

KENNEBUNKPORT BOAT RAMP SCHEDULER

**Registration Instructions
for use on a desktop computer**

Reserve a Time at the Boat Ramp

Our new web app makes it easy and convenient for you to schedule a time to launch your boat. It is open to all Kennebunkport residents and mooring holders. Simply register, get approved, and schedule. It's that simple.

[Get Started](#)

[Already a Member? Login →](#)



By using this site, you agree to our [Terms of Service](#) and [Privacy Policy](#)

To begin, go to
kportboat.com

This is the screen
you should see.

If this is your first
time using the site
and you need to
register/create an
account please
select either "Get
Started" or
"Register"



The first step is verifying your email address and agree to the Boat Launch Rules

Register

Registering to use the boat ramp reservation system is a four-step process:

1. Verify your email address and agree to the [Boat Launch Rules](#)
2. Set your password
3. Submit your profile information for review by the harbor master
4. Wait for approval. You'll receive an email confirmation when you've been approved.

STEP 1: EMAIL VERIFICATION

Your Email is Your Username

In order to register, we first need to verify your email address. Please enter it below. We'll then send you a verification email. Click the link in the email to verify your email address and continue with the registration process.

Email address

I agree to the [Boat Launch Rules](#)

Cancel

Send My Verification Email



Register

Registering to use the boat ramp reservation system is a four-step process:

1. Verify your email address and agree to the [Boat Launch Rules](#)
2. Set your password
3. Submit your profile information for review by the harbor master
4. Wait for approval. You'll receive an email confirmation when you've been approved.

STEP 1: EMAIL VERIFICATION

Your Email is Your Username

In order to register, we first need to verify your email address. Please enter it below. We'll then send you a verification email. Click the link in the email to verify your email address and continue with the registration process.

Email address

I agree to the [Boat Launch Rules](#)

Cancel

Send My Verification Email

On this page you will need to:

- Enter your email address in the box
- Read the Boat Launch Rules (click on the blue link to read if you haven't done so already)
- Check the box agreeing to the Boat Launch Rules
- Click on the button that says "Send My Verification Email"



Check Your Email

We've sent an email to the address you provided. Please click the link in the email to verify your email address and move to step 2.

If you don't see the email, please check your spam folder.

After you have clicked on the "Send My Verification Email" button, the page will refresh letting you know that an email was sent to the email address provided.

If you do not see the email, make sure to check your spam folder.

This is an example of verification email you should receive.

Click on “Join Kport Ramp Scheduler”

The screenshot shows an email client window with the subject "You've been invited - Message (HTML)". The sender is "KPort Ramp Scheduler <no-reply@kportboat.com>" and the recipient is "Hope Mowry". The email content features a dark blue background with a white box containing the following text: "You have been invited to join *KPort Ramp Scheduler*. Please click the button below to accept this invitation and join the project:" followed by a blue button labeled "Join KPort Ramp Scheduler". Below the button, it says "Thank you, The KPort Ramp Scheduler Team". At the bottom of the email, there is a link: "Sent by the team at KPort Ramp Scheduler — Manage Your Account".

STEP 2: SET YOUR ACCOUNT PASSWORD

Add A Password

Please enter a password for your account below. When using the app, your email address will be your username.

New Password

Re-Enter Your New Password

Create My Account

Clicking on the link from the email should bring you to a new page on your web browser showing Step 2: Set Your Account Password.

Enter your password in the first box and re-enter it in the second box to confirm.

STEP 2: SET YOUR ACCOUNT PASSWORD

Add A Password

Please enter a password for your account below. When using the app, your email address will be your username.

New Password

Re-Enter Your New Password

[Create My Account](#)

Once you have entered your password and re-entered it, click on the button that says, "Create My Account"

STEP 2: SET YOUR ACCOUNT PASSWORD

Add A Password

Please enter a password for your account below. When using the app, your email address will be your username.



New Password

Re-Enter Your New Password

[Create My Account](#)

A wheel will appear that may spin as it processes the request



Sign in to your account

Email address

Password

[Forgot your password?](#)

[Re-send Invite](#)

[Sign in](#)

A new screen will appear asking you to sign in to your account.

Enter your email address you used to sign up and the password entered on the previous page.



Sign in to your account

Once you have done that, click on the button that says "Sign in"

Email address

Password

[Forgot your password?](#) [Re-send Invite](#)

[Sign in](#)

A new page should appear showing Step 3: Submit Contact Info for Review.

Please enter the requested information as it will help confirm your eligibility to use the boat ramp. It may also be used to contact you regarding boat ramp related issues.

STEP 3: SUBMIT CONTACT INFO FOR REVIEW

Your Profile

Please fill out the information below. This information is used by the harbor master to determine your eligibility to use the boat ramp. It may also be used to contact you regarding boat ramp related issues.

First Name *

Last Name *

Phone Number *

* These fields are required.

REQUIRED: To verify your eligibility, you must provide either a Kennebunkport street address or mooring number.

Kennebunkport Street Address

—OR—

Kennebunkport Mooring Number

Send Email Notifications

If you would like to receive an email confirmation when you reserve a time slot, please check the box at the bottom that says “Send Email Notifications.”

Click on the button on the bottom that says “Complete Registration”

STEP 3: SUBMIT CONTACT INFO FOR REVIEW

Your Profile

Please fill out the information below. This information is used by the harbor master to determine your eligibility to use the boat ramp. It may also be used to contact you regarding boat ramp related issues.

First Name *

Last Name *

Phone Number *

* These fields are required.

REQUIRED: To verify your eligibility, you must provide either a Kennebunkport street address or mooring number.

Kennebunkport Street Address

—OR—

Kennebunkport Mooring Number

Send Email Notifications

When checked, you'll receive an email confirmation when you reserve a time slot. You will still receive necessary emails regarding your account, even if this box is unchecked.



STEP 4: WAIT FOR APPROVAL

Thanks for Registering!

Your registration request has been received and will be reviewed by the Harbormaster. Please allow 24 hours for Harbormaster approval.

We'll send an email confirmation once the review process has been completed. Thank you for helping us keep our waters enjoyable for everyone.

A new screen will appear thanking you for registering.


Once submitted, the Harbormaster will review the registration request. The request should be approved as long as you are a resident, property owner, or mooring holder.

Once approved, you will receive an email notification letting you know you are approved and able to use the scheduler.

Clicking on “Get Started” in the email will bring you to the sign in page

The screenshot shows an email client window titled "Kennebunkport Boat Ramp Application Approved - Message (HTML)". The interface includes a menu bar with "File", "Message", "Developer", "Help", and "Acrobat". Below the menu is a toolbar with icons for deleting, replying, forwarding, and sharing to Teams. The email content is as follows:

Kennebunkport Boat Ramp Application Approved

 KPort Ramp Scheduler <no-reply@kportboat.com>
To: Hope Mowry

You've Been Approved!

The harbor master has reviewed and approved your application to use the Kennebunkport Boat Ramp scheduling app.

[Get Started](#)

On the right side of the email, there is a secondary action bar with icons for smiling face, Reply, Reply All, Forward, and a Teams icon. The timestamp "Tue 7/25/2023 2:46 PM" is located at the bottom right of the email content area.

Sign in to your account

Email address

Password

[Forgot your password?](#)

[Re-send Invite](#)

[Sign in](#)

From this page, you can sign into your account with the email address and password used to register.