

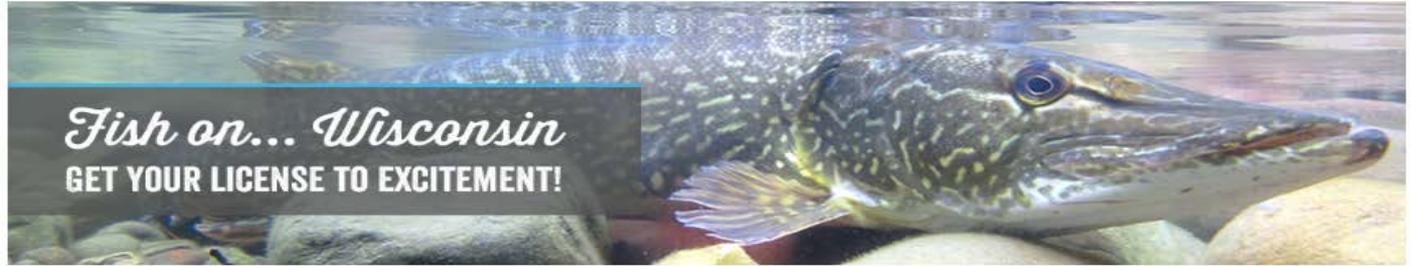
# <https://gowild.wi.gov/>



Do you need to:

- Buy a license or permit?
- Take a safety ed class?
- Register or renew a boat, ATV, UTV or snowmobile?

[GET STARTED >](#)



*Fish on... Wisconsin*  
**GET YOUR LICENSE TO EXCITEMENT!**



**WELCOME TO GO WILD!**

Looking for outdoor adventure? The Wisconsin Department of Natural Resources is making it easier than ever to get out and Go Wild by offering key licenses and registrations all in one place. The new Go Wild system puts a license to excitement right at your fingertips, 24 hours a day.  
[Frequently asked questions](#)



**SAFETY EDUCATION**

**Be safe. Take a class. Get certified.**

[Browse upcoming classes](#)  
[Course requirements](#)  
[Online courses](#)



**LICENSE OPTIONS**

**Browse a variety of license options.**

[Resident licenses](#)  
[Non-resident licenses](#)  
[All permits, licensing and registration](#)



**HARVEST REPORTING**

**It's quick, it's easy and it's the law!**

[Report your harvest now](#)  
[Ways to protect your tag](#)  
[Carcass tagging tips](#)



**CONSERVATION CARD**

**Grab a Conservation Card! A great alternative to carrying paper licenses.**

[Learn about forms of proof](#)



**QUICK CATALOG**

[Purchase trail passes without logging in.](#)

[Browse the quick sale catalog](#)



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# Answer the question are you a United States citizen?



## DNR Account Lookup

**Go Wild** offers you the opportunity to create an easy to remember username and password which you can manage yourself. No longer will you have to look for your documents to find numbers to access your account. Let's begin by finding your account, then you'll have the opportunity to create your personalized account access when you reach your personal Homepage.

Are you a United States citizen?

Yes  No

# You can search your account one of three ways. By CID #, by SS# or by DL#

Click the – or + sign to the right to expand the search type you plan to use.

1 Citizenship    2 Search for Account

### Enter Your Personal Information

Please enter **ONE SET** of identifying information.

**Search by Customer Number** –

*Customer Number Required*

*Date of Birth Required*  
 

*Last 4 of Social Security Number Required*

**Search by Social Security Number** +

**Search by Driver's License Number** +

You should see the screen below after you search for your account. Click **Next**

**go WILD**

1 Citizenship 2 Search for Account 3 Primary Information

Welcome Back, BRENDA!

Social Security Number

DL Issuing State Wisconsin

DL / State ID

Cancel Next

# You will see the Preferences and Residency page next. Answer the questions and click **Next**



1 Citizenship > 2 Search for Account > 3 Primary Information

## Preferences and Residency

When DNR receives a request from a third party for a list of customers or businesses: *Required* ?

Include my name/business  Don't include my name/business

Residency *Required* ?

Are you a Resident of the State of Wisconsin?

RESIDENT  NON-RESIDENT

To qualify for a WI Resident pricing online, you must provide a valid WI driver's license or state ID. If you do not have a valid WI driver's continue as a non-Resident or you can visit an agent location to provide proof of residency.

Cancel

Next

Next you will view your personal information and will be required to enter an email address and any other required fields, click the “Edit” button to make changes if need be otherwise click “Yes” to continue.

