the priority pool structure beginning with the 2018 big game draw.

- 1. A 'Legacy' priority pool was added to provide top priority in the draw for long-time unsuccessful applicants. Hunters who qualify for 'Legacy' pool include those who have applied 10 or more consecutive years (including zone 99 applications) with 'Super A' pool status without having been successfully drawn. Hunters who have previously applied can check their pool status, including the number of years in 'Super A' that count towards reaching the 'Legacy' pool, by visiting the 'My Account' section through their HAL account.
- 2. An additional 'D' was added as the lowest priority pool and will extend the time period for which a drawn applicant will return to the 'Super A' pool, thereby reducing the number of applicants in 'Super A'. All drawn hunters will move to 'D' pool for the following year, and all new applicants for a species are assigned 'D' pool status.

Additionally, hunters who are drawn for three or more draw species may decline awarded licence(s) and maintain their pool status. However, they must keep the awarded licence(s) for at least two species (i.e. a hunter drawn for three species may decline awarded licences for one species only, a hunter drawn for four species may decline awarded licences for one or two species, and so on). All eligible hunters wishing to decline awarded licences must notify the Ministry of Environment by email at centre.inquiry@gov.sk.ca by July 31. No awarded draw licences can be declined past this date.

See <u>Frequently Asked Questions</u> for more information on changes.

Step 3 – Gather applicant information. Ensure all applicants for your big game draw application have a HAL number and have reviewed all of the big game draw information for the current year.

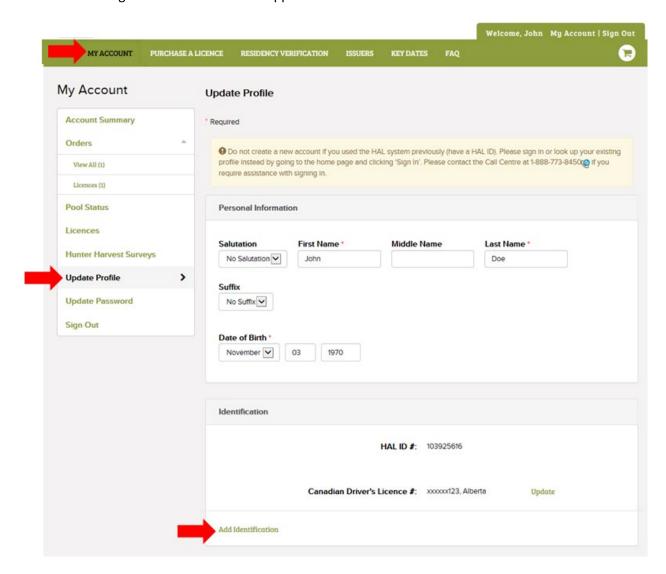
To apply for the Saskatchewan resident big game draw you will need:

- 1. Your HAL number (HAL ID).
- 2. HAL number and date of birth of all members of your hunting party. If you are planning to apply as a group for any species, this information will be required to add members to your application.



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- 3. The Saskatchewan Resident Big Game Draw Supplement this document contains information about big game draw seasons, quotas and available hunts to assist you with making hunt choices.
- 4. A computer or other device with internet access.
- 5. A Visa or MasterCard.
- 6. All applicants of the big game draw must be eligible, including having completed a Firearm Safety/Hunter Education course.
- 7. If you are adding any members to your application that qualify for Saskatchewan resident hunting privileges as a member of the Canadian Armed Forces (CAF), make sure they have added their regimental number to their account. This must be done before submitting the application you do not enter the regimental number on the application.

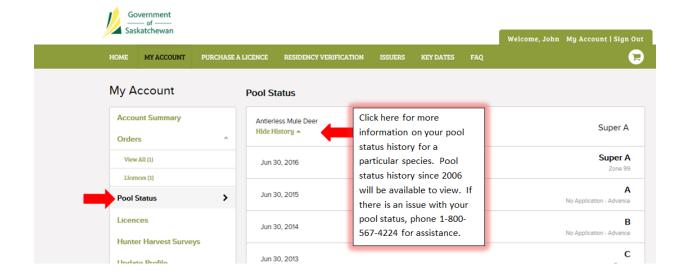


Make sure you have reviewed your pool status. If you plan to add group members to your application, you may wish to confirm their pool status. Remember, the application is placed into the priority pool of the group

