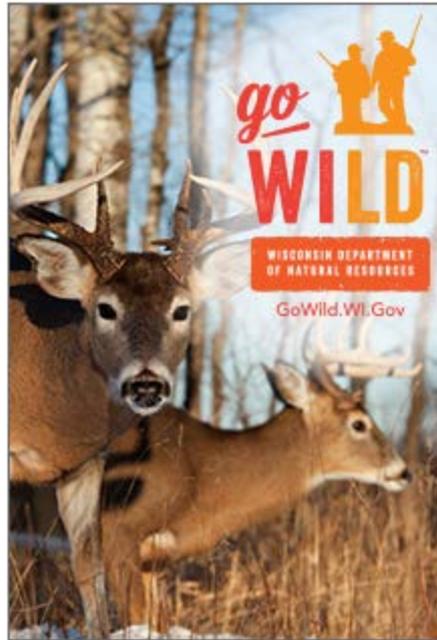


Instructor Guide



Instructor Guide - Go Wild

[Get Started](#)

[Access/Create Account](#)

[Preferences/Residency](#)

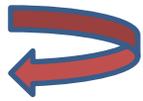
[Review Summary](#)



GoWild.WI.Gov

**YOUR LICENSE
TO EXCITEMENT**





[Return to Main Menu](#)

<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, OHM or snowmobile?
- Create a customer number?

GET STARTED >



2017 Licenses Available Now ENJOY WISCONSIN'S WILD SIDE



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



Make a donation or purchase an ATV, UTV, OHM or snowmobile trail pass.

[Browse the quick sale catalog](#)



Explore Outdoors
Find great places to go and things to do



Hunt
Plan your next hunting adventure



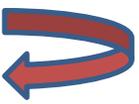
Camp
Spend the night in more than 4,900 campsites



Fish
Find fishing regulations and information



Mobile Apps
Explore and Connect. Download today!



[Return to Main Menu](#)

Enter your **customer id, date of birth** and **last 4 digits of your social security number**.
Or search by SS#, by DL# or by your Visa/Passport number.
You may also created a new account. **An account is *not* required to use this system.**

Welcome, [Brenda](#) [Sign out](#)

Access or Create Your Account

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.

Enter Your Personal Information

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

Search by Customer Number ⊖

Customer Number <i>Required</i> <input type="text" value="056661481"/>	Date of Birth <i>Required</i> <input type="text" value="07/18/1977"/> 
---	--

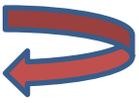
Last 4 of Social Security Number
Required

Search by Social Security Number ⊕

Search by Driver's License Number ⊕

Search by Visa / Passport Number ⊕

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.



[Return to Main Menu](#)

Click **next** once you are at your “*Welcome*” screen.



Welcome, [Brenda](#) [Sign out](#)

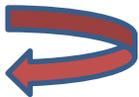
Welcome Back, TEST!

Social Security Number

Driver's License Issuing State



Driver's License ID



[Return to Main Menu](#)

Preferences and Residency, enter your options, click next



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* ⓘ

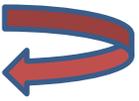
Are you a Resident of the State of Wisconsin?

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



[Return to Main Menu](#)

Review Summary, this is where you can update your personal information
click edit if edits are necessary, **or Yes** to continue



Review Summary

Personal Information

[Edit](#)

TEST TEST
XXX TEST ST
1234

TEST, WI 44444
UNITED STATES

Social Security Number
-**-*

Date of Birth
07/18/1977

Visa / Passport Number

Issuing Country

DL ID

junk@junk.com

Identifying Characteristics

Hair Color
Black

Eye Color
Blue

Height (ft)
2' 2"