**go WILD**

1 Citizenship 2 Search for Account 3 Primary Information 4 Review Summary

### Review Summary

#### Personal Information

[Edit](#)

[Redacted] Social Security Number Visa / Passport Number  
[Redacted] Date of Birth Issuing Country  
[Redacted] DL / State ID

#### Identifying Characteristics

Hair Color Eye Color  
[Redacted] [Redacted]  
Height (ft) Weight (lb) Gender  
[Redacted] [Redacted] [Redacted]

#### Mailing Preferences

Include me on the lists distributed to the public - No

#### Confirm Customer Information ⓘ

*The customer information I have provided is complete and accurate. I understand that willfully submitting false information subjects applicants to prosecution under the laws of the state of Wisconsin.*

## BRENDA's Homepage

[View / Edit Profile](#)  
[Choose Username / Password](#)

### Attention Conservation Patron Buyers:

Your park access stickers are being mailed to you.

Welcome to your personalized dashboard. From the below panels you can go to the catalog and buy or reprint licenses, stamps, tags, permit applications; view your purchase history, update applications, and Conservation Patron holders can click 'Combo Licenses' to pick up previously deferred permits. From the left, click 'Choose Username/Password' to create your personalized access to Go Wild.

Please note that license documents and tags are self-printed. Be sure to click 'Receipt and License Documents' when you complete your transaction to receive your documents. You can also reprint your licenses and tags from the button below at no cost.

### Licenses

<a href="#">Buy Licenses</a>	Current Licenses
<a href="#">Buy Stamps</a>	Combo Licenses
<a href="#">Reprint Documents</a>	License History

### ATV/UTV, Boats, Snowmobiles

<a href="#">Register Vehicles</a>	My Vehicles
<a href="#">Renew Registrations</a>	
<a href="#">Buy Trail Pass</a>	

### Applications and Points

<a href="#">Buy Permit Applications</a>	Submitted Applications
Fall Turkey - 1 pts. Spring Turkey - 1 pts.	Deferred Applications

### Safety Education

<a href="#">Student Dashboard</a>	Enroll
<a href="#">Instructor Dashboard</a>	History

### Report Harvest

[Report Harvest](#)

### Contact DNR

[Call 1-888-WDNR INFO \(1-888-936-7463\)](#)  
[Live Chat](#)

Under the Safety Education heading, you should see two tabs:

➤ **Student Dashboard**

And

➤ **Instructor Dashboard**

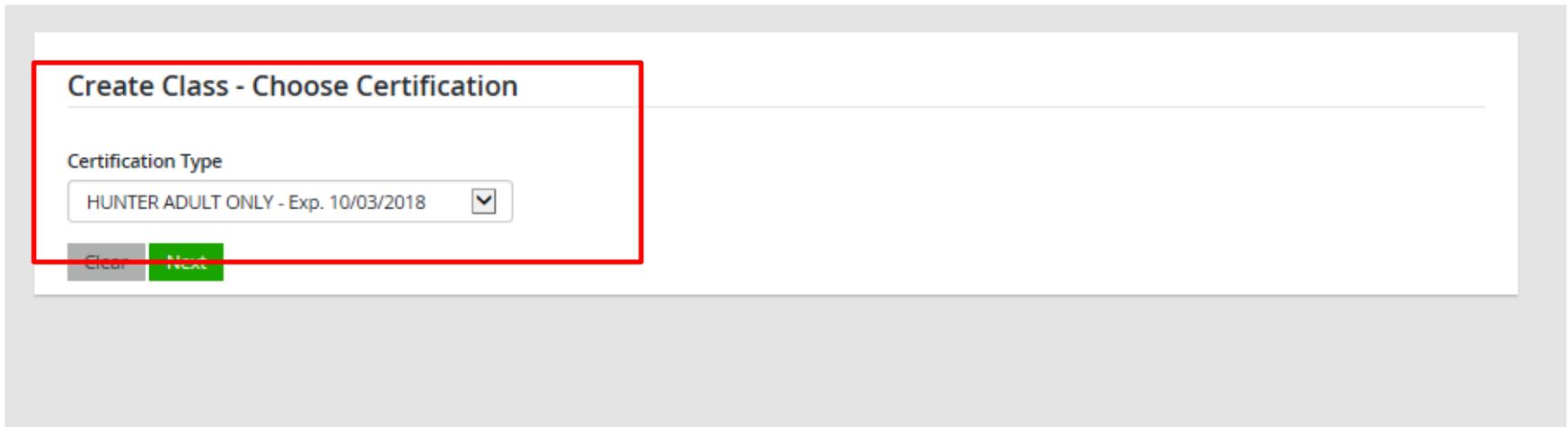
Click on Instructor Dashboard to view you instructor profile and to enter and edit safety courses.