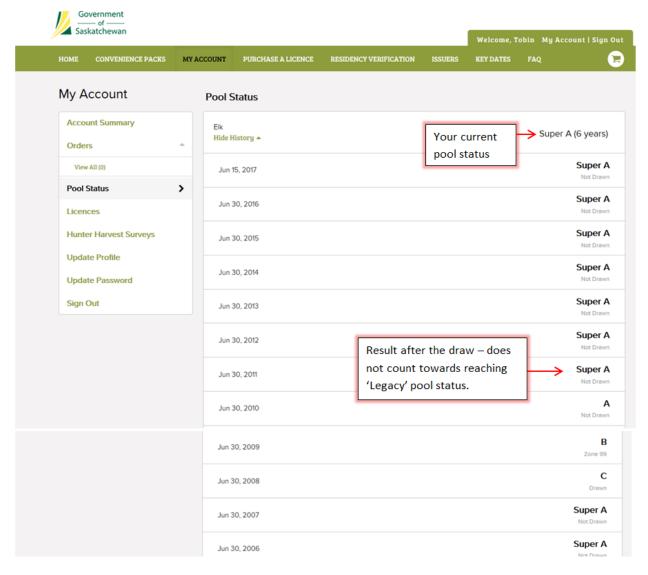


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member on the application with the lowest pool status. Also make sure you have received consent from all group members to be included on your application.



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Applications can be submitted from May 1 to midnight, May 25. Non-residents (of Canada) are not eligible for the big game draw and must use the services of a licensed outfitter to hunt big game in Saskatchewan. Canadian residents who are not Saskatchewan residents may apply for white-tailed deer but are not eligible for other species. To access the Saskatchewan's online licence system go to saskatchewanlicences.active.com. To apply, sign into your HAL account and select Purchase a Licence from the menu options at the top of the page and select Big Game Draw from the sub-menu.

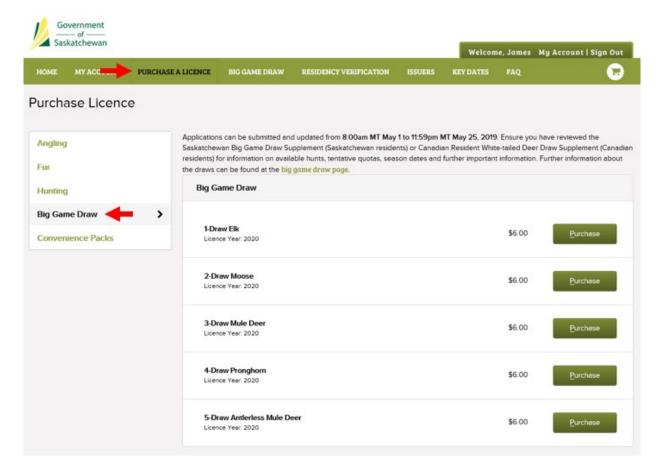
Step 4 – Select the big game species you wish to apply for.

Only applications you are eligible for will display. If you have already submitted an application for a species, it will not display as an available option. When selecting a species, you can only select one species at a time. Your choices are moose, elk, mule deer, pronghorn, antlerless mule deer and youth draw (antlerless mule deer). To



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apply for the youth draw, hunters must be 12 to 15 years of age at the time of application. If you are applying for moose or elk, be aware that there are both antierless and either-sex hunts available for some wildlife management zones (WMZs). For elk and moose you cannot apply for either-sex and antierless separately, and you have only one pool status.