Weight (lb)
100

Gender
Male

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

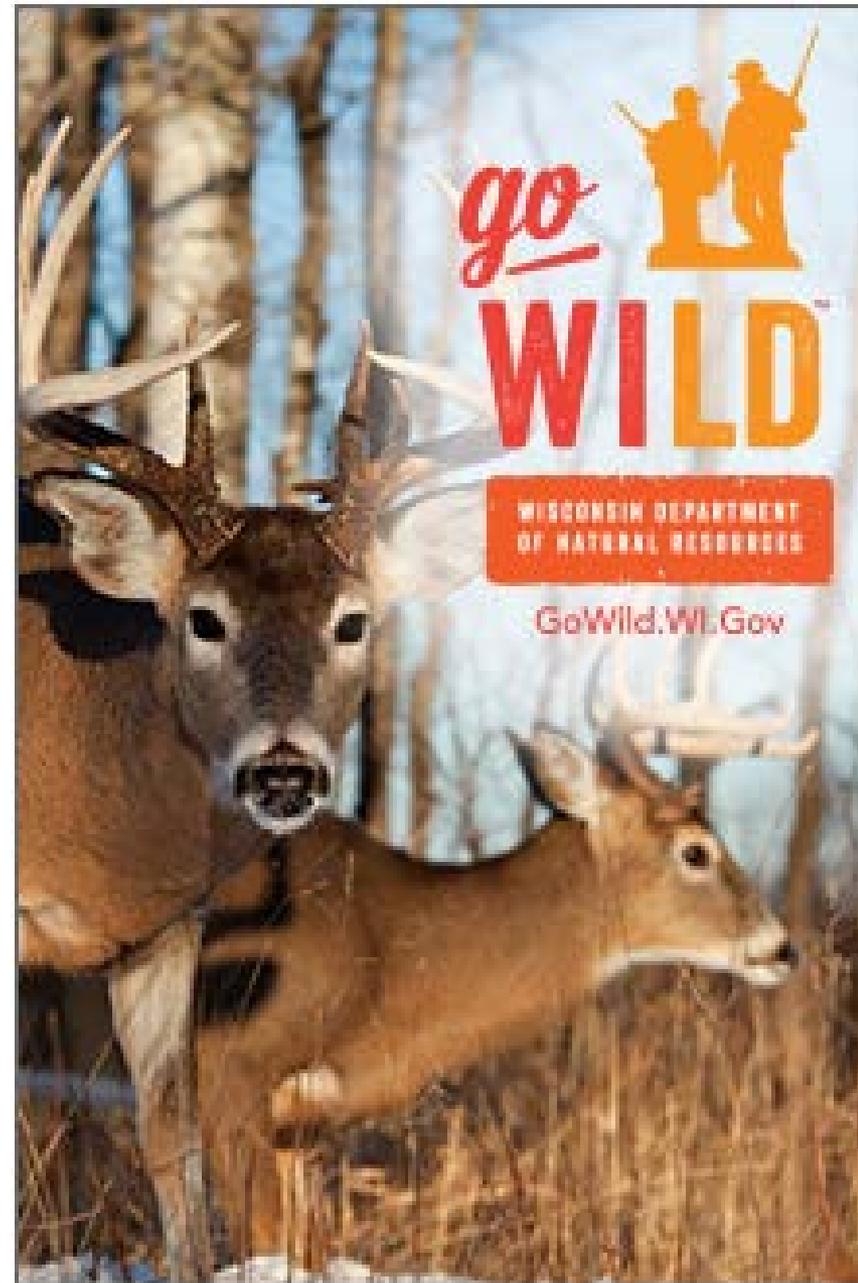
Yes

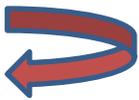
Instructor Guide - Go Wild

[Your Homepage](#)

[Instructor Dashboard](#)

[Student Dashboard](#)





[Return to Main Menu](#)

Your Homepage:

go **WILD** Home Catalog Welcome, TEST TEST Sign out Cart 0

TEST's Homepage

DNR 056-661-481
TEST TEST
XXX TEST ST, 1234
TEST, WI 44444
[View / Edit Profile](#)
[Choose Username / Password](#)

Licenses for 2017 are on sale NOW!

The new 2017 License Year products are now available. Licenses purchased prior to March 7th will expire on March 31st.

Notice about 2017 antlerless deer tags: Farmland (Zone 2) antlerless deer tag(s) are included with each deer hunting license. They are not available at this time, but will be available for selection beginning June 1st.

Licenses

Buy Licenses	Current Licenses
Buy Stamps	Combo Licenses
Reprint Documents	License History

ATV/UTV, Boats, Off-Highway Motorcycles, Snowmobiles

Register Vehicles	My Vehicles
Renew Registrations	
Buy Trail Pass	

Applications and Points

Buy Permit Applications	Submitted Applications
No Points	Deferred Applications
	Application History

Safety Education

Student Dashboard	Enroll
Reprint Certificates	History
Instructor Dashboard	

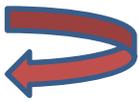
Report Harvest

Contact DNR

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

→ **Instructor Dashboard** – 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 student safety certifications.



[Return to Main Menu](#)

Instructor Dashboard

On your instructor dashboard you will be able to view your instructor information which is pulled directly from your WIDNR customer account.

You can view and print your certifications at any time by clicking on the PDF icon.



You can view your awards list.

Current classes will list any classes you have actively open

Create a Class, allows you to enter your “start card” to register an upcoming class (at least 4-6 weeks in advanced of your start date)

Instructor Continuing Education are workshops you can take if you are due to recertify. You can click “Enroll in New Class” to find a recertification workshop near you!

Completed class and instructor history will be the classes you have completed over the years

You may also get back to your student dashboard by clicking Student Dashboard in the bottom left corner of your screen.

The screenshot shows the Instructor Dashboard with several sections:

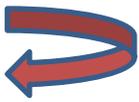
- Instructor Information:** DNR 056-661-481, TEST TEST, XXX TEST ST, 1234 TEST, WI 44444, Phone Number: Email: junk@junk.com, Instructor Status: Active, Instructor Number: 27235
- Current Classes:** You do not have any current classes. [Create a Class](#)
- Instructor Continuing Education:** You do not have any upcoming classes. [Enroll in New Class](#)
- Instructor Certificates:** ATV - Exp. 2019, TRAPPER - Exp. 2019, HUNTER - Exp. 2019, SNOWMOBILE - Exp. 2019, BOAT - Exp. 2019
- Completed Classes:**

County	Name	Completed Date	Contact
BARRON	SNOWMOBILE	8/23/2016 1:08:25 PM	TEST TEST

Total Records: 1
Showing: 1 - 1
- Instructor Awards:** [See full list](#)
- My RSW:** Catherina Nooyen, Catherina.Nooyen@Wisconsin.gov, [View RSW Details](#)
- Instructor History:**

Type	Name	Year	No of Students
Snowmobile	SNOWMOBILE	2016	2

[Full List](#) Total Number of Classes: 1
- Student Dashboard:** [Student Dashboard](#)



[Return to Main Menu](#)

Student Dashboard

go WILD Home Catalog Welcome, [TEST TEST](#) [Sign out](#) 0

Student Dashboard

Student Information

DNR 056-661-481

TEST TEST
XXX TEST ST , 1234
TEST, WI 44444
Phone Number:
Email: junk@junk.com

Print Awarded Certificates

Learn To Hunt For Food -
5/26/2017

[Instructor Dashboard](#)

Current Classes

You are not currently enrolled in any classes. [Enroll in New Class](#)

Completed Classes

Name	Contact
LEARN TO HUNT FOR FOOD	DONALD WARKE

[Full List](#) Total Number of Classes: 1

Your student dashboard will list all of the current classes you may be enrolled in and it will list the classes you have completed as a customer/student of the WDNR.

Your Student information is the information pulled from your customer profile. You may also print your certifications at any time by clicking on the PDF icon.



This is also what your students will see under their student dashboard.

Instructor Guide - Go Wild

[Create Class](#)

[Main Info](#)

[Class Schedule](#)

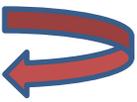
[Supply Orders](#)



GoWild.WI.Gov

**YOUR LICENSE
TO EXCITEMENT**





[Return to Main Menu](#)

Create a Class

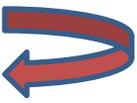
The screenshot shows the 'Instructor Dashboard' with a dark header containing the 'go WILD' logo, 'Home', 'Catalog', and user information: 'Welcome, TEST TEST', 'Sign out', and a 'Cart' icon with a '0' count. The dashboard is divided into three main sections: 'Instructor Information' (DNR 056-661-481, TEST TEST, XXX TEST ST, 1234 TEST, WI 44444, Phone Number: junk@junk.com, Instructor Status: Active, Instructor Number: 27235), 'Current Classes' (You do not have any current classes. with a 'Create a Class' button and a star icon), and 'Instructor Continuing Education' (You do not have any upcoming classes. with an 'Enroll in New Class' button).