The main portion of your instructor dashboard will be your classes lists.

- Click the green Create a Class button to add a class.
- If you are logging back in to look at an existing class, find the class you would like to open and click on the blue pencil/paper link under the Actions column.

Current Classes						
County	Name	Status	Roster	Date / Location	Contact	Actions
ASHLAND	HUNTER ADULT ONLY	Open		2/28/2015 10:00 AM - 2/28/2015 12:00 AM ASHLAND DNR SERVICE CENTER 2/28/2015 10:00 AM - 2/28/2015 12:00 AM ASHLAND DNR SERVICE CENTER	KATE JUZA	
WASHBURN	HUNTER ADULT ONLY	Open		6/9/2015 5:00 PM - 6/9/2015 12:00 AM SPOONER DNR SERVICE CENTER 6/9/2015 5:00 PM - 6/9/2015 12:00 AM SPOONER DNR SERVICE CENTER	KATE JUZA	
WASHBURN	ATV	Open		4/1/2015 7:00 AM - 4/1/2015 12:00 AM SPOONER DNR SERVICE CENTER 12/31/2015 7:00 AM - 12/31/2015 12:00 AM SPOONER DNR SERVICE CENTER	KATE	
WASHBURN	HUNTER ADULT ONLY	Open		4/19/2016 5:00 PM - 4/19/2016 9:00 PM Spooner DNR Service Center	KATELYN JUZA	
WASHBURN	SNOWMOBILE	Open		1/20/2015 10:00 AM - 1/20/2015 12:00 AM SPOONER DNR SERVICE CENTER	KATE JUZA	

The create a class link will prompt you to choose the program you wish to instruct. Select the program, then click next. Only the certification type you are actively certified in will appear in the drop down list.



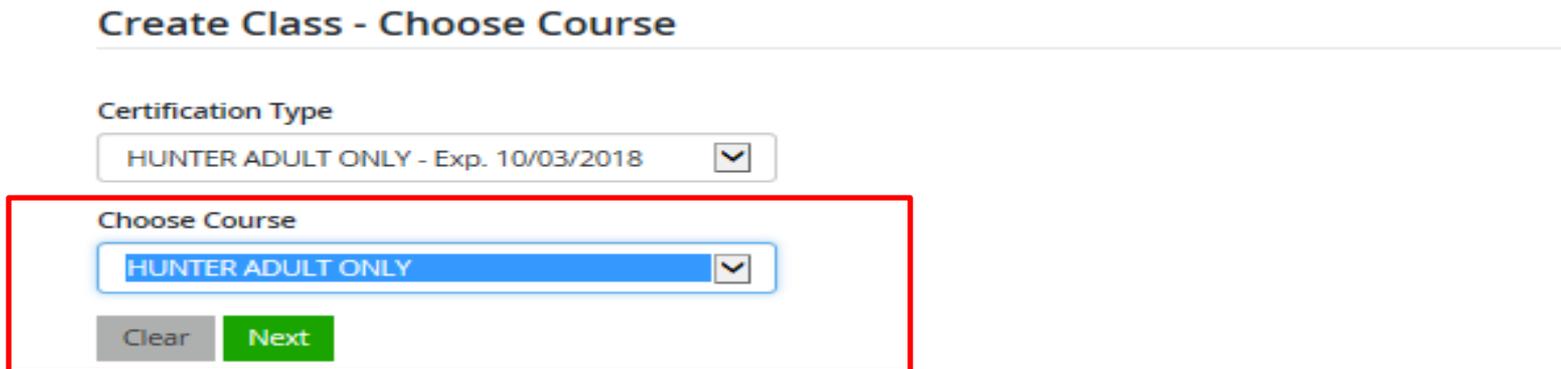
**Create Class - Choose Certification**

Certification Type

HUNTER ADULT ONLY - Exp. 10/03/2018

Clear Next

Once you select the certification and click next, you will see another box pop up. Use this box to select the course you will be holding. Then click next.



**Create Class - Choose Course**

Certification Type

HUNTER ADULT ONLY - Exp. 10/03/2018

Choose Course

HUNTER ADULT ONLY

Clear Next

The *STATUS Required* section **MUST BE CHANGED TO OPEN** and ***never*** touched again. It will automatically update to completed when you submit your fees.

If you do change your status to CLOSED or NONE during the class, you will no longer be able to see/edit the class and will have to call us to have the status changed back to OPEN.

Do not put class time and dates in the class description blank. You will need to put the time and dates in the “Schedule” tab.