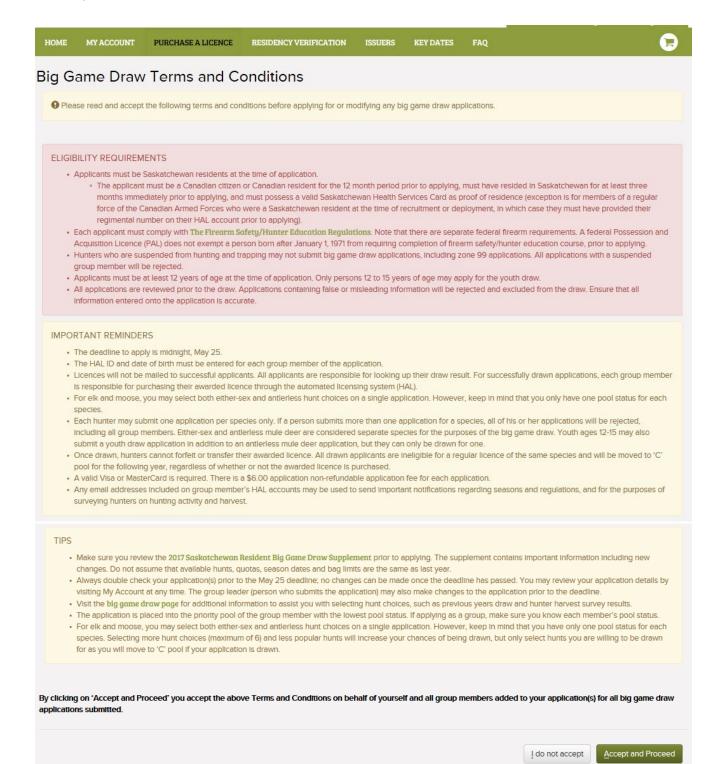


Step 5 – Read and agree to the terms and conditions of application.

Read the terms and conditions of the application. Please note that once you click on **Accept and Proceed** you are indicating that you comply with these terms and conditions.



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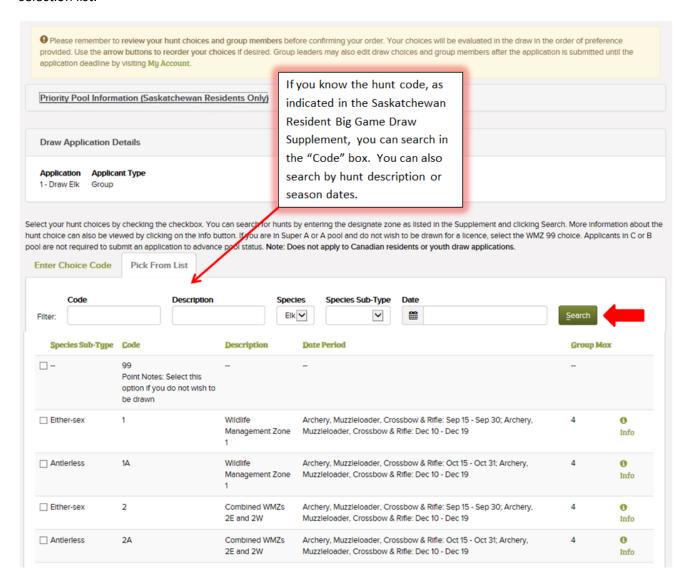


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Step 6 – Select your hunt choices.

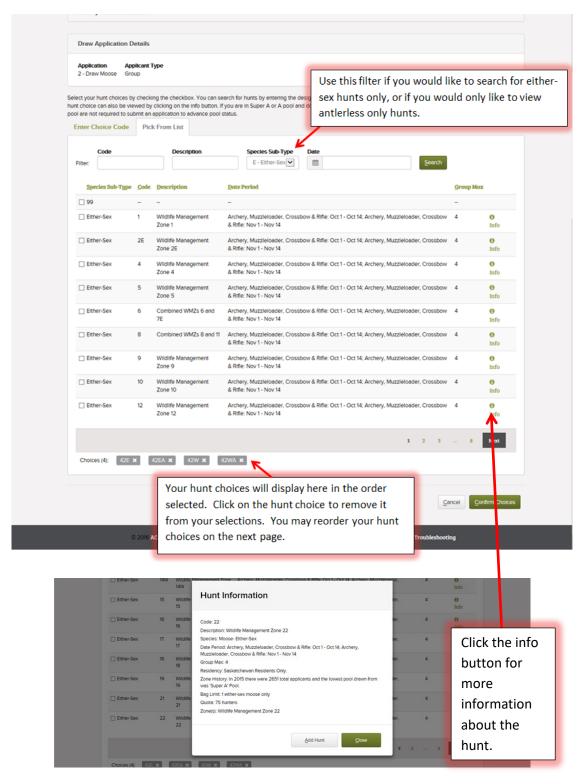
You may select from one to six hunt choices. During the draw, preference will be given to your selections in the order specified (i.e. 1st choice has preference over 2nd choice, 2nd choice has preference over 3rd choice, and so on). You cannot select the same hunt more than once. Make sure that you are aware of the zone boundaries and you have selected the correct hunt(s) before proceeding. Further information about the hunt is available by clicking on the info button. Remember, hunt codes that end with an "A" are for antierless only seasons. If you do not wish to select hunts for antierless only seasons, you can filter for either-sex or antierless only seasons by selecting the filter option under Species Sub-Type. Also be aware of weapon types, some hunts are archery only.

