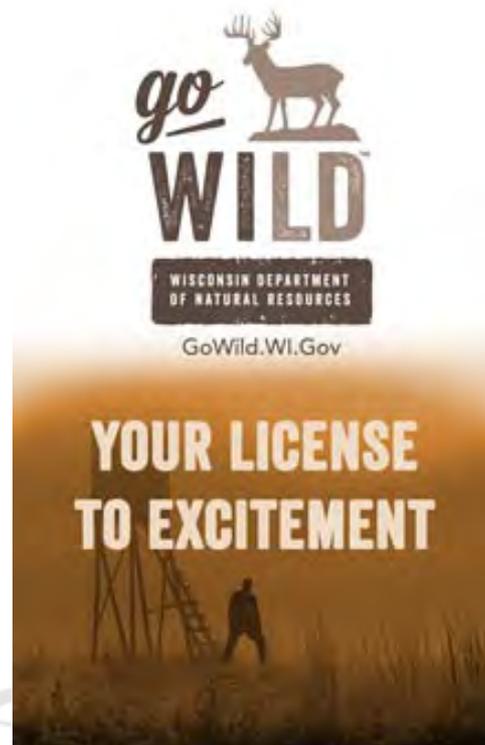


Instructor Guide to using Go Wild



<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?
- Create a customer number?

[GET STARTED >](#)



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](#)



You have three **Options** here:

- 1) **DNR Account Lookup** – Use this if you haven't created an account. An account is not required to use this system.
- 2) **Sign in to your account** – Use this option if you created a username and password
- 3) **Create a new account** – Creating a new account is not required to use this system. You can log in each time selecting the DNR Account Lookup option

Access or Create Your Account

1

DNR Account Lookup

We'll ask you some questions to help you find your existing account. You can set a username and password for easier access during the lookup process.

Are you a United States citizen?

Yes No

OR

3

New to the Wisconsin DNR? If you've never done business with the DNR before, you'll need to create an account. This will generate your DNR customer ID number, which will appear above your name when you go to your homepage.

[Create New Account](#)

Sign in to your account

2

If you have already set up a username and password for your account, you can use it to login below. If you don't have a username and password, use the account lookup.

Username *Required*

Password *Required*

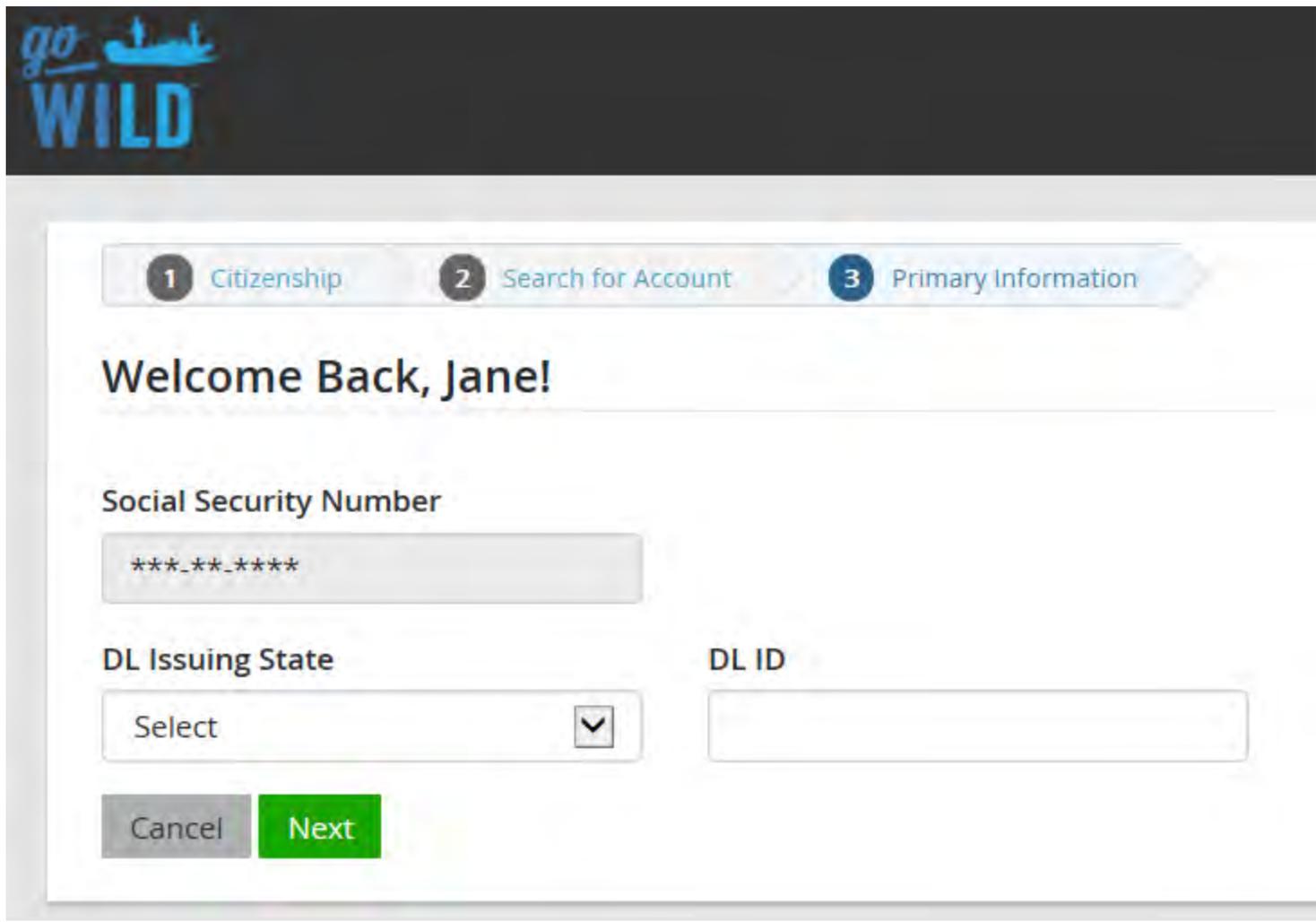
[Sign in](#)