Create Class - Choose Certification

The screenshot shows the 'Create Class - Choose Certification' page. At the top, there is an orange error banner that reads: 'Error No courses found for this instructor'. Below the banner is a 'Certification Type' dropdown menu with the text 'Please Choose...' and a downward arrow. At the bottom, there are two buttons: 'Clear' and '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.

The screenshot shows the 'Create Class - Choose Course' page. The header is the same as the previous screenshot. The page title is 'Create Class - Choose Course'. Below the title, there is a 'Certification Type' dropdown menu with 'HUNTER - Exp. 01/01/2019' selected. Below that is a 'Choose Course' dropdown menu with 'Please Choose...' selected. A red arrow points from the text 'Choose Course' to the 'Choose Course' dropdown menu. At the bottom, there are two buttons: 'Clear' and 'Next'.



[Return to Main Menu](#)

Main Info



Display? You must display your contact information by choosing Yes, if you leave it NO it will not display online and your students will not be able to contact you.



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



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.*

go WILD Cart 0

Create HUNTER Class

Main Info

Class Details

Course Type: Student
 Course Name: HUNTER
 County Required: Please Choose...
 Status Required: Open
 Class Description: Chose the **County** of where the class will take place.
 Class Description field is for *special instructions* only. **DO NOT** enter your class dates or location here!
 Warden Required to Attend

Primary Contact

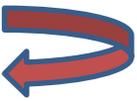
First Name Required: TEST
 Last Name Required: TEST
 Email Address Required: junk@junk.com
 Display? Required: Yes No
 Phone Required:
 Display? Required: Yes No
 Alternate Phone:
 Display? Required: Yes No
Primary Contact: Your name should default here. Email address, and phone number are required fields. If you choose **no** to display on these fields your students will have no way of contacting you.

Shipping Address

Address Required: 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.
 City Required: TEST
 State / Province Required: Wisconsin
 Postal Code Required: 44444

Class Price and Enrollment

Class Price Required:
 Allow Online Registration? Required: Yes No
 Maximum number of students that can enroll Required:
 Reserved number of students Required:



[Return to Main Menu](#)

Main Info



Class Price: Enter **only digits** for your class price.
Example: 10
(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.



Maximum number of students that can enroll:
Enter whatever is the max you can hold in your class



Reserved Number of Students:
Enter the number of students you may have saved or reserved seats for. If NONE, enter 0 (zero)

Class Price and Enrollment

Class Price *Required*

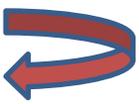
Allow Online Registration? *Required* Yes No

Maximum number of students that can enroll *Required*

Reserved number of students *Required*

Is Class Full? *Required* Yes No

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



[Return to Main Menu](#)

Success! Class Saved!

Edit HUNTER Class

Success! Class Saved!

Main Info

Schedule

Supply Orders

Roster

Timesheets

Financial

Class Details

Course Type

Student

Course Name

HUNTER

County *Required*

DANE

Status *Required*

Open

Class Description

Sign-up online by clicking the enroll link to the right.

Class Number

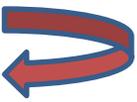
65807

Cancel Class

Timesheet Validated On:

Timesheet Validated By:

Your class number is now assigned after clicking SAVE on prior screen. You will also notice you now have 5 more tabs across the top to finish setting up your class and ordering your supplies.



[Return to Main Menu](#)

Class Schedule

On the Schedule tab click:

[+ Add Class Period](#)

Edit HUNTER Class

Main Info

Schedule

Supply Orders

Roster

Timesheets

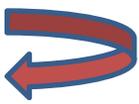
Financial

Minimum of 2 class days (not counting instructor prep) is required.

[+ Add Class Period](#)

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

Done



[Return to Main Menu](#)

Class Schedule

Edit Class Period ✕

Start Time <i>Required</i>	Address Line 1 <i>Required</i>
<input type="text" value="ex. 01/01/2017 12:00 AM"/>	<input type="text"/>
End Time <i>Required</i>	Address Line 2
<input type="text" value="ex. 01/01/2017 12:00 AM"/>	<input type="text"/>
Url	City <i>Required</i>
<input type="text"/>	<input type="text"/>
Location <i>Required</i>	State <i>Required</i>
<input type="text"/>	<input type="text" value="Select"/>
	Postal Code <i>Required</i>
	<input type="text"/>

Class Period Instructor Prep

Fill out required fields:

Start Time:

End Time:

Location:

Address Line 1:

City:

State:

Postal Code:



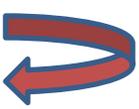
Url is optional: use this to add a link to the class location website, or link to a map/directions



Check if this is an actual **class period** or **instructor prep** time.



NOTE: If you enter a class period or instructor prep time with a date before your class start date, your class will **not** display on the upcoming classes website.



[Return to Main Menu](#)

Class Schedule

The screenshot shows the 'Edit Class Period' form with a calendar pop-up for July 2017. The calendar is open over the date 29. A blue arrow points from the calendar icon in the 'Start Time' field to the calendar pop-up.

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	1	2	3	4	5



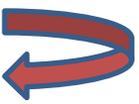
Click the **calendar icon** to pick your class date.



Click the **clock icon** to pick your class times.

NOTE: Click on the Hour to select hours and click on the Minutes to select your minutes. When you are done entering your start time click in the End Time box and repeat steps.

The screenshot shows the 'Edit Class Period' form with a time picker pop-up. The time picker is set to 08:00. A blue arrow points from the clock icon in the 'End Time' field to the time picker pop-up.



[Return to Main Menu](#)

Class Schedule



You will notice that the **Start Time** and **End Time** are the same date.