Once you have selected all of the hunt choices for this application, click the submit button at the bottom of your selection list.





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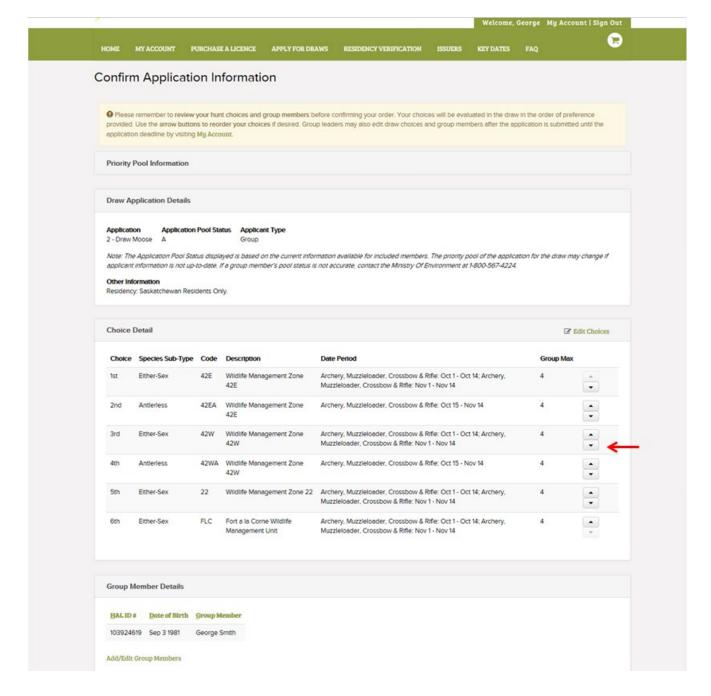
Once you have selected your zone choices and priority click Confirm Choices.



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Step 7 – Confirm the order of your hunt choices.

Use the up and down arrows on the **Confirm Application Information** page to place your hunt choices in the order of preference. During the draw, preference will be given to your first hunt choice. If there is no available quota left for your first hunt choice, your second hunt choice will be considered, and so on.





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Choice Detail					(Z E	dit Choices
Choice	Species Sub-Type	Code	Description	Date Period	Group Max	
1st	Either-Sex	22	Wildlife Management Zone 22	Archery, Muzzieloader, Crossbow & Riffe: Oct 1 - Oct 14; Archery, Muzzieloader, Crossbow & Riffe: Nov 1 - Nov 14	4	•
2nd	Either-Sex	42E	Wildlife Management Zone 42E	Archery, Muzzieloader, Crossbow & Rifle: Oct 1 - Oct 14; Archery, Muzzieloader, Crossbow & Rifle: Nov 1 - Nov 14	4	•
3rd	Antieriess	42EA	Wildlife Management Zone 42E	Archery, Muzzieloader, Crossbow & Rifle: Oct 15 - Nov 14	4	•
4th	Either-Sex	42W	Wildlife Management Zone 42W	Archery, Muzzieloader, Crossbow & Riffe: Oct 1 - Oct 14; Archery, Muzzieloader, Crossbow & Riffe: Nov 1 - Nov 14	4	•
5th	Antierless	42WA	Wildlife Management Zone 42W	Archery, Muzzieloader, Crossbow & Rifle: Oct 15 - Nov 14	4	•
6th	Either-Sex	FLC	Fort a la Corne Wildlife Management Unit	Archery, Muzzieloader, Crossbow & Rifle: Oct 1 - Oct 14; Archery, Muzzieloader, Crossbow & Rifle: Nov 1 - Nov 14	4	•

Step 8 – Add Members to your application.

