Follow the steps below – the word “cache” refers to all GPS based recreational activities conducted on HCRP managed properties. Just like a traffic light, Green arrows are good, Red is bad!

**Start Here:** Is this a **NEW** GPS Based Recreational Activity location (“cache”) or **EXISTING** (already published on a listing website before January 2014)?

- **New Cache**
  - Review the HCRP GPS Based Recreational Activity Guidelines and submit a Cache Approval Request Application to the HCRP Geocache Administrator BEFORE placing or attempting to publish your cache.
  - Administrator reviews request and communicates cache request to Park/Facility Manager for review.
  - Cache request **DENIED**
  - Did HCRP staff suggest any changes to the cache? (I.e. relocation, different container, etc).
  - Made suggested changes to cache request
  - Great! Revised cache request should now be within guidelines. Please resubmit a Cache Approval Request to the Administrator with the original request attached to expedite the process (list the changes made).
  - Unable to correct cache (bad location, changes would alter the concept of the cache, etc)

- **New Cache**
  - Cache request **APPROVED!**
  - Administrator will notify applicant of approval. Please submit the Approved Cache Request to listing website reviewer when publishing new cache, and let Geocache Administrator know the expected date the new cache will be listed.

- **Existing Cache**
  - Review the HCRP GPS Based Recreational Activity Guidelines – does your cache meet all of the guidelines?
  - Issues Fixed!
  - Great! Submit a Cache Approval Request Application to the Geocache Administrator with all the required information about your existing cache.
  - HCRP Staff are in the process of reviewing existing caches on HCRP managed properties. This may take some time and the Geocache Administrator may need to contact you for additional information or concerns. Please answer all inquiries from the Administrator as soon as possible to quickly resolve any issues or concerns with your cache placement. HCRP staff is considering a number of factors that may warrant the removal or relocation of a cache and staff will notify the cache owner in that situation. Removed caches will be held for 30 days for the owner to pick up.

- **Existing Cache**
  - Issues cannot be resolved to fit within guidelines.
  - Cache is in a restricted location or otherwise cannot be brought within guidelines without altering the concept of the cache. Please archive the cache listing and remove the physical cache.

- **Cache request DENIED**
  - Did HCRP staff suggest any changes to the cache?
  - (I.e. relocation, different container, etc).

- **Cache request APPROVED!**
  - Administrator will notify applicant of approval. Please submit the Approved Cache Request to listing website reviewer when publishing new cache, and let Geocache Administrator know the expected date the new cache will be listed.

- **Existing Cache**
  - Review the HCRP GPS Based Recreational Activity Guidelines – does your cache meet all of the guidelines?
  - Issues Fixed!
  - Great! Submit a Cache Approval Request Application to the Geocache Administrator with all the required information about your existing cache.

- **Existing Cache**
  - Issues cannot be resolved to fit within guidelines.
  - Cache is in a restricted location or otherwise cannot be brought within guidelines without altering the concept of the cache. Please archive the cache listing and remove the physical cache.

You’re all done! Please be sure to keep your contact information current and let the Geocache Administrator know right away if there are any changes to your cache details! Thanks & Happy Caching!