The screenshot shows a multi-section form for class registration. Red boxes highlight the following fields:

- Class Details:** Status Required (set to None), Class Description (blank), and WardenRequired (unchecked).
- Primary Contact:** Display? Required (radio buttons for Yes/No) for both Email Address and Alternate Phone.
- Shipping Address:** Address, City, State/Province, and Postal Code.
- Class Price and Enrollment:** Maximum number of students that can enroll (set to 18) and Reserved number of students (set to 0).

Red arrows point from the text blocks to these specific fields.

You need to choose YES or NO for email and phone numbers to display. If you don't choose one, student/customers will only see the instructor name on the public site. If you don't allow on line registration, customers/students won't be able to contact you to enroll in your class.

The reserved number of seats section is there for you to save seats if you have a waiting list. If you do not have a waiting list, I suggest leaving the reserved number of seats section at 0.

- Fill in all the blanks that say “*required*”, and remember to press SAVE when you are done!

Class price field is 10.

Do NOT use special characters, like \$ or . (\$10.00) you will get an error message.

The screenshot shows a web form titled "Class Price and Enrollment". It contains several input fields and radio buttons. Two fields are highlighted with red boxes: "Class Price Required" (containing the number 10) and "Is Class Full? Required" (with the "No" radio button selected). Other fields include "Allow Online Registration? Required" (radio buttons for Yes and No, with No selected), "Maximum number of students that can enroll Required" (containing 20), and "Reserved number of students Required" (containing 0). At the bottom, there are "Done" and "Save" buttons, and a "Maintenance Log" link.

If your “Is Class Full?” is equal to YES, your class will no longer show on the public website for view. Also if you allow online registration and your maximum number is met you class will also be pulled from the public website.

You will need to manually add each class period to your Schedule tab to ensure you are insured from the time your course begins to the time it ends – each and every day you will be having class.

### Edit HUNTER ADULT ONLY Class

Success! Class Saved!

Main Info **Schedule** Roster Timesheets Financial Supply Orders

Minimum of 1 class days is required.

[Add Class Period](#)

Start Time	End Time	Location	Url	Actions
------------	----------	----------	-----	---------

Done

Maintenance Log

Comments [Add Comment](#)

Subject	Text	Type	Modified	User
---------	------	------	----------	------

Click on the Schedule tab to add class periods

Click the blue “Add Class Period” link

The class periods that you add will convert over to the TIMESHEET tab, this is a requirement for HUNTER EDUCATION volunteer instructors. Make sure you have all of your class periods entered so you can log your proper volunteer hours.

When you click the add class period link, this small box will pop up

The screenshot shows the 'Edit Class Period' form with a red border. The form contains the following fields:

- Start Time Required:** 05/03/2016 05:00 PM
- End Time Required:** 05/03/2016 08:30 PM
- Location Required:** Spooner DNR Service Center
- Url:** (empty)

At the bottom of the form are 'Close' and 'Save' buttons.

You can use the calendar and clock links to enter the dates and time

This collage shows three different ways to interact with the 'Edit Class Period' form:

- Top:** A calendar view for April 2016 with the 7th highlighted in green. A yellow circle highlights the clock icon at the bottom of the calendar.
- Middle:** A 3x4 grid of numbers from 01 to 12.
- Bottom:** A time selection interface showing '05 : 16' with 'PM' selected, and up/down arrows for navigation.

Each screenshot shows the 'Edit Class Period' form with 'Close' and 'Save' buttons.

Or you can manually type in the information

In the "Location" field, you will need to enter the location, address, city, state, and zip code for now. There is currently a fix in the system for this, and an address section should be added in the future.

## Here is an example of a what a class SCHEDULE could look like.

Each line can be edited once you add the start and end times and location. Just click on the pencil/paper edit tool to the right, or if you want to delete a line click on the Trashcan tool.

### Edit HUNTER Class

Main Info **Schedule** Roster Timesheets Financial Supply Orders

Minimum of 2 class days is required.

[+ Add Class Period](#)