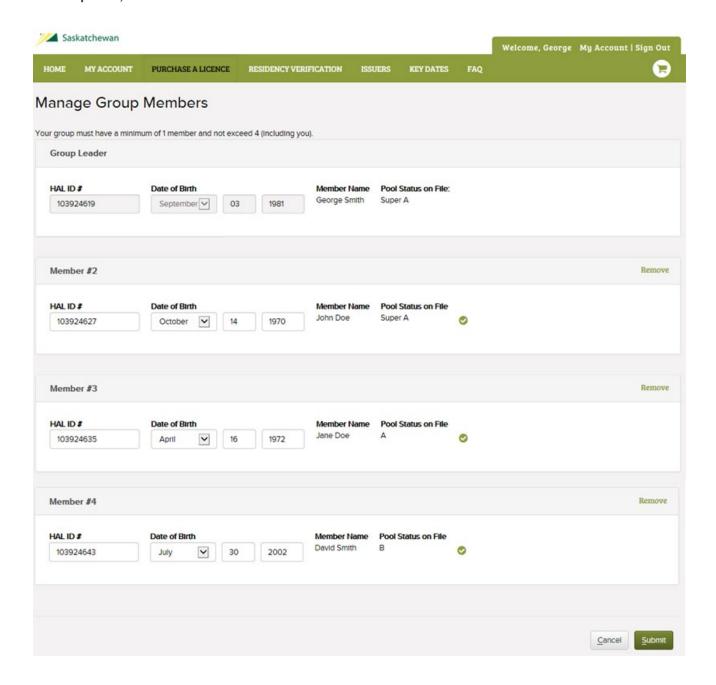
If you wish to add members to your application, click Add/Edit Group Members from the **Confirm Application Information** page. You will need information from all members of your hunting party to complete this application including each member's HAL number and date of birth. Four members is the maximum number of applicants on a big game draw application.

The applicant's information is displayed in the first row and cannot be edited. If the customer is incorrect, click **Remove** to remove them from the application and start again. Once you have added all members, click **Submit**. If any members of your application are ineligible, you may see an error message informing you that a group member could not be verified. The group member must have their residency verified before you can continue.

Members may be added or removed from your application until midnight, May 25 by accessing your application through the My Account section of your HAL web account.



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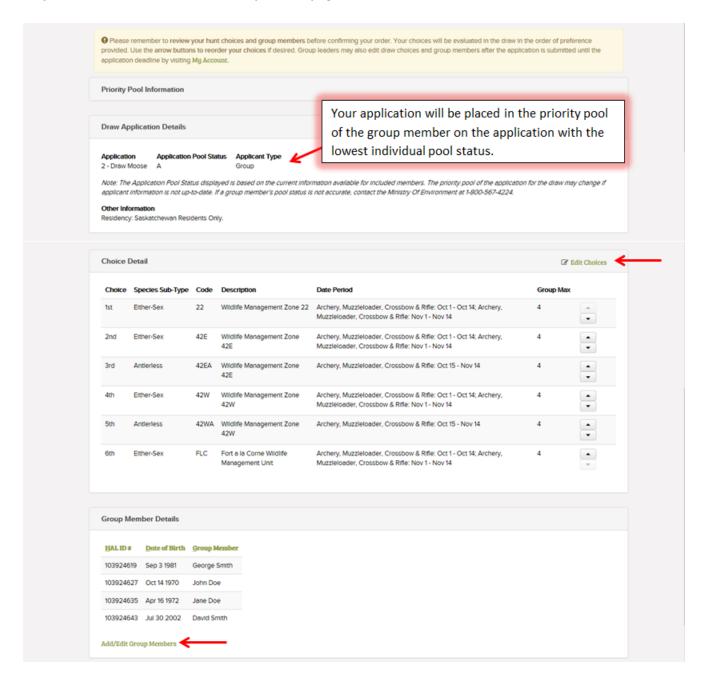




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Step 9 – Review your application to ensure everything is correct.

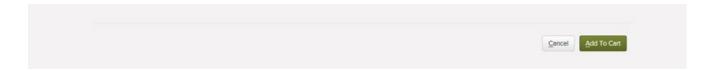
If you require a change to your application such as changing a hunt choice or adding or removing a group member, click **Edit Choice** or **Add/Edit Group Members**. Once in the shopping cart, **do not click the back button on your internet browser to return to previous pages**.



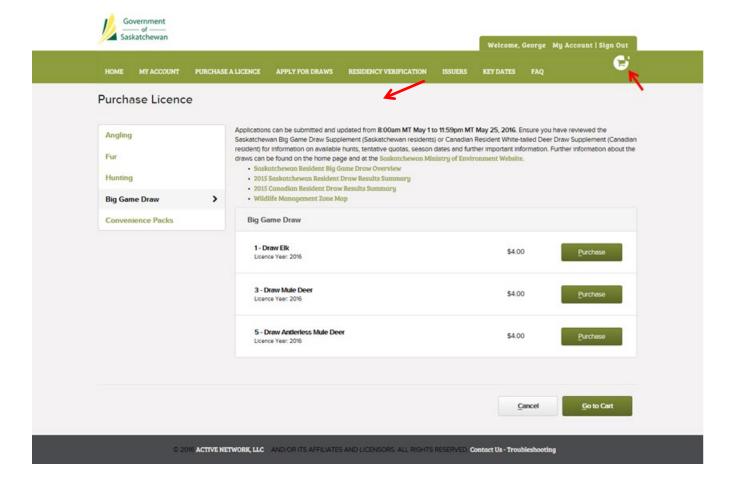
Once satisfied with your application, click Add to Cart.