[Forgot password?](#)

If you forget your password you can click here to reset it!



Once you are logged in: you will see this page,
click NEXT



The screenshot shows a user interface for 'go WILD'. At the top left is the logo 'go WILD' in blue. Below it is a progress bar with three steps: 1 Citizenship, 2 Search for Account, and 3 Primary Information. The current step is 2. The main content area says 'Welcome Back, Jane!'. Below this is a form with the following fields:

- Social Security Number: A text input field with the placeholder '***-**-****'.
- DL Issuing State: A dropdown menu with 'Select' and a downward arrow.
- DL ID: A text input field.

At the bottom of the form are two buttons: 'Cancel' (grey) and 'Next' (green).



Preferences and Residency, enter your options 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. If you do not have a valid WI driver's license, you may continue as a non-Resident or you can visit an agent location to provide proof of residency.

Cancel

Next



Review Summary, this is where you can update your personal information

click Edit if edits are necessary, **or Yes** to continue

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

Review Summary

Personal Information

 Edit

Jane TestAccount
123 Main
Madison, WI 53703
UNITED STATES

Social Security Number
-**-*

Visa / Passport Number

Date of Birth
01/01/1992

Issuing Country

noone@nowhere.com

DL ID
WI T689052512

Identifying Characteristics

Hair Color

Gray

Eye Color

Dichromatic

Height (ft)

6' 6"

Weight (lb)

180

Gender

Female

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.

No

Yes

Your Homepage:

go WILD Home Catalog Welcome, BRENDA VON RUEDEN Sign out Cart

BRENDA's Homepage

DNR 727-681-645
BRENDA L VON RUEDEN
N3358 COUNTY ROAD KW
WATERTOWN, WI 53098
[View / Edit Profile](#)
[Choose Username / Password](#)

Notice about 2016 antlerless deer tags:
Farmland Zone antlerless deer tag(s) are now available and included with each deer hunting license. If you have already purchased your license(s), the tags can be found by clicking the Buy Licenses button below.

Permit drawing results can be found under your "Current License"
Awards have been posted to the successful applicant's accounts. Look in your "Current Licenses" below to see if you were awarded a tag. You may also view your preference point status below.

Fall drawings are complete for the following species: Bobcat, Fisher, Otter, Turkey, and Sharp-tailed Grouse.

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

Buy Licenses Buy Stamps Reprint Documents

Current Licenses Combo Licenses License History

ATV/UTV, Boats, Snowmobiles

Register Vehicles Renew Registrations Buy Trail Pass

My Vehicles

Applications and Points

Buy Permit Applications Submitted Applications Deferred Applications

Fall Turkey - 0 pts.
Spring Turkey - 1 pts.

Safety Education

Student Dashboard Reprint Certificates Instructor Dashboard

Enroll History

Report Harvest

Contact DNR

Important notices

Student Dashboard – list the certifications you have taken as a student (this has nothing to do with your instructor account)

Instructor Dashboard – is the key to your instructor profile. This is where you will manage your safety education classes! Enter your class **Main Information**, **Schedule** your class sessions, enter **Supply Orders**, manage your class student and instructor **Roster**, enter volunteer hours on the **Timesheets (hunter ed only)** and finally submit your class **Financials**

Print your safety certificate here!

This will open a PDF file of your safety certifications.