Start Time	End Time	Location	Url	Actions
6/13/2016 9:31:00 AM	6/13/2016 11:31:00 AM	Pulaski Community Middle School 911 S. St. Augustine Street Pulaski, WI		  
6/14/2016 9:31:00 AM	6/14/2016 11:01:00 AM	Pulaski Community Middle School 911 S. St. Augustine Street Pulaski, WI		  
6/15/2016 9:31:00 AM	6/15/2016 11:01:00 AM	Pulaski Community Middle School 911 S. St. Augustine Street Pulaski, WI		  
6/16/2016 9:31:00 AM	6/16/2016 11:31:00 AM	Pulaski Community Middle School 911 S. St. Augustine Street Pulaski, WI		  
6/17/2016 9:31:00 AM	6/17/2016 11:31:00 AM	Pulaski Community Middle School 911 S. St. Augustine Street Pulaski, WI		  
6/20/2016 9:31:00 AM	6/20/2016 11:01:00 AM	Pulaski Community Middle School 911 S. St. Augustine Street Pulaski, WI		  
6/21/2016 9:31:00 AM	6/21/2016 11:01:00 AM	Pulaski Community Middle School 911 S. St. Augustine Street Pulaski, WI		  
6/22/2016 9:31:00 AM	6/22/2016 11:01:00 AM	Pulaski Community Middle School 911 S. St. Augustine Street Pulaski, WI		  
6/23/2016 9:31:00 AM	6/23/2016 11:01:00 AM	Pittsfield Trap Club 3274 Brookside Drive Pulaski, WI 54162		  
6/24/2016 9:31:00 AM	6/24/2016 11:01:00 AM	Pulaski Community Middle School 911 S. St. Augustine Street Pulaski, WI		  

Done

# Supply Orders

## Edit ARCHERY Class

Main Info Schedule Roster Timesheets Financial **Supply Orders**

[+ Add Supply Order](#)

Item Name	Item Description	Packet Size	Packets Requested	Needed by Date	Order Date	Order Status	Actions
<a href="#">Done</a>							

Your third step after entering the MAIN Info and SCHEDULE is to order your class supplies. You will notice that the **SUPPLY ORDERS** tab is the very last tab. (This is a requested change to have this be listed as the third tab and not the last.)

CLICK on + Add Supply Order

## Edit HUNTER Class

Main Info Schedule Roster Timesheets Financial **Supply Orders**

[+ Add Supply Order](#)

Item Name	Item Description	Packet Size	Packets Requested	Needed by Date	Order Date	Order Status	Actions
<a href="#">Done</a>							

# Supply Orders

A pop up box will display with a drop down arrow. You will be able to “Choose Supply Item” from this drop down list.

The image shows two overlapping screenshots of a web application's 'Add Supply Order' form. The background screenshot shows the form with fields for 'Choose Supply Item Required' (a dropdown menu with 'Please Choose...' and a checkmark icon), 'Packets Requested Required' (a text input with '0'), and 'Needed By Date' (a text input with 'ex. 01/01/2016' and a calendar icon). At the bottom are 'Add Supply Order' and 'Cancel' buttons. The foreground screenshot shows the dropdown menu open, displaying a list of items:

- Please Choose...
- Hunter Education Today's Hunter Student Manual - Spanish - Available - Packet Size - (1)
- Hunter Education Instructor Additional Course Materials - Available - Packet Size - (1)
- Hunter Education Student Packet - Available - Packet Size - (1)**
- Hunter Education Course Registration Start Card - Available - Packet Size - (1)
- Hunter Education Today's Hunter Instructor Workbook - Available - Packet Size - (1)
- Hunter Education Safety Business Reply Envelope - Available - Packet Size - (1)
- Hunter Education 4 Rules of Firearm Safety TABK Poster - Available - Packet Size - (1)

The 'Hunter Education Student Packet' item is highlighted with a red rectangular box. A red arrow points from the text on the right to the dropdown arrow icon in the background screenshot.

In this list you will see different items you can order. The most common order you will place will be the **Hunter Education Student Packet**.

# Supply Orders

**Add Supply Order** [X]

Choose Supply Item *Required*

Hunter Education Student Packet - Available - Packet Size - (1) [v]

Packets Requested  
*Required*

20

Needed By Date

ex. 01/01/2016 [Calendar Icon]

June 2016

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

**Add Supply Order**

Enter your number of packets requested.

Click on the Calendar to pick your "Needed Packets By Date"

Then CLICK "ADD SUPPLY ORDER"

# Supply Orders

You will notice after you click “Add Supply Order” the “Item Description”. This tells you what is included in a student packet.

Edit HUNTER Class

Main Info Schedule Roster Timesheets Financial **Supply Orders**

[Add Supply Order](#)

Item Name	Item Description	Packet Size	Packets Requested	Needed by Date	Order Date	Order Status	Actions
Hunter Education Student Packet	Student Packet Includes; (1) student registration form 8500-112, (1) TABK card, (1) todays hunter student manual, (1) small game regulations and (1) conservation congress pamphlet.	1	40	4/18/2016	4/12/2016	Shipped	

[Done](#)

You will also want to order Instructor Additional Course Materials which includes the exams, and other items listed below. This should match your number of students so the correct amount of test and patches are sent.