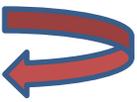
You must Indicate each class period to ensure your class displays on the upcoming classes website.

Url-Optional: a link to the map of where the class will be held.

Edit Class Period ✕

Start Time <i>Required</i>	<input type="text" value="07/29/2017 08:00 AM"/>	Address Line 1 <i>Required</i>	<input type="text" value="W5670 French Rd"/>
End Time <i>Required</i>	<input type="text" value="07/29/2017 02:00 PM"/>	Address Line 2	<input type="text"/>
Url	<input type="text" value="https://www.google.com/maps/dir/101+South+Webster+Stre"/>	City <i>Required</i>	<input type="text" value="Johnson Creek"/>
Location <i>Required</i>	<input type="text" value="Milford Hills"/>	State <i>Required</i>	<input type="text" value="Wisconsin"/>
		Postal Code <i>Required</i>	<input type="text" value="53038"/>

Class Period Instructor Prep



[Return to Main Menu](#)

Class Schedule

Edit Class Period

Start Time *Required*

07/30/2017 09:00 AM



Address Line 1 *Required*

W5670 French Rd

End Time *Required*

07/30/2017 02:00 PM



Address Line 2

Url

<https://www.google.com/maps/dir/101+South+Webster+Stre>

City *Required*

Johnson Creek

Location *Required*

Milford Hills

State *Required*

Wisconsin

Copy Last Location

Postal Code *Required*

53038

Class Period Instructor Prep

Close

Save



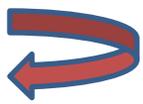
Click the **calendar icon** to pick your class date.

Click the **clock icon** to pick your class times.



Next all you need to do is click Copy Last Location and your information will autofill.

Copy Last Location



[Return to Main Menu](#)

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.

Edit HUNTER Class

Main Info

Schedule

Supply Orders

Roster

Timesheets

Financial

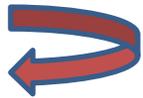
Success! Class Period Saved!

+ Add Class Period

Start Time	End Time	Location	Type	Url	Actions
7/29/2017 8:00:00 AM	7/29/2017 2:00:00 PM	Milford Hills, W5670 French Rd, Johnson Creek, WI 53038	Class Period		
7/30/2017 9:00:00 AM	7/30/2017 2:00:00 PM	Milford Hills, W5670 French Rd, Johnson Creek, WI 53038	Class Period		

Done

This is a sample two-day class schedule.



[Return to Main Menu](#)

Class Schedule – Instructor Prep

Edit HUNTER Class

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

Minimum of 2 class days (not counting instructor prep) is required.



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

Done

Edit Class Period×

Start Time *Required*

Address Line 1 *Required*

End Time *Required*

Address Line 2

Url

City *Required*

Location *Required*

State *Required*

Copy Last Location

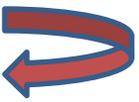
Postal Code *Required*

Class Period **Instructor Prep**

Close
Save

You can add **Instructor Prep** any time throughout your class.

This is done the same way as scheduling your class periods but instead of choosing *Class Period* you will choose **Instructor Prep**.



[Return to Main Menu](#)

Supply Orders

Click Add Supply Order.



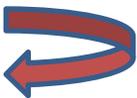
Edit HUNTER Class

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

Print Supply Order Roster Add Supply Order

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

Done



[Return to Main Menu](#)

Supply Orders

Admin Sign In Go WILD DNR Forms Catalog Wisconsin DNR Go Wild! Safety education volunteer... Safety education - Wiscon... Hi

Add Supply Order [X]

Choose Supply Item *Required*

Please Choose...

- Hunter Education Today's Hunter Student Manual - Spanish - Available - Packet Size - (1)
- Hunter Education Student & Instructor Course Packets - Available - Packet Size - (1)
- Hunter Education Today's Hunter Instructor Workbook - Available - Packet Size - (1)
- Hunter Education 4 Rules of Firearm Safety TABK Poster - Available - Packet Size - (1)

Needed By Date

ex. 01/01/2017 [Calendar Icon]

Add Supply Order Cancel

INTER Class

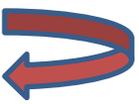
Schedule Supp

Item Description

Order



Choose your supply items that you would like to order for your class.



[Return to Main Menu](#)

Supply Orders



Enter number of **Packets Requested**.

NOTE: You may only order packets up to the maximum number of students you are allowing in your class.

Click on the Calendar to pick your **Needed By Date**

Then CLICK "Add Supply Order"

Add Supply Order

Choose Supply Item *Required*

Hunter Education Student & Instructor Course Packets - Available - Packet Size - (1) ▼

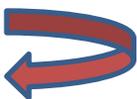
Packets Requested
Required

10

Needed By Date

07/17/2017

Add Supply Order Cancel



[Return to Main Menu](#)

Supply Orders

Edit HUNTER Class

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

Success! Supply order created!

[Print Supply Order Roster](#) [Add Supply Order](#)

Item Name	Item Description	Packet Size	Packets Requested	Needed by Date	Order Date	Order Status	Actions
Hunter Education Student & Instructor Course Packets	Student Course Packet Includes; (3) course posters, (1) reply envelope, (1) per 10 students registration form 8500-112, (1) course start card, (1) per 25 students class roster, (1) volunteer hours report, (1) per student written test, (1) per student instructor copy field test, (1) per student graduate patch, (1) per student TABK card, (1) per student todays hunter student manual, (1) per student small game regulations and (3) answer keys	1	10	7/17/2017	7/13/2017	New	

Done

After you click

Add Supply Order

the *Item Description* tells you what is included in your packets.

If you have special instructions or need extra materials after you've placed an order you should email DNRDLLSafety@wisconsin.gov with your request.

If your Order Status = New you can delete your order by clicking the trashcan under Actions to the right.

Actions



If your Order Status = Pending or Shipped no changes can be made to the order.