Instructor Dashboard

The screenshot shows the Instructor Dashboard for the 'go WILD' website. The user is logged in as BRENDA VON RUEDEN. The dashboard is divided into several sections:

- Instructor Information:** Displays contact info (DNR 727-681-645), name (BRENDA VON RUEDEN), and status (Active, Instructor Number: 32445).
- Instructor Certificates:** Lists various certificates such as 'LEARN TO HUNT FOR FOOD - Exp. 1', 'ADVANCED SHOTGUN (Wingshooting) - Exp. 2019', 'ARCHERY - Exp. 2019', 'HUNTER ADULT ONLY - Exp. 2019', 'HUNTER INTERNET FIELD DAY - Exp. 2019', and 'HUNTER - Exp. 2019'.
- Instructor Awards:** Lists 'Hunter - 2013', 'Hunter - 2010', and a link to 'See full list'.
- My RSW:** A section for the user's Recertification Workshop.
- Current Classes:** A table listing active classes with columns for County, Name, Status, Roster, Date / Location, Contact, and Actions. A 'Create a Class' button is located above the table.
- Instructor Continuing Education:** A table listing workshops with columns for County, Name, Date / Location, Contact, and Actions. An 'Enroll in New Class' button is located above the table.
- Completed Classes:** A table with columns for County, Name, Completed Date, and Contact.

Annotations with red arrows point to specific features:

- A red arrow points from the text 'Create your class' to the 'Create a Class' button.
- A red arrow points from the text 'Edit your class' to the edit icon in the 'Actions' column of the first class row.
- A red arrow points from the text 'Enroll in a recertification workshop' to the 'Enroll in New Class' button.

Create your class

Edit your class

Enroll In a recertification workshop

* Error No courses found for this instructor

Create Class - Choose Certification

Error No courses found for this instructor

Certification Type

Please Choose...



Clear

Next

If you happen to get this error when creating a new class, click the **Certification Type** down arrow and it will go away after you select your certification type.

Create Class - Choose Course

Certification Type

ARCHERY - Exp. 04/20/2019



Choose Course

ARCHERY



Clear

Next

Next Choose your Course and then click NEXT

Create Class

Create ARCHERY Class

Main Info

Class Details

Course Type: Student
Course Name: ARCHERY
County Required: Z-OUT OF STATE

Status Required: Open
Class Description: ONLINE Adult Archery Class

Warden Required to Attend

Primary Contact

First Name Required: BRENDA
Last Name Required: VON RUEDEN
Email Address Required: brenda.vonrueden@wisconsin.gov
Display? Required: Yes No

Phone Required: 608-267-7509
Display? Required: Yes No
Alternate Phone:
Display?: Yes No

Shipping Address

Address Required: 101 S Webster St
City Required: Madison
State / Province Required: Wisconsin
Postal Code Required: 53704

Class Price and Enrollment

Class Price Required: 10
Allow Online Registration? Required: Yes No
Maximum number of students that can enroll Required: 100
Reserved number of students Required: 0
Is Class Full? Required: Yes No

Done Save

→ Chose the **County** of where the class will take place.

→ **Class Description** field is for *special instructions* only. **DO NOT** enter your class dates here!

→ **Primary Contact:** Your name should default here. Email address, and phone number are required fields.

→ **Display?** You must display your contact information by choosing Yes, if you leave it NO it will not display online.

→ **Shipping Address:** is where your class materials will be shipped to. It will most likely default to your home address. If you want the materials shipped elsewhere you must enter that address here.

→ **Class Price:** Enter **10** for your class price. (Do not use special characters such as a dollar sign(\$) or decimals points (.))

→ **Allow Online Registration:** by setting your max number of students this will automatically allow students to register for your class and put them on your class roster so you don't have to. Once you meet your Max Number of students that can enroll it will pull the class from the web so no more students can enroll.

→ **Reserved Number of Students:** *At this time the Reserved Number of Students option is not working correctly. It is a known bug and they are working on it.*

→ **Is class full?** and need to be removed from the web? Select **YES**.

Create Class

City *Required*: WATERTOWN
State / Province *Required*: Wisconsin
Postal Code *Required*: 53098

Class Price and Enrollment

Class Price *Required*: 10
Allow Online Registration? *Required*: Yes No

Maximum number of students that can enroll *Required*: 100
Reserved number of students *Required*: 0

Is Class Full? *Required*: Yes No

1 → Click Save once you've entered all your classes Main Info.

Done Save

Maintenance Log

Comments [Add Comment](#)

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

Edit ARCHERY Class

Success! Class Saved!