Item Name	Item Description	Packet Size	Packets Requested	Needed by Date	Order Date	Order Status	Actions
Hunter Education Instructor Additional Course Materials	Hunter Education Instructor Additional Course Materials Includes; (1) Course Roster, (1) Written Student Exam, (1) Instructor Copy Field Test, (1) Student Field Test Study Checklist, (3) Course Advertising Poster, (1) Student Graduate Patch, (1 per 25 students) Volunteer Hours Report, (1 per 10 students) Extra Student Safety Course Registration Card	1	15	6/16/2016	6/9/2016	New	

[Done](#)

Click the blue roster tab to access your roster.

## Edit ARCHERY Class

Main Info Schedule **Roster** Timesheets Financial Supply Orders

### Student Roster

Contact	CID	Paid	Completed	Certification	Harvested	Actions
BRENDA VON RUEDEN	727-681-645	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="checkbox"/>	

Save Updates

### Instructor Roster

Lead?	Contact	CID	Status	Actions
<input type="checkbox"/>	BRENDA VON RUEDEN brenda.vonrueden@wisconsin.gov Phone: (608) 267-7509	727-681-645	Active	

Done

To add a student to your roster, click the blue add student link.

Enter their customer ID number in the little box that pops up, and then click "Add to Roster".

+ Add Student

Actions

Print Roster

Add Student

Customer Id: 389111508

Lookup

Add to Roster Cancel

Actions

Print Roster

Email All Instructors

After you click on the “Add to Roster” button, this is what your roster will look like. You will see your newly added student under the **student roster** section.

## Edit ARCHERY Class

Main Info Schedule **Roster** Timesheets Financial Supply Orders

### Student Roster

[+ Add Student](#)

Contact	CID	Paid	Completed	Certification	Harvested	Actions
BRENDA VON RUEDEN	727-681-645	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="checkbox"/>	

Save Updates

### Instructor Roster

[+ Add Warden](#) [+ Add Instructor](#)

Lead?	Contact	CID	Status	Actions
<input type="checkbox"/>	BRENDA VON RUEDEN brenda.vonrueden@wisconsin.gov Phone: (608) 267-7509	727-681-645	Active	

Done

#### Actions

Print Roster

Email All Students

Print Temporary Certificates

#### Actions

Print Roster

Email All Instructors

To add an additional instructor to your roster, click on the blue Add Instructor link and enter their customer ID number in the little box that pops up (just like adding a student). You will no longer use instructor numbers to add them to your roster. It is important to add every instructor that helps with your course to this roster

If you do not add an instructor to your roster, they will not show up on the TIMESHEET tab. The instructor information along with the class SCHEDULE all gets electronically uploaded to the TIMESHEET tab which is only required for hunter education classes.

## Edit ARCHERY Class

Main Info Schedule **Roster** Timesheets Financial Supply Orders

### Student Roster

+ Add Student

Contact	CID	Paid	Completed	Certification	Harvested	Actions
BRENDA VON RUEDEN	727-681-645	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="checkbox"/>	

Save Updates

### Instructor Roster

+ Add Warden + Add Instructor

Lead?	Contact	CID	Status	Actions
<input type="checkbox"/>	BRENDA VON RUEDEN brenda.vonrueden@wisconsin.gov Phone: (608) 267-7509	727-681-645	Active	

Done

#### Actions

- Print Roster
- Email All Students
- Print Temporary Certificates

#### Actions

- Print Roster
- Email All Instructors

To Add a Warden to your roster: click **Add Warden**

katelyn.juza@wisconsin.gov						
BRENDA VON RUEDEN BRENDVONRUEDEN@TDS.NET	727-681-645	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="checkbox"/>	

- Email All Students
- Print Temporary Certificates

Save Updates

### Instructor Roster

[Add Warden](#) [Add Instructor](#)

Lead?	Contact	CID	Status	Actions
<input type="checkbox"/>	HEATHER GOTTSCHALK heather.gottschalk@wisconsin.gov	000-189-324	Warden	
<input type="checkbox"/>	BRENDA VON RUEDEN brenda.vonrueden@wisconsin.gov Phone: (608) 267-7509	727-681-645	Active	

- Print Roster
- Email All Instructors

Done

Search by first name or last name or a couple of letters of both the first and last name to find a Warden. You can also try to search by county. *(Keep in mind some wardens may not be up to date with the right assigned county.)*

### Add Warden

First Name:  Last Name:  County:

Name	County
No Warden Records Found	

# Add Warden

### Add Warden

First Name:  Last Name:  County:

Click on a row to select a customer.

Name	County
HEATHER GOTTSCHALK - DNR 000-189-324	DODGE

Click on the wardens name once and it will add the warden to the roster.