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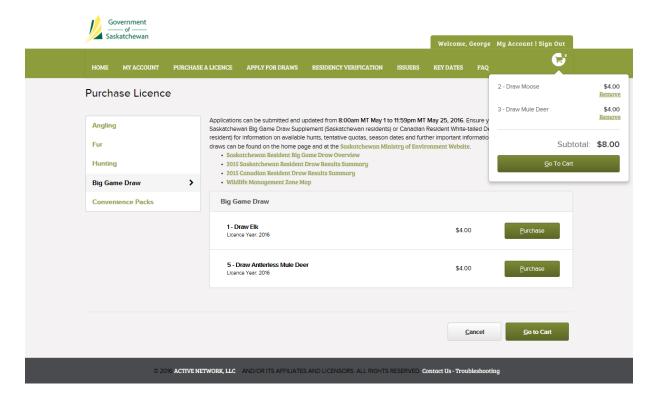


Your application is added to the shopping cart! You may begin completing another application for another species. Or if you wish, you can purchase a licence and add it to the shopping cart for the same transaction.





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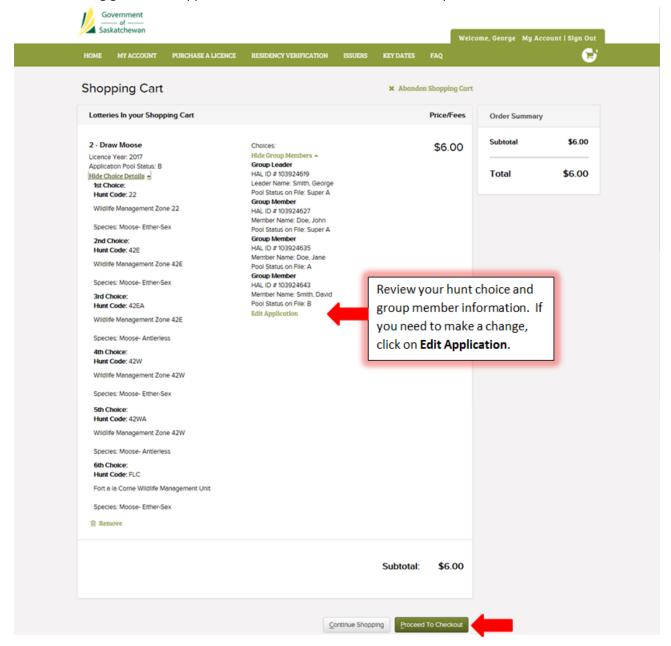
Click Go to Cart once you have added all desired purchases to the shopping cart.



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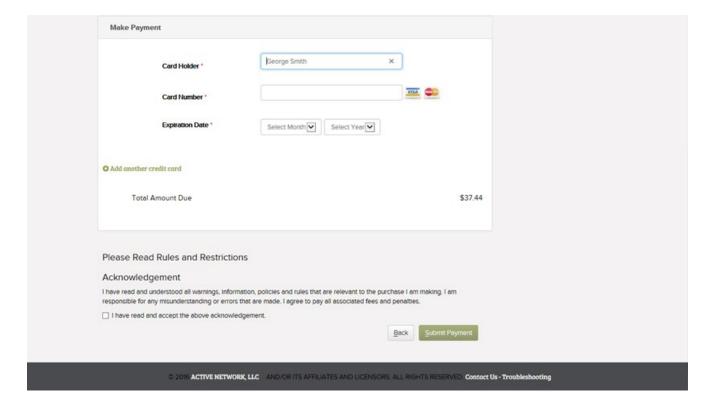
Step 10 – Enter your payment information and submit your application(s).

When all of your information is entered correctly, click **Proceed to Checkout** and fill in your payment information to pay for any applications and licences added to the cart. There is \$6.00 non-refundable application fee for each big game draw application. A valid Visa or MasterCard is required.





