



# Online Ordering System

## A Guide to Ordering Publications

The California State Parks Division of Boating and Waterways offers an array of publications for your agency's needs through the Online Ordering System.

Follow this tutorial to learn the ordering process for Partners.

# Request an account

Call (916) 327-1833 or email [Dan Bryant](mailto:Dan.Bryant@...) to request a login for the Online Ordering System.

- Please provide your name, agency name, email address, and phone number.
- You will receive an email with a User ID within 1-2 business days.
- If you need publications ASAP, call Dan at the number above.

Select "I am a new user," then input your email address and a password\* and click "Continue"



Login:

E-Mail Address:

Password:



- I am a returning user
- I am a new user (create your own password above)
- I forgot my password

CONTINUE

[Contact Customer Service](#)

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**\*Passwords must have:**

- At least 7 characters
- One uppercase letter
- One lowercase letter
- One number

# Enter your first and last name, then click "Continue"



[Cancel This Order](#)

## Account Setup

Please enter your first name and last name below, then click "Continue".

Password must be at least 7 characters long

Password must have at least one:

- uppercase letter
- lowercase letter
- number

### Profile Fields:

**Email:** ima.boater@parks.ca.gov

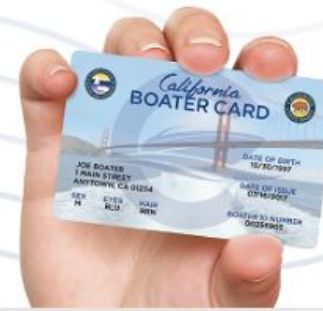
**First Name:**

**Last Name:**

 **CONTINUE**

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# Click "Partners"



## Online Ordering System

[Cancel This Order](#) | [Logout](#)

Please choose one of the following Divisions

Boaters



*Publications for your personal use. Up to two copies of available publications may be ordered here.*

Partners



*Members of the boating community who distribute large quantities of boating information to the public including Law Enforcement, USCG Auxiliary, US Power Squadrons, USACE, DMV, Marinas, Teachers, Aquatic Centers, etc.*

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# Input your User ID and click "Continue"



[Cancel This Order](#) | [Logout](#)

Please enter your User ID:

User ID:

User IDs are assigned by DBW publications unit staff. To request a User ID, please email customer service at [customerservice@robinsonanderson.com](mailto:customerservice@robinsonanderson.com)

CONTINUE



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# Click "START ORDER"



## Online Ordering System

Welcome to the California State Parks, Division of Boating and Waterways Materials Ordering System!

Click **Start Order** below to begin ordering.

After configuring your items and checking out, you will receive an email confirmation which includes a tracking number.



**START ORDER** ►

[Contact Customer Service](#)

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# Use the drop-down menus at the left to find a section that suits your needs




[Cancel This Order](#) | [Logout](#)

To order larger quantities, please submit a request to become an approved partner by e-mailing [customerservice@robinsonanderson.com](mailto:customerservice@robinsonanderson.com).

(search) SEARCH

- Public Information
- All Publications
- Frequently Ordered
- K-12 Education
- Admin Ordering
- Downloadable PDFs

 You have no items in your basket

1  
+ ADD

**2011 Boating Under the Influence**  
*Enter number of individual copies you would like*

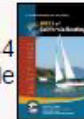
67254  
Available



1  
+ ADD

**ABCs of California Boating**  
Explains state boating laws and regulations for equipment, rules of the road, vessel operation, accident reporting, and aids to navigation. Includes an accident report form and float plan.

16444  
Available



1  
copies  
+ ADD

**ABCs of California Boating (English)**  
*Enter number of individual copies you would like.* Explains state boating laws and regulations for equipment, rules of the road, vessel operation, accident reporting, and aids to navigation. Includes an accident report form and float plan. Downloadable PDF here: <http://www.dbw.ca.gov/pubs/ABC/ABCFull.pdf>  
Boxed in 100s

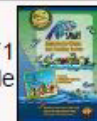
16444  
Available



1  
+ ADD

**AquaSMART Activity Book for Kids**  
*Enter number of individual copies you would like (150/box)*

39871  
Available



1  
+ ADD

**AquaSMART Follow Rules**

945  
Available





# Search for specific publication topics within the menu



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To order larger quantities, please submit a request to become an approved partner by e-mailing [customerservice@robinsonanderson.com](mailto:customerservice@robinsonanderson.com).

Lifejacket  SEARCH

- Public Information
- All Publications**
- Frequently Ordered
- K-12 Education
- Admin Ordering
- Downloadable PDFs

You have no items in your basket



- |  |  |                    |  |
|--|--|--------------------|--|
| <input type="text"/>                     | <b>2011 Boating Under the Influence</b><br><i>Enter number of individual copies you would like</i>   | 67254<br>Available |  |
| <input type="text" value="1"/>           | <b>ABCs of California Boating</b><br>Explains state boating laws and regulations for equipment, rules of the road, vessel operation, accident reporting, and aids to navigation. Includes an accident report form and float plan.  | 16444<br>Available |  |
| <input type="text" value="1"/><br>copies | <b>ABCs of California Boating (English)</b><br><i>Enter number of individual copies you would like.</i> Explains state boating laws and regulations for equipment, rules of the road, vessel operation, accident reporting, and aids to navigation. Includes an accident report form and float plan. Downloadable PDF here: <a href="http://www.dbw.ca.gov/pubs/ABC/ABCFull.pdf">http://www.dbw.ca.gov/pubs/ABC/ABCFull.pdf</a><br>Boxed in 100s | 16444<br>Available |  |
| <input type="text" value="1"/>           | <b>AquaSMART Activity Book for Kids</b><br><i>Enter number of individual copies you would like (150/box)</i>   | 39871<br>Available |  |
| <input type="text" value="1"/>           | <b>AquaSMART Follow Rules</b>  | 945<br>Available   |  |

# Type the quantity needed in the box and click "Add"



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To order larger quantities, please submit a request to become an approved partner by e-mailing [customerservice@robinsonanderson.com](mailto:customerservice@robinsonanderson.com).