Main Info Schedule Roster Timesheets Financial Supply Orders

Class Details

Course Type: Student
Course Name: ARCHERY
County *Required*: Z-OUT OF STATE

Status *Required*: Open
Class Description: Kalkomey Archery Online for adults

Class Number: 63807
2 ← A class number will be assigned

Warden Required to Attend

[Cancel Class](#)

Primary Contact

First Name *Required*: BRENDA
Last Name *Required*: VON RUEDEN
Email Address *Required*: BRENDAVONRUEDEN@TDS.NET
Display? *Required*: Yes No

Class Schedule

Edit ARCHERY Class

Click on the Schedule tab to add class periods

1

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

Click "Add Class Period"

2

Maintenance Log

Comments

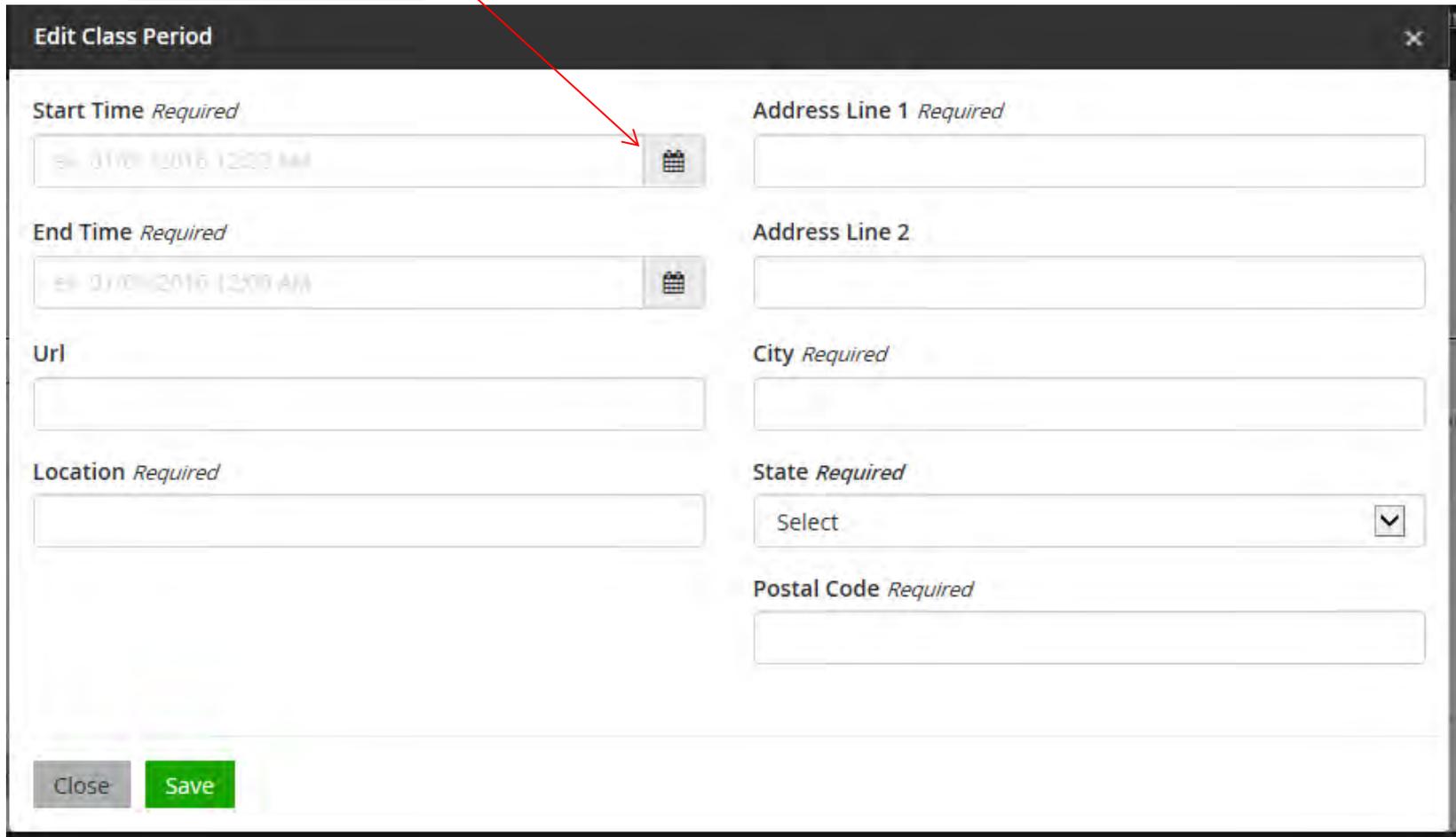
[+ Add Comment](#)

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

Class Schedule

3

Click the Calendar icon



Edit Class Period [Close]

Start Time *Required*
Sun 01/08/2016 12:00 AM [Calendar icon]

End Time *Required*
Sun 01/08/2016 12:00 AM [Calendar icon]

Url
[Text input field]

Location *Required*
[Text input field]

Address Line 1 *Required*
[Text input field]

Address Line 2
[Text input field]

City *Required*
[Text input field]

State *Required*
Select [Dropdown arrow]

Postal Code *Required*
[Text input field]

[Close] [Save]

Class Schedule

4

Edit Class Period



Start Time *Required*

10/01/2016 08:00 AM

Choose your class Start Date by clicking on the date.