Instructor Guide - Go Wild

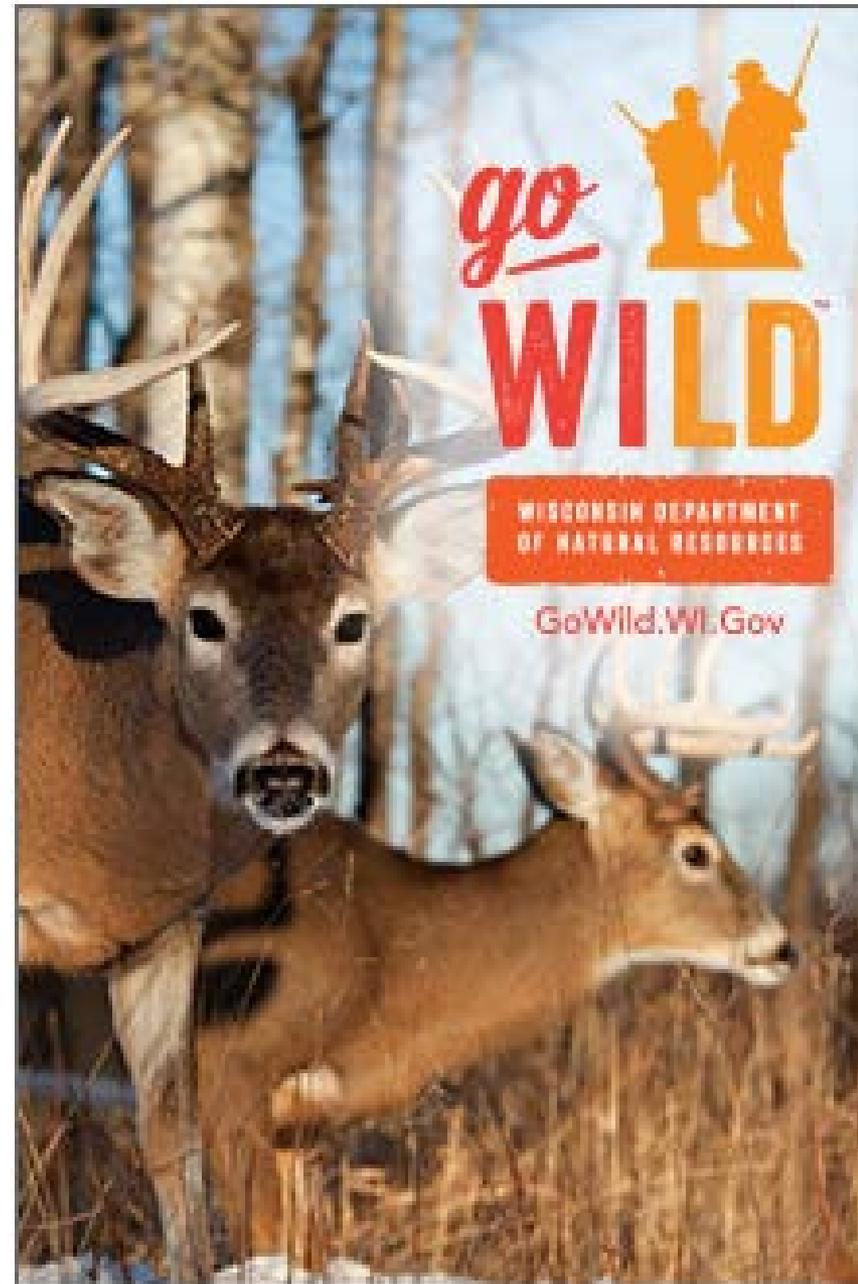
[Roster - Student](#)

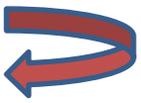
[Roster - Instructor](#)

[Roster - Warden](#)

[Sample Roster](#)

[Timesheet – Hunter Ed Only](#)





[Return to Main Menu](#)

Roster - Student

Edit HUNTER Class

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

Student Roster



Contact	CID	<input checked="" type="checkbox"/> Paid	<input checked="" type="checkbox"/> Completed	<input checked="" type="checkbox"/> Certification	Harvested	Actions
< >						

Actions

- [Print Roster](#)
- [Email All Students](#)
- [Print Temporary Certificates](#)
- Unfilled Reserved Seats: 0

Instructor Roster

Lead?	Contact
<input type="checkbox"/>	TEST TEST

Add Student

Customer Id Lookup

In Reserved Seat

Add to Roster
Cancel

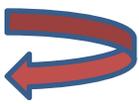
By **Allowing Online Registration** for the students it automatically adds the student to the roster.

If you do not allow online registration you have to **add students** to the roster manually by following these steps:

Click Add Student and this pop up box will display. Enter students WDNR Customer Id number and click

Add to Roster

Done



[Return to Main Menu](#)

Roster - Student

Edit HUNTER Class

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

Student Roster

+ Add Student

Contact	CID	<input type="checkbox"/> Paid	<input type="checkbox"/> Completed	<input type="checkbox"/> Certification	Harvested	Actions
TEST PERSON junk@junk.com	057-181-075	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>	
test test junk@junk.com	755-313-319	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>	
Test Test junk@junk.com	722-578-424	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>	

Actions

- Print Roster
- Email All Students
- Print Temporary Certificates
- Unfilled Reserved Seats: 0

Save Updates

Example of the roster after checking the Paid, Completed & Certification boxes.

Student Roster

+ Add Student

Contact	CID	<input checked="" type="checkbox"/> Paid	<input checked="" type="checkbox"/> Completed	<input checked="" type="checkbox"/> Certification	Harvested	Actions
TEST PERSON junk@junk.com	057-181-075	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>	
test test junk@junk.com	755-313-319	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>	
Test Test junk@junk.com	722-578-424	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>	

Students are now added to the roster.

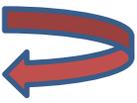
To certify your students you can click on the check boxes next to **Paid, Completed, and Certification.** This will auto populate the boxes below on all students.

Note: you will need to uncheck the appropriate boxes if you have a student who failed or dropped.

Don't forget to save your updates!

Save Updates

Under **Actions** you have options to print your roster, email your students if they have an email on file, and print temporary certificates.