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Step 11 – Your application is complete! Make sure you review your application before the deadline to verify the information is correct. Your application cannot be changed after the deadline.

Your application has now been submitted. At this point, a confirmation email is also sent to the group leader, if a valid email address is provided. The email is sent to the email address provided on your HAL account. Please note that if a typing error was made with your email address, the email will not be successfully delivered.

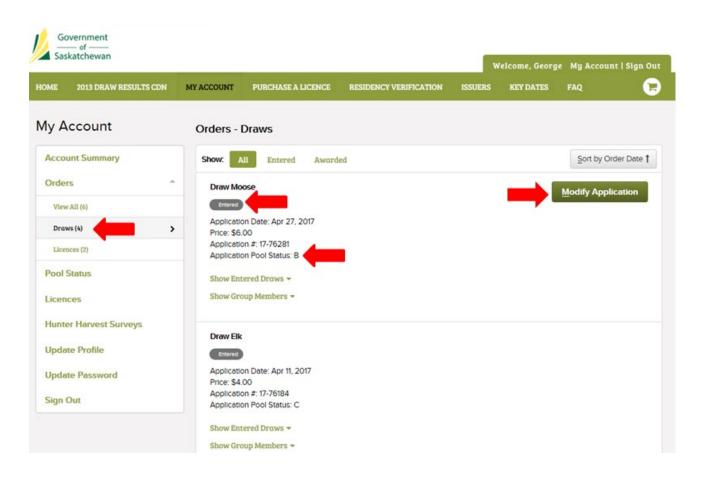
You can review your application any time by signing in to your HAL account and reviewing them on the **Draw Orders** page of the **My Account** menu.

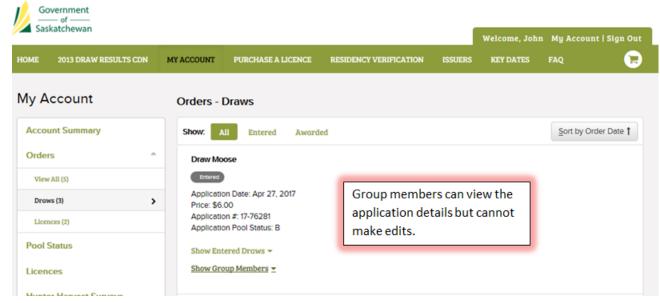
Applications for the current year can be edited until the application deadline of May 25. Changes that can be made to an application include adding or removing hunt selections, changing the preference order of your hunt selections and adding or removing group members. If you apply as a group, **only the person who submitted the application can make edits** but all group members can view the application through their account.

If you wish to withdraw an application completely, **email Centre.Inquiry@gov.sk.ca prior to 5:00 pm of May 22** to request for your application to be cancelled. Another option is to change your application to WMZ 99 (will retain or advance your pool status but will not include your application in the draw).



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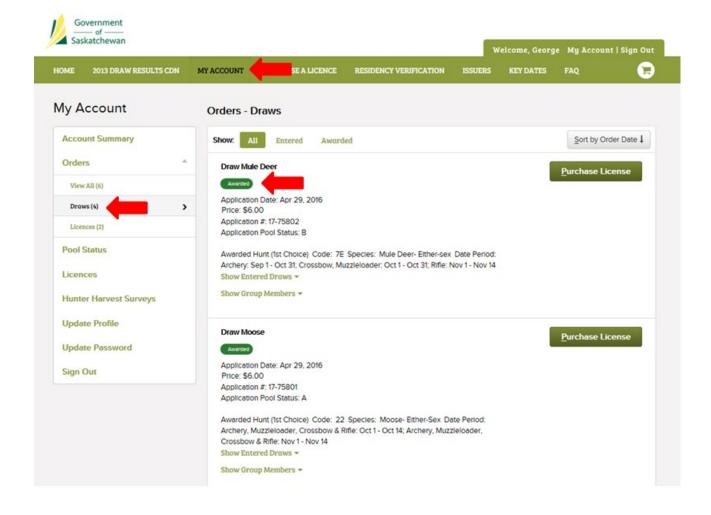




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Step 12 – Draw results will be posted and will be available through your online HAL Account.