Address Line 1 *Required*

End Time *Required*

10/01/2016 12:00 AM

Url

Location *Required*

< October 2016 >

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	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	31					

⌚

5

Click on the Clock icon to enter your start time.

Close

Save

Class Schedule

6

Click on the hour to change the hour and click on the minutes to change your minutes.

Click on AM to change to PM and PM to change back to AM.

Edit Class Period

Start Time *Required*
10/01/2016 08:00 AM

End Time *Required*
10/01/2016 12:00 AM

Url

Location *Required*

Address Line 1 *Required*

Postal Code *Required*

Close Save

Class Schedule

7

Repeat Class Schedule Steps
1-6 to enter your End Time

Edit Class Period [Close] [Save]

Start Time *Required*: 10/01/2016 08:00 AM [Calendar Icon]

End Time *Required*: 10/01/2016 04:00 PM [Calendar Icon]

Address Line 1 *Required*: [Text Field]

Address Line 2: [Text Field]

Url: [Text Field]

Location *Required*: [Text Field]

Calendar: October 2016

Su	Mo	Tu	We	Th	Fr	Sa
23	24	25	26	27	28	29
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

Edit Class Period [Close] [Save]

Start Time *Required*: 10/01/2016 08:00 AM [Calendar Icon]

End Time *Required*: 10/01/2016 04:00 PM [Calendar Icon]

Address Line 1 *Required*: [Text Field]

Address Line 2: [Text Field]

Url: [Text Field]

Location *Required*: [Text Field]

Time Picker: 04 : 00 PM

Class Schedule

Url is for you to link to a map of the location of your class or to a web address. →

Location of your class →

Edit Class Period

Start Time <i>Required</i>	<input type="text" value="10/01/2016 08:00 AM"/>	Address Line 1 <i>Required</i>	<input type="text"/>
End Time <i>Required</i>	<input type="text" value="10/01/2016 04:00 PM"/>	Address Line 2	<input type="text"/>
Url	<input type="text"/>	City <i>Required</i>	<input type="text"/>
Location <i>Required</i>	<input type="text"/>	State <i>Required</i>	<input type="text" value="Select"/>
		Postal Code <i>Required</i>	<input type="text"/>

Class Schedule

The screenshot shows a web form titled "Edit Class Period" with the following fields and annotations:

- Start Time Required:** A date and time picker showing "10/01/2016 08:00 AM".
- End Time Required:** A date and time picker showing "10/01/2016 04:00 PM".
- Url:** An empty text input field.
- Location Required:** An empty text input field.
- Address Line 1 Required:** An empty text input field with a red arrow pointing to it from the text "Enter Address".
- Address Line 2:** An empty text input field.
- City Required:** An empty text input field with a red arrow pointing to it from the text "Enter City".
- State Required:** A dropdown menu with "Select" and a downward arrow, with a red arrow pointing to it from the text "Enter State".
- Postal Code Required:** An empty text input field with a red arrow pointing to it from the text "Enter Zip".
- Buttons:** "Close" and "Save" buttons at the bottom left. A red arrow points from the "Save" button to the text "Click Save".



Enter Address



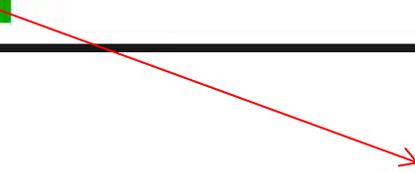
Enter City



Enter State



Enter Zip



Click Save



Class Schedule

Your first class session is complete, but in order for your class to display on the upcoming class public website you **MUST** enter each class session.

Click “Add Class Period” again to enter your next session.

Edit ARCHERY Class

[Main Info](#)[Schedule](#)[Roster](#)[Timesheets](#)[Financial](#)[Supply Orders](#)

Success! Class Period Saved!