[Return to Main Menu](#)

Roster - Instructor

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

Student Roster

Contact	CID	<input checked="" type="checkbox"/> Paid	<input checked="" type="checkbox"/> Comp
TEST PERSON junk@junk.com	057-181-075	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
test test junk@junk.com	755-313-319	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Test Test junk@junk.com	722-578-424	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Add Instructor

Customer Id Lookup

Add to Roster Cancel

Click **Add Instructor** and this pop up box will display. Enter instructors WDNR Customer Id number and click

Add to Roster

Save Updates

Instructor Roster

+ Add Warden
+ Add Instructor

Lead?	Contact	CID	Status	Actions
<input type="checkbox"/>	TEST TEST	056-661-481	Active	

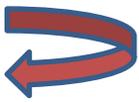
Actions

- Print Roster
- Email All Instructors



NOTE: instructor numbers are no longer used. You must use their WDNR Customer ID numbers.

Done



[Return to Main Menu](#)

Roster - Warden

Edit HUNTER Class

Main Info Schedule Supply Orders

Add Warden

First Name

Last Name

County

Select
▼

Clear
Search

Student Roster

Contact	CID	<input type="checkbox"/>
TEST PERSON junk@junk.com	057-181-075	<input type="checkbox"/>
test test junk@junk.com	755-313-319	<input type="checkbox"/>
Test Test junk@junk.com	722-578-424	<input type="checkbox"/>

Unfilled Reserved Seats: 0

Save Updates

Instructor Roster

+ Add Warden
+ Add Instructor

Lead?	Contact	CID	Status	Actions
<input type="checkbox"/>	TEST PERSON	057-181-075	Active	
<input type="checkbox"/>	TEST TEST	056-661-481	Active	

Actions

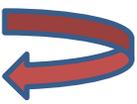
Print Roster

Email All Instructors

Done

Click **Add Warden** and you will see this pop up box.

You can search by **name** or by **county**.



[Return to Main Menu](#)

Roster - Warden

Add Warden

First Name Last Name County

 This is a search by county **example**:

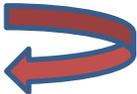
Add Warden

First Name Last Name County

 Simply click on the name of the warden you want to add to your roster.

Click on a row to select a warden.

Name	County
GERIANN ALBERS - DNR 383-792-108	DANE
ROGER ARNOULD - DNR 034-957-878	DANE
HENRY BAUMAN - DNR 000-027-896	DANE
CHRIS BENDER - DNR 097-838-098	DANE
ALEXANDER BROOKS - DNR 596-793-075	DANE
CHELSEY COLLETTE - DNR 071-166-599	DANE
JACOB CROSS - DNR 258-455-815	DANE
JUSTIN DARROW - DNR 084-068-873	DANE
KYLE DILLEY - DNR 032-736-621	DANE



[Return to Main Menu](#)

Roster – sample with students, instructors and warden.

Edit HUNTER Class

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

Student Roster

[+ Add Student](#)

Contact	CID	<input type="checkbox"/> Paid	<input type="checkbox"/> Completed	<input type="checkbox"/> Certification	Harvested	Actions
TEST PERSON junk@junk.com	057-181-075	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>	
test test junk@junk.com	755-313-319	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>	
Test Test junk@junk.com	722-578-424	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>	

Actions

- Print Roster
- Email All Students
- Print Temporary Certificates
- Unfilled Reserved Seats: 0

Save Updates

Instructor Roster

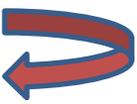
[+ Add Warden](#) [+ Add Instructor](#)

Lead?	Contact	CID	Status	Actions
<input type="checkbox"/>	HENRY BAUMAN junk@junk.com	000-027-896	Warden	
<input type="checkbox"/>	TEST PERSON	057-181-075	Active	
<input type="checkbox"/>	TEST TEST	056-661-481	Active	

Actions

- Print Roster
- Email All Instructors

Done



[Return to Main Menu](#)

Timesheets

PERSON, TEST			
Start	End	Location	Hours
July 29, 2017 - 8:00 AM	July 29, 2017 - 2:00 PM	Milford Hills	<input type="text" value="6"/>
July 30, 2017 - 9:00 AM	July 30, 2017 - 2:00 PM	Milford Hills	<input type="text" value="5"/>
July 31, 2017 - 6:00 PM	July 31, 2017 - 7:00 PM	Home	<input type="text" value="1"/>

[Save](#)

TEST, TEST			
Start	End	Location	Hours
July 29, 2017 - 8:00 AM	July 29, 2017 - 2:00 PM	Milford Hills	<input type="text" value="3"/>
July 30, 2017 - 9:00 AM	July 30, 2017 - 2:00 PM	Milford Hills	<input type="text" value="2"/>
July 31, 2017 - 6:00 PM	July 31, 2017 - 7:00 PM	Home	<input type="text" value="0"/>

[Save](#)

[Done](#)

Required by Federal Law for Hunter Education only:

***NOTE:** The instructors you add to your Instructor Roster will auto populate the Timesheets tab.*

Enter the hours volunteered per class per instructor. You must enter a zero (0) in the class period hours box, if an instructor did not volunteer that day.

You must click [Save](#) before moving onto the next instructor.