Lead?	Contact	CID	Status	Actions
<input type="checkbox"/>	HEATHER GOTTSCHALK heather.gottschalk@wisconsin.gov	000-189-324	Warden	
<input type="checkbox"/>	BRENDA VON RUEDEN brenda.vonrueden@wisconsin.gov Phone: (608) 267-7509	727-681-645	Active	

### Actions

- Print Roster
- Email All Instructors

Remember those yellow timesheets you had to fill out and mail in? Now all you have to do is click the Timesheets tab and enter the hours in the pre-populated instructor list. Don't forget to **click SAVE** after you enter the hours **for each instructor**. If you do not add your additional instructors to your roster, they will not show up on your timesheet and you will not be able to record their time. Not to mention, they won't get credit for helping with your class!

## Edit ARCHERY Class

Main Info Schedule Roster **Timesheets** Financial Supply Orders

**GOTTSCHALK, HEATHER**

Start	End	Location	Hours
February 01, 2016 - 8:00 AM	February 01, 2016 - 9:00 PM	ONLINE ARCHERY ED KALKOMEY	<input type="text" value="0"/>
February 29, 2016 - 8:00 AM	February 29, 2016 - 9:00 PM	ONLINE ARCHERY ED KALKOMEY	<input type="text" value="0"/>

**VON RUEDEN, BRENDA**

Start	End	Location	Hours
February 01, 2016 - 8:00 AM	February 01, 2016 - 9:00 PM	ONLINE ARCHERY ED KALKOMEY	<input type="text" value="2"/>
February 29, 2016 - 8:00 AM	February 29, 2016 - 9:00 PM	ONLINE ARCHERY ED KALKOMEY	<input type="text" value="5"/>

**Wardens** are showing up on the TIMESHEET right now so you need to enter a 0 (zero) for the wardens time. If you have an instructor who is listed on the roster but didn't help with one of the dates, you need to enter a 0 (zero) for their time to be able to complete the class.

# When your course has been completed, you will need to submit the roster and course fees. First, start with the roster. Click on the Roster Tab.

FOR EACH STUDENT on your roster, you will need to check the following boxes in order to certify your students.

The **“Paid”** check box is optional and for you to use to keep track of your students of who has paid and who hasn't. Not a required field.

The **“Completed”** box is used for you to check if you student has fully completed your course.

The **“Certification”** box is where you actually certify your student. Did the student “Certify” YES or NO.

**YES** simply means they will receive certification once you submit your fees.

**NO** means they will **not** receive certification and that the student may have “Completed” your course , however they did not meet the requirements of certification either by not showing up for class or failing but already paid for the class.

Always CLICK Save Updates when you make changes to these boxes.

## Edit ARCHERY Class

Main Info Schedule **Roster** Timesheets Financial Supply Orders

### Student Roster

Contact	CID	Paid	Completed	Certification	Harvested	Actions
KATELYN JUZA katelyn.juza@wisconsin.gov	310-923-651	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="checkbox"/>	
BRENDA VON RUEDEN BRENDAVONRUEDEN@TDS.NET	727-681-645	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="checkbox"/>	

Save Updates

### Instructor Roster

Lead?	Contact	CID	Status	Actions
<input type="checkbox"/>	HEATHER GOTTSCHALK heather.gottschalk@wisconsin.gov	000-189-324	Warden	
<input type="checkbox"/>	BRENDA VON RUEDEN brenda.vonrueden@wisconsin.gov Phone: (608) 267-7509	727-681-645	Active	

Actions

- Print Roster
- Email All Students
- Print Temporary Certificates

Actions

- Print Roster
- Email All Instructors

# What does **Lead?** mean in the Instructor Roster?

EDIT ARCHERY CLASS

Main Info Schedule **Roster** Timesheets Financial Supply Orders

## Student Roster

[+ Add Student](#)

Contact	CID	Paid	Completed	Certification	Harvested	Actions
KATELYN JUZA katelyn.juza@wisconsin.gov	310-923-651	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="checkbox"/>	
BRENDA VON RUEDEN BREDAVONRUEDEN@TDS.NET	727-681-645	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="checkbox"/>	

**Actions**

- Print Roster
- Email All Students
- Print Temporary Certificates**

Save Updates

## Instructor Roster

[+ Add Warden](#) [+ Add Instructor](#)

Lead?	Contact	CID	Status	Actions
<input type="checkbox"/>	HEATHER GOTTSCHALK heather.gottschalk@wisconsin.gov	000-189-324	Warden	
<input checked="" type="checkbox"/>	BRENDA VON RUEDEN brenda.vonrueden@wisconsin.gov Phone: (608) 267-7509	727-681-645	Active	

**Actions**

- Print Roster
- Email All Instructors

Done

When Printing Temporary Certificates for your students the system defaults to the first instructor listed on the roster.