[Add Class Period](#)

Start Time	End Time	Location	Url	Actions
10/1/2016 8:00:00 AM	10/1/2016 4:00:00 PM	Kalkomey Online Archery Class for Adults, 101 S Webster St, Madison, WI 53707		Edit Delete Refresh

[Done](#)[Maintenance Log](#)[Comments](#)[Add Comment](#)

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

Class Schedule

enter your start and end times, steps 4-7

Edit Class Period ✕

Start Time <i>Required</i>	<input type="text" value="10/31/2016 08:00 AM"/>	Address Line 1 <i>Required</i>	<input type="text" value="101 S Webster St"/>
End Time <i>Required</i>	<input type="text" value="10/31/2016 04:00 PM"/>	Address Line 2	<input type="text"/>
Url	<input type="text"/>	City <i>Required</i>	<input type="text" value="Madison"/>
Location <i>Required</i>	<input type="text" value="Kalkomey Online Archery Class for Adults"/>	State <i>Required</i>	<input type="text" value="Wisconsin"/>
<input type="button" value="Copy Last Location"/>		Postal Code <i>Required</i>	<input type="text" value="53707"/>

Click **Copy Last Location** to autofill the location fields!

Click **Save** and your next session is now added.

Class Schedule

Reminder: you must enter each class session that is going to take place. If you do not enter your class schedule correctly it **WILL NOT** display on the upcoming classes website. <https://gowild.wi.gov/customers/safetyedclass>

Edit ARCHERY Class

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

Success! Class Period Saved!

+ Add Class Period

Start Time	End Time	Location	Url	Actions
10/1/2016 8:00:00 AM	10/1/2016 4:00:00 PM	Kalkomey Online Archery Class for Adults, 101 S Webster St, Madison, WI 53707		  
10/15/2016 8:00:00 AM	10/15/2016 4:00:00 PM	Kalkomey Online Archery Class for Adults, 101 S Webster St, Madison, WI 53707		  
10/31/2016 8:00:00 AM	10/31/2016 4:00:00 PM	Kalkomey Online Archery Class for Adults, 101 S Webster St, Madison, WI 53707		  

Done

Maintenance Log

Sample Class Schedule

- Here is an example of a what a class SCHEDULE could look like.
Each line can be edited or deleted
- **edit tool** (pencil/paper icon)
- **delete tool** (trashcan)

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

Your third step after entering the MAIN Info and SCHEDULE is to **order your class supplies**. You will notice a **SUPPLY ORDERS**. This is where you ORDER your student packets (We've requested a system change to have this tab listed as the third tab instead of the last.)