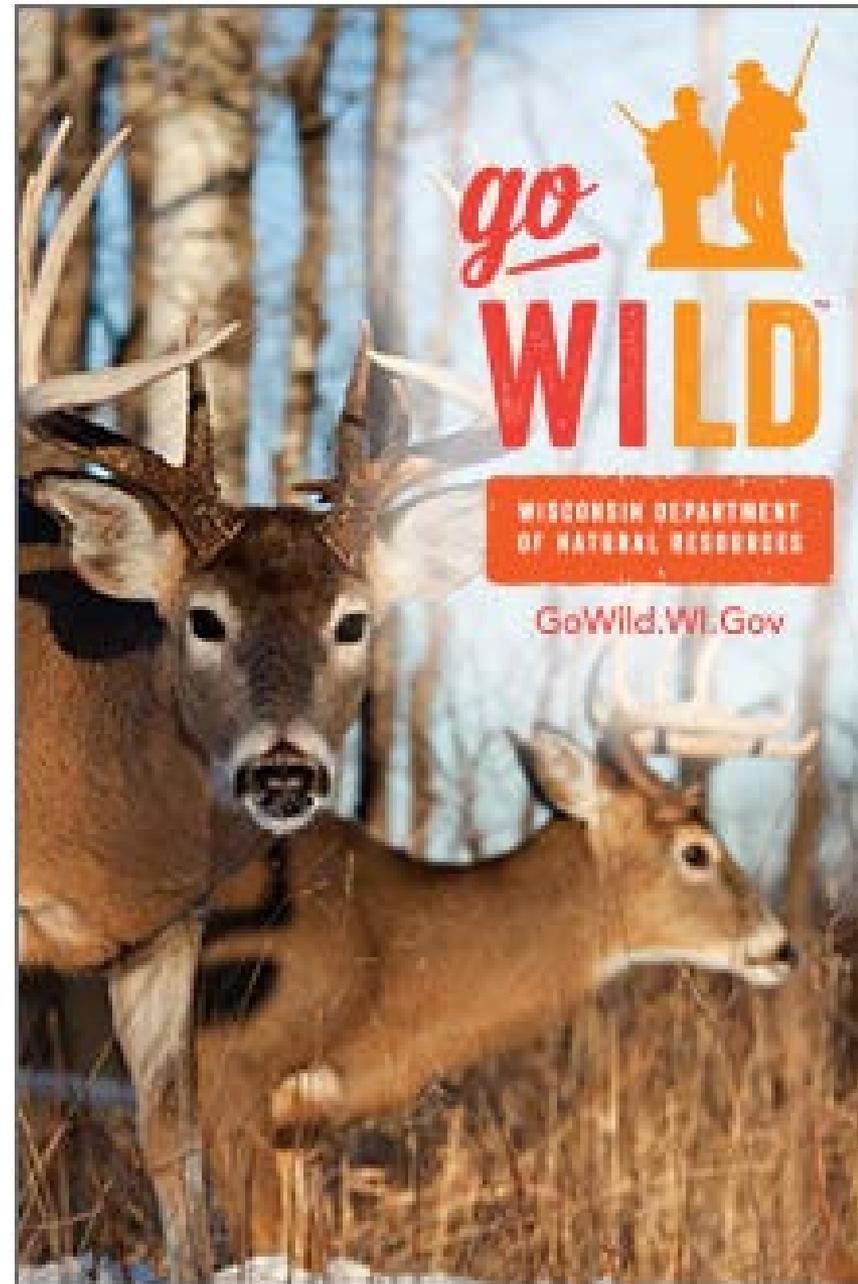
Instructor Guide - Go Wild

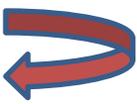
[Finalize Roster](#)

[Print Temporaries](#)

[Financial](#)

[Safety Education Contacts](#)





[Return to Main Menu](#)

Finalize Roster

When your course has been completed, you will need to finalize the roster and submit the course fees. First, start at the Roster tab.

Paid, Completed and Certification check boxes: when checked it automatically checks and certifies each student.



NOTE: If you have a student who did not certify you will need to change the certification from Yes to NO on that individual student.

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

The **“Completed”** box is used to check if your student has completed the course. (you may have a student who paid and completed but did not certify)

The **“Certification”** box when checked processes certification to your students customer account instantaneously when you submit payment.

YES 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 your roster.

Edit HUNTER Class

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

Student Roster



+ Add Student

Contact	CID	<input checked="" type="checkbox"/> Paid	<input checked="" type="checkbox"/> Completed	<input checked="" type="checkbox"/> Certification	Harvested	Actions
TEST PERSON junk@junk.com	057-181-075	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>	
test test junk@junk.com	755-313-319	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>	
Test Test junk@junk.com	722-578-424	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>	

Actions
Print Roster
Email All Students
Print Temporary Certificates
Unfilled Reserved Seats: 0

Save Updates

Instructor Roster

+ Add Warden + Add Instructor

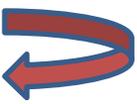
Lead?	Contact	CID	Status	Actions
<input type="checkbox"/>	HENRY BAUMAN junk@junk.com	000-027-896	Warden	
<input type="checkbox"/>	TEST PERSON	057-181-075	Active	
<input type="checkbox"/>	TEST TEST	056-661-481	Active	

Actions
Print Roster
Email All Instructors

Done

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.



[Return to Main Menu](#)

Print Temporary Certificates

Edit HUNTER Class

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

Student Roster

+ Add Student

Contact	CID	<input type="checkbox"/> Paid	<input type="checkbox"/> Completed	<input type="checkbox"/> Certification	Harvested	Actions
TEST PERSON junk@junk.com	057-181-075	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>	
test test junk@junk.com	755-313-319	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>	
Test Test junk@junk.com	722-578-424	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>	

Actions

- Print Roster
- Email All Students
- Print Temporary Certificates**
- Unfilled Reserved Seats: 0

Save Updates

Instructor Roster

+ Add Warden + Add Instructor

Lead?	Contact	CID	Status	Actions
<input type="checkbox"/>	HENRY BAUMAN junk@junk.com	000-027-896	Warden	
<input type="checkbox"/>	TEST PERSON	057-181-075	Active	
<input checked="" type="checkbox"/>	TEST TEST	056-661-481	Active	

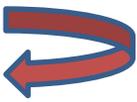
Actions

- Print Roster
- Email All Instructors

Done

Do you want to open or save **TemporaryCertificates.pdf** (53.1 KB) from **uatapp.wi.gov?**

Open Save Cancel x



[Return to Main Menu](#)

Print Temporary Certificates

 **Temporary Hunter Safety Certificate**

Customer ID Number
057181075

TEST PERSON
145 CTY RD F
PODUNK, WI 54120

Date of Birth 12/01/1950

Hair	Blonde	Eye	Blue	Weight	120
Sex	Female	Height	5' 5"		

Instructor Name: TEST TEST
Instructor ID: 27235

Instructor Signature

Date Issued 7/17/2017

 **Temporary Hunter Safety Certificate**

Customer ID Number
755313319

TEST TEST
123 MAIN
NOWHERE, 240 54401

Date of Birth 03/19/1984

Hair		Eye		Weight	
Sex		Height			

Instructor Name: TEST TEST
Instructor ID: 27235

Instructor Signature

Date Issued 7/17/2017

 **Temporary Hunter Safety Certificate**

Customer ID Number
722578424

TEST TEST
TEST
TEST, WI 54879

Date of Birth 01/01/2000

Hair		Eye		Weight	
Sex		Height			

Instructor Name: TEST TEST
Instructor ID: 27235

Instructor Signature

Date Issued 7/17/2017

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 or warden listed on the roster.