Once the draw has been conducted, a notice will be posted on the website and the results will be available online through your HAL account. All applicants are responsible for checking their draw result(s). If you require assistance with accessing your account or you do not have internet access, you can visit a Ministry of Environment office or call 1-855-848-4773. The group leader who submitted the application will also receive a notification of the result of their application in the draw, provided they have submitted a valid email address with their HAL account. If you are successful in the draw you may purchase your licence beginning August 1.





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Step 13 – If drawn, purchase your draw licence through the Saskatchewan Hunting, Angling and Trapping Licence (HAL) system.

If you are successfully drawn, you will need to purchase your licence through one of the following methods:

- *online through your web account any time;
- At any Saskatchewan licence issuer;
- o At a Saskatchewan Ministry of Environment or select provincial park office; or
- order by phone using a credit card at 1-888-848-4773 (8:00 am to 9:00 pm CST) or through your web account (if you do not have seals).

*Note - Seals/tags must be obtained from a private issuer, Ministry of Environment office, select provincial park office, or by ordering online or by phone (allow up to 10 days for mail delivery) prior to purchasing a licence from home. You will be required to enter your seal number to complete the purchase. If you do not already have seals, you may still order your licence online but will need to wait for your licence, including the seals to be delivered by mail. If ordering, please double check your mailing address to avoid issues with mail delivery.

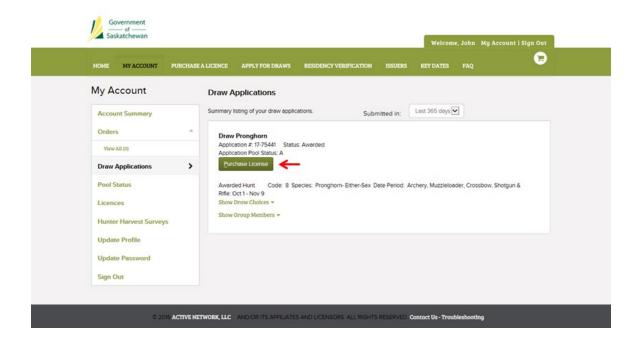
Licences purchased at a private issuer, Ministry of Environment office or provincial park office, or ordered online or by phone, will come with both the printed licence and the associated seals. Licences purchased online will require the hunter to provide the seal number while purchasing the licence and print the licence. Remember to fill out your seals and sign and date your licence.

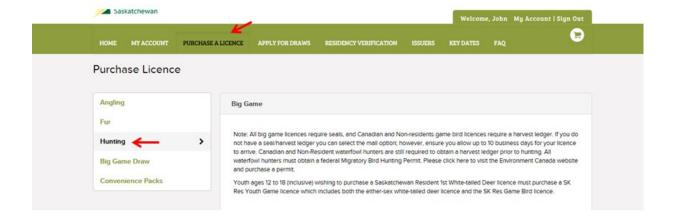
If purchasing your licence(s) through your HAL web account, there are two ways to add your licence(s) to your shopping cart. You can either select **Purchase a Licence** form the options at the top of the page or visit the **Draw Orders** page of the **My Account** menu.

Applicants drawn for three or more species may decline their awarded licence(s) and retain their pool status, but must keep the drawn result for at least two species (hunters drawn for three species may only decline the awarded licence for one species, hunters drawn for four species may decline licences for one or two species, and hunters drawn for five species may decline licences for up to three species). Eligible hunters wishing to decline awarded licences must notify the ministry at centre.lnquiry@gov.sk.ca by July 31.



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Important information

- All Saskatchewan big game draw applications must be submitted through the online application.
- The application will be open Friday, May 1 to midnight, May 25.
- Changes to applications cannot be made past May 25. If requesting your application to be cancelled, the request must be received by 5:00 p.m. of May 22.
- Results will be posted online by mid-June. A notice will be posted on the website once results are available, and applicants can check their result by signing into their HAL accounts and visiting My Account.
- If successfully drawn, your licence will not be automatically mailed to you. Your licence will be made available for you to purchase through your HAL account starting August 1.
- Applicants are encouraged to read the current Saskatchewan Resident Big Game Draw Supplement available from the website.
- Further information is available at the website including answers to common questions about the Saskatchewan big game draw and results from previous years' draws.

For assistance with the big game draw application or your HAL web account, contact 1-888-773-8450.

Further inquiries can be sent to:

Phone 1-800-567-4224

Please Email comments to: Centre.Inquiry@gov.sk.ca

Ministry of Environment 3211 Albert Street Regina, Saskatchewan S4S 5W6