Edit ARCHERY Class

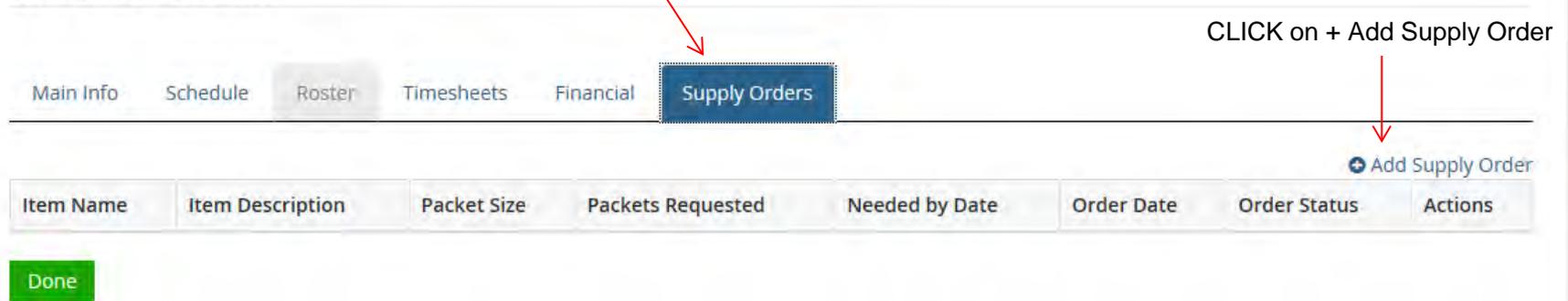
CLICK on + Add Supply Order

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

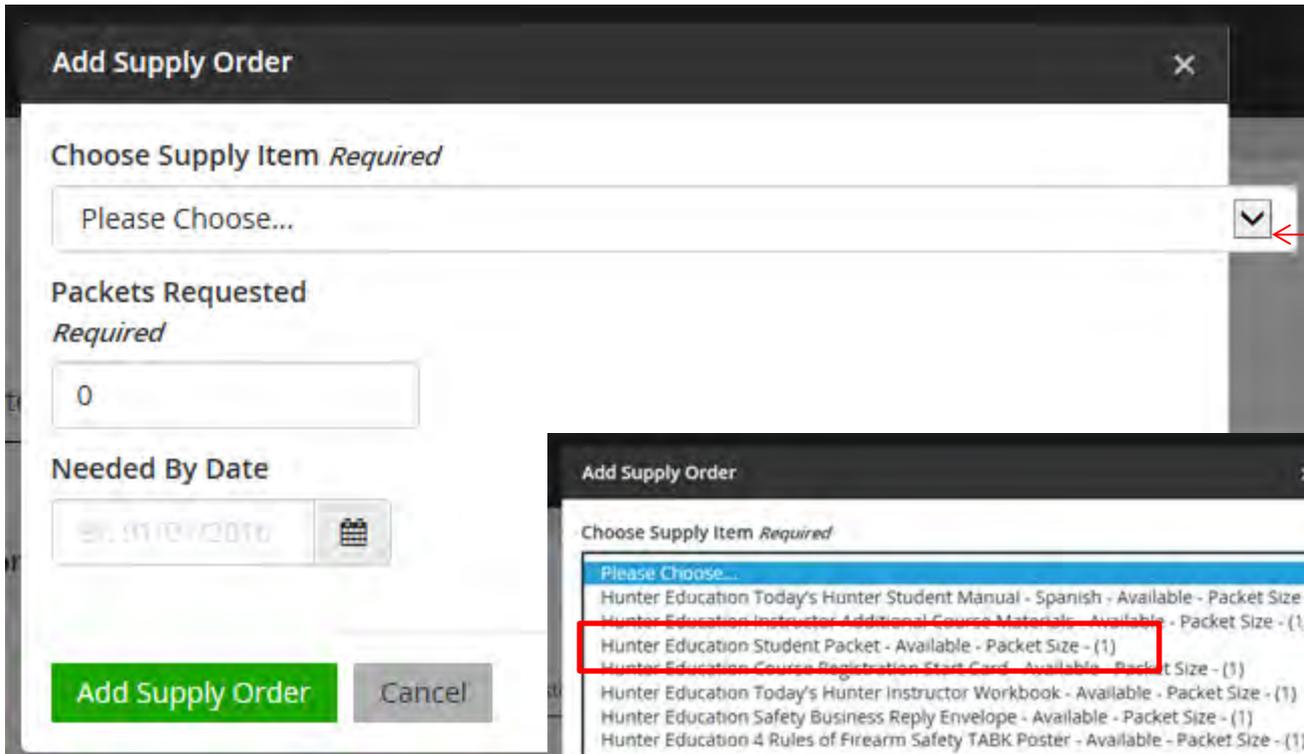
+ Add Supply Order

Item Name	Item Description	Packet Size	Packets Requested	Needed by Date	Order Date	Order Status	Actions
-----------	------------------	-------------	-------------------	----------------	------------	--------------	---------

Done



Supply Orders



Add Supply Order [Close]

Choose Supply Item *Required*

Please Choose... [Dropdown Arrow]

Packets Requested
Required

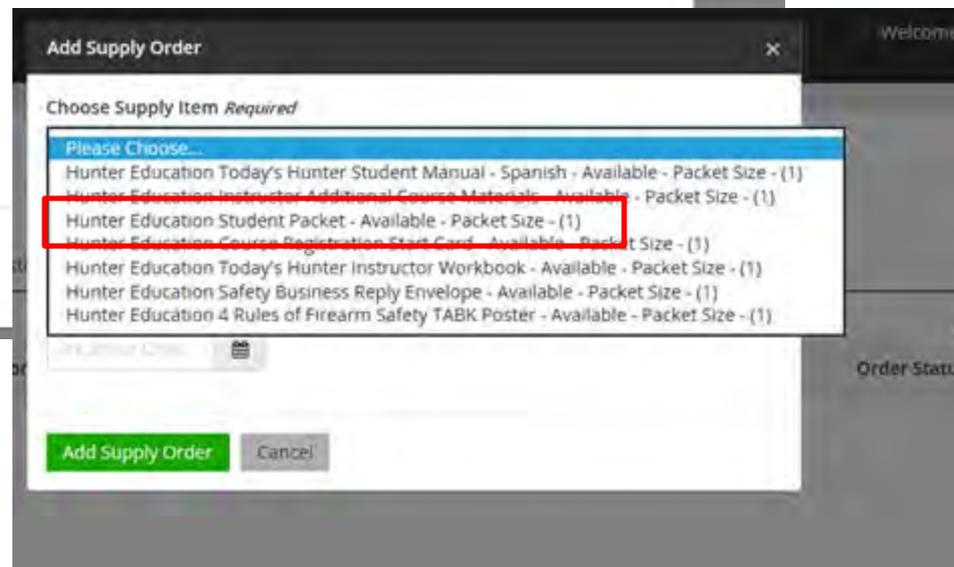
0

Needed By Date

09/11/2016 [Calendar Icon]

Add Supply Order Cancel

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



Add Supply Order [Close]

Choose Supply Item *Required*

- 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)

[Calendar Icon]

Add Supply Order Cancel

In this list you will see different items you can order.