Instructor Roster

Add Warden Add Instructor

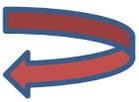
Lead?	Contact	CID	Status	Actions
<input type="checkbox"/>	HENRY BAUMAN junk@junk.com	000-027-896	Warden	
<input type="checkbox"/>	TEST PERSON	057-181-075	Active	
<input checked="" type="checkbox"/>	TEST TEST	056-661-481	Active	

Done

Actions

- Print Roster
- Email All Instructors

NOTE: The check mark will disappear after you print.



[Return to Main Menu](#)

Financial - When you have finalized your student roster, click on the Financial Tab.

Edit HUNTER Class

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

Success! Instructor expenses updated.

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	3
Submitted Fees	\$30.00
Instructor Expenses	\$10.95
Min DNR Amount	\$15.00
Total Amount Due	\$19.05

Instructor Expenses

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*

If you are claiming any instructor expenses enter that amount here (do not use special characters), click Update. (See page 29 of the Volunteer Policy & Procedures Manual for allowable expenses.)

Check the certify box and click submit.

NOTE: Once you click submit, your payment screen will open. Enter your payment information. When you receive your payment confirmation number the students safety certifications will now be available to print from their Student Dashboard. You will no longer have access to your class roster. If you forgot to add a student or instructor email DNRLSafety@wisconsin.gov with the details.

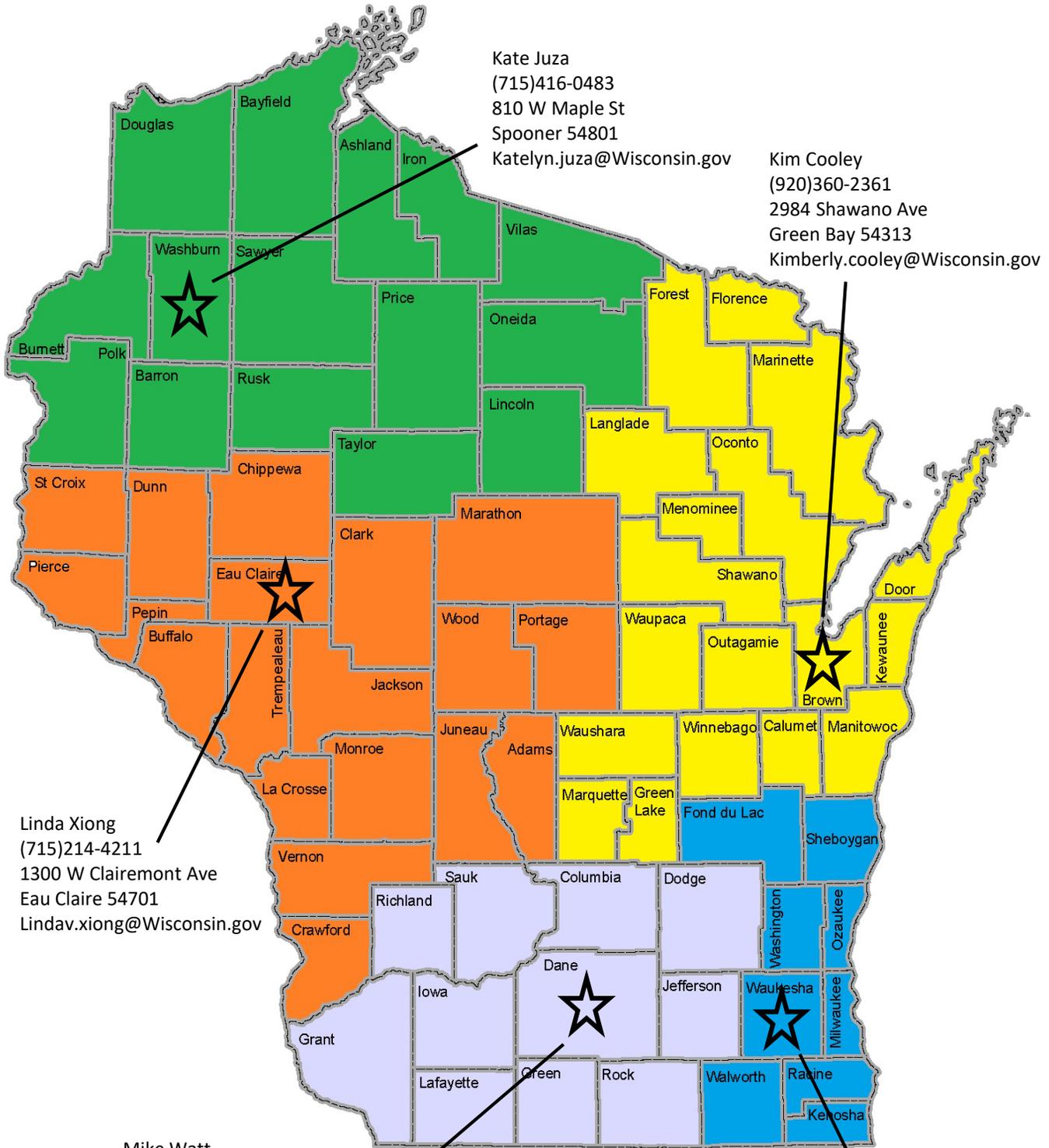
Outdoor Skills Trainer Administrative Area Map

Recreational Safety & Outdoor Skills Section Chief: April Dombrowski: 608-852-9456

Boating Law Administrator: Vacant; Penny Kanable: 608-228-9352

OHV Law Administrator: Gary Eddy: 608-219-2566

Hunter Education Administrator: Jon King: 608-575-2294; Brenda VonRueden: 608-267-7509



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