(search)

#### Search Results

- Public Information
- Admin Ordering
- Downloadable PDFs



You have no items in your basket

2 Matching Items

Search Terms: Lifejacket

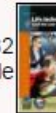
Refine Search:



#### DBW Lifejacket Brochure

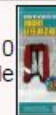
**Enter number of individual copies you would like (100/box)** Explains state boating laws and regulations for equipment, rules of the road, vessel operation, accident reporting, and aids to navigation. Includes an accident report form and float plan (in English or Spanish).

191182 Available



**How to Choose the Right Life Jacket Broch (Hidden from Standard users)**

0 Available



# Coming Soon

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# Review your basket and click "Continue"



[Cancel This Order](#) | [Logout](#)

To order larger quantities, please submit a request to become an approved partner by e-mailing [customerservice@robinsonanderson.com](mailto:customerservice@robinsonanderson.com).

(search)  SEARCH

#### Search Results

- Public Information
- Admin Ordering
- Downloadable PDFs



Your Basket



DBW Lifejacket Brochure -  
20  
CONTINUE



2 Matching Items

Search Terms: Lifejacket

Refine Search:  SEARCH CANCEL

<input type="text" value="1"/> + ADD	<b>DBW Lifejacket Brochure</b> <i>Enter number of individual copies you would like (100/box)</i> Explains state boating laws and regulations for equipment, rules of the road, vessel operation, accident reporting, and aids to navigation. Includes an accident report form and float plan (in English or Spanish).	191182 Available	
<input type="text" value="0"/> + ADD	<b>How to Choose the Right Life Jacket Broch</b> (Hidden from Standard users)	0 Available	

CONTINUE

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# Fill in the blanks and click "Review Order"



[Cancel This Order](#) | [Logout](#)

Item	Qty	Remove
DBW Lifejacket Brochure	20	

[ADD PRODUCTS](#)   [UPDATE](#)

### Requestor Information:

Your First Name:   
Your Last Name:   
Your E-mail Address:

### Shipping Information:

Please check your shipping information to insure proper delivery.

#### Ship To:

Residential    Commercial

Attn:   
Organization:   
Street 1:   
Apt or Suite no.:   
City, State:    
Zip:   
Phone:

- Select **"Residential"** if shipping to a home
- Select **"Commercial"** if shipping to a business

#### Event and Event Date:

Please indicate the Event location and date at which these materials will be distributed.

#### Special instructions:

REVIEW ORDER



# Review all information, then click “Send Order”

### Review Order:

Your order is not yet complete. Following is a summary of your order. Please verify all information carefully, then click Send Order.

Item	Product Code	Qty
DBW Lifejacket Brochure	DBW 0114	20

Ship To:

Attn: Ima Boater  
Address: 123 Yacht Way  
Sacramento, CA  
95814

Comments:

Comments: N/A  
Comments: N/A

[MAKE CHANGES](#)   [SEND ORDER](#) 

Please click the button only once.

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# Print this page or save your tracking number



Order Received.

## Your order has been received.

Order placed for: Ima Boater  
Ordered on: **04/14/2017** (mm/dd/yyyy)  
Tracking number: **JZ8GT5**



### Please [print this page](#) for future reference

An email confirmation has just been sent to [Ima.Boater@parks.ca.gov](mailto:Ima.Boater@parks.ca.gov). If you do not receive a confirmation within 30 minutes, you may have provided an incorrect or incomplete email address. This will not affect the processing of your order.

[START ORDER](#) ▶

If you have a customer service inquiry, please contact the Public Information line of the California Department of Boating and Waterways at **(888) 326-2822** or via email at [customerservice@robinsonanderson.com](mailto:customerservice@robinsonanderson.com). Be sure to reference your six digit tracking number shown above.

Item	Product Code	Qty
DBW Lifejacket Brochure	DBW 0114	20

#### Ship To:

Attn: Ima Boater  
Company:  
Address: 123 Yacht Way  
Sacramento, CA 95614

Phone: (916) 499-1234

#### Comments:

Comments: This is a test order, please cancel after order is placed.

DBW Lifejacket Brochure



# An email confirmation will arrive after the order is received

This is a confirmation of your order from the California State Parks Division of Boating and Waterways Online Ordering System.

## Order Summary

Tracking #	JP4YN8
Order Date	04/16/2017 09:40am PDT
Approved	04/16/2017 09:40am PDT
Requestor	Ima Boater ( <a href="mailto:ima.boater@parks.ca.gov">ima.boater@parks.ca.gov</a> )
Division	Partners
Comments	N/A
Comments 2	N/A

ORDER#	PRODUCT CODE	ITEMS ORDERED	QUANTITY
JP4YN8-1	DBW 0001	DBW Lifejacket Brochure	20

## Shipping

Attn	Ima Boater
Address	123 Yacht Way Sacramento, CA 95814

Please contact us at [customerservice@robinsonanderson.com](mailto:customerservice@robinsonanderson.com) if you have any questions, comments, or concerns about this order. Please be sure to reference your six digit tracking number.

# Thank You!

If you need assistance with a publications order or the Online Ordering System at any time, please contact us at (916) 327-1833 or send an email to [Dan Bryant](#).