Supply Orders

The screenshot shows a web form titled "Add Supply Order" with a close button (X) in the top right corner. The form contains the following fields and elements:

- Choose Supply Item *Required***: A dropdown menu with the selected item "Hunter Education Student Packet - Available - Packet Size - (1)".
- Packets Requested *Required***: A text input field containing the number "20".
- Needed By Date**: A date picker field showing "ex. 01/01/2016" and a calendar icon.
- Calendar**: A calendar for June 2016 is open, with the date "9" highlighted in green. A green button labeled "Add Supply Order" is positioned to the left of the calendar.

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 *if the option is there*, 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

Roster

Edit ARCHERY Class

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

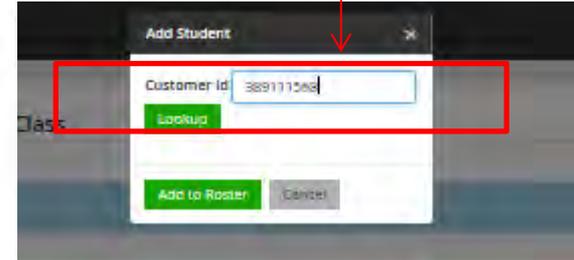
Add student

Enter the customer ID number

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"/>	

+ Add Student



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	

+ Add Warden + Add Instructor

Actions

Print Roster

Email All Instructors

Done

Roster - student

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

Roster - instructor

To add an additional instructors to your roster, click on the Add Instructor link and enter their **customer ID number** in the box that pops up (just like adding a student).
(Instructor numbers are no longer valid in this system you must use DNR Customer ID numbers.)

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

Actions

- Print Roster
- Email All Students
- Print Temporary Certificates

*** If you do not add an instructor to your roster, they will not get credit for years of service.

*** Timesheet is only required for hunter education classes.

Actions

- Print Roster
- Email All Instructors

Roster - warden

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

katelyn.juza@wisconsin.gov

BRENDA VON RUEDEN 727-681-645 Yes No

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	

Actions

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 search for a Warden. You can also try to search by county. (*Keep in mind some wardens may not be assigned to the correct 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="button" value=""/>
<input type="checkbox"/>	BRENDA VON RUE DEN brenda.vonrueden@wisconsin.gov Phone: (608) 267-7509	727-681-645	Active	<input type="button" value=""/>

Actions

-
-

Timesheet

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 show up on the TIMESHEET right now so if you have a warden and an instructor who is listed on the roster but didn't help with one of the class sessions, you need to enter a 0 (zero) for their time to be able to complete the class.

Finalize Roster

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 completed your course.

The "**Certification**" box is how process certification to your students customer account. 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

The screenshot shows the 'Edit ARCHERY Class' interface. The 'Roster' tab is selected and highlighted with a red box. Below it, the 'Student Roster' table is displayed with columns: Contact, CID, Paid, Completed, Certification, Harvested, and Actions. The 'Paid', 'Completed', and 'Certification' columns are highlighted with red boxes. The 'Certification' column has radio buttons for 'Yes' and 'No'. Below the table is a green 'Save Updates' button. The 'Instructor Roster' table is also visible, with columns: Lead?, Contact, CID, Status, and Actions.

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	727-681-645	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="checkbox"/>	

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	

NOTE: If you have a student who paid but didn't show you must add them to the roster as completed but NO certification.

NOTE: If you have a student who did not pay and did not show up, delete them from your roster.

Print Temporary

LEAD 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 B [input type="text"]	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

What does **Lead?** mean?

Instructor Roster

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

NOTE: 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. If you do not check a box it will default to the first instructor listed on the roster.

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

Financial

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

If you are claiming any instructor expenses/fees, enter that amount here and click 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*

NOTE: Submitting payment with the completed roster via the Financial Tab. Instructors are getting a confirmation number WINSEI000_____, but the class is still showing up as **"open"** and ***no certifications are processed.***

Workaround: Typically, this is a result of the instructor closing out of the browser after completing the payment through the e-payment gateway and not clicking the button stating ***"You must click continue to go back to the Go Wild site."*** When the instructor fails to complete the full process the class remains OPEN and the transaction INCOMPLETE. Reconciliations are being run on a weekly basis and we are requesting data fixes as needed.

Financial

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

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

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*

Next page will ask for your credit card or banking payment information. Fill out your payment information and click on submit.

****Final step after submitting payment:

“You must click continue to go back to the Go Wild site.”



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

WI DNR Recreational Safety Warden Administrative Areas

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

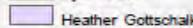
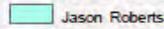
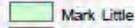
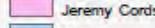
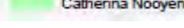
Northeast Region - South
Heather Gottschalk
(920) 948-4818
427 E. Tower Dr, Suite 100
Wautoma WI 54982
Heather.Gottschalk@wi.gov

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
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-  Catherina Nooyen