If you are the lead and you want your name to print on the “Temporary Certificates” check the box in front of your name and then Print the temporaries.

The check mark will **not** stay there. It will disappear after you print.

When you have completed your student roster, click on the **Financial Tab**.

## Edit HUNTER ADULT ONLY Class

Main Info Schedule Roster Timesheets **Financial** Supply Orders

### Finalize Class

Please validate the class roster is accurate before finalizing the class as it will perform the following actions:

- Class Roster will be submitted with today's date as the completed date
- Safety Education certification achieved for this class will be added to all students listed on the roster that completed the class
- Instructor class history and awards will be updated for all the instructors on the roster

Roster Size 1  
Submitted Fees \$10.00  
Instructor Fees \$0.00  
Min DNR Amount \$5.00  
Total Amount Due \$10.00

Instructor Fees  Update

I certify that the information I have provided is true to the best of my knowledge and I understand that I may be required to verify the information upon request. I understand that any false, misleading, or missing information may result in revocation of my instructor certification. *Required*

Submit

Done

You will see a list of fee requirements with total amount due at the bottom. If you are claiming any instructor expenses/fees, enter that amount in the instructor fees box and click Update.

After you've updated your instructor fees, check the box next to the disclaimer and click submit.

## Edit HUNTER ADULT ONLY Class

Main Info   Schedule   Roster   Timesheets   **Financial**   Supply Orders

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**Finalize Class**

Please validate the class roster is accurate before finalizing the class as it will perform the following actions:

- Class Roster will be submitted with today's date as the completed date
- Safety Education certification achieved for this class will be added to all students listed on the roster that completed the class
- Instructor class history and awards will be updated for all the instructors on the roster

<b>Roster Size</b>	1	<b>Instructor Fees</b>	<input type="text" value="0"/>	<input type="button" value="Update"/>
<b>Submitted Fees</b>	\$10.00			
<b>Instructor Fees</b>	\$0.00			
<b>Min DNR Amount</b>	\$5.00			
<b>Total Amount Due</b>	\$10.00			

I certify that the information I have provided is true to the best of my knowledge and I understand that I may be required to verify the information upon request. I understand that any false, misleading, or missing information may result in revocation of my instructor certification. *Required*

Done

Doing so should bring you to a page that asks for your credit card/payment information. Fill out your payment information and click on submit.

# WI DNR Recreational Safety Warden Administrative Areas

For assistance your first point of contact should be your RSW, (Recreational Safety Warden)

**Hunter, Archery Education**  
608-267-7509

**Boat, Snowmobile & ATV Education**  
608-266-2142

**DNR Customer Service**  
888-936-7463

Northern Region - West  
Mark Little (715) 635-4112  
810 W Maple St  
Spooner WI 54801  
Mark.Little@wi.gov

Northern Region - East  
Vacant (715) 623-4190 ext. 3109 223 E  
Steinfest Rd  
Antigo WI 54409  
Mark Little - Volunteer Instructors  
Jeremy Cords - Rec Vehicle Patrols

Northeast Region - North  
Jeremy Cords (920) 662-5129  
2984 Shawano Ave  
Green Bay WI 54313-0448  
Jeremy.Cords@wi.gov

West Central Region - North  
Vacant (715) 839-3717  
1300 W Clairemont Ave  
Eau Claire WI 54702 RSW  
Asst. - Linda Xiong  
(715) 839-3758  
[LindaV.Xiong@wi.gov](mailto:LindaV.Xiong@wi.gov)

Northeast Region - South  
Heather Gottschalk  
(920) 948-4818  
427 E. Tower Dr, Suite 100  
Wautoma WI 54982  
Heather.Gottschalk@wi.gov

Southeast Region - North  
Kyle Drake (262) 574-2163  
141 NW Barstow St RM: 180  
Waukesha WI 53188  
Kyle.Drake@wi.gov

South Central Region - West  
Vacant - contact:  
Linda Xiong (northern counties)  
Catherina Nooyen (southern counties)

South Central Region - East  
Catherina Nooyen (608) 275-3253  
3911 Fish Hatchery Rd Fitchburg  
WI 53711  
Catherina.Nooyen@wi.gov

Southeast Region - South  
Jason Roberts (262) 574-2169  
141 NW Barstow St RM: 180  
Waukesha WI 53188  
Jason.Roberts@wi.gov

- Kyle Drake
- Heather Gottschalk
- Jason Roberts
- Mark Little
- Vacant
- Jeremy Cords
- Vacant
- Vacant
- Catherina Nooyen

