https://gowild.wi.gov/

go WILD

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 >

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

Be safe. Take a class. Get certified.

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Course requirements
Online courses

Browse a variety of license options.

Resident licenses
Non-resident licenses
All permits, licensing and registration

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

Report your harvest now
Ways to protect your tag
Carcass tagging tips

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

Learn about forms of proof

Purchase trail passes without logging in.

Browse the quick sale catalog

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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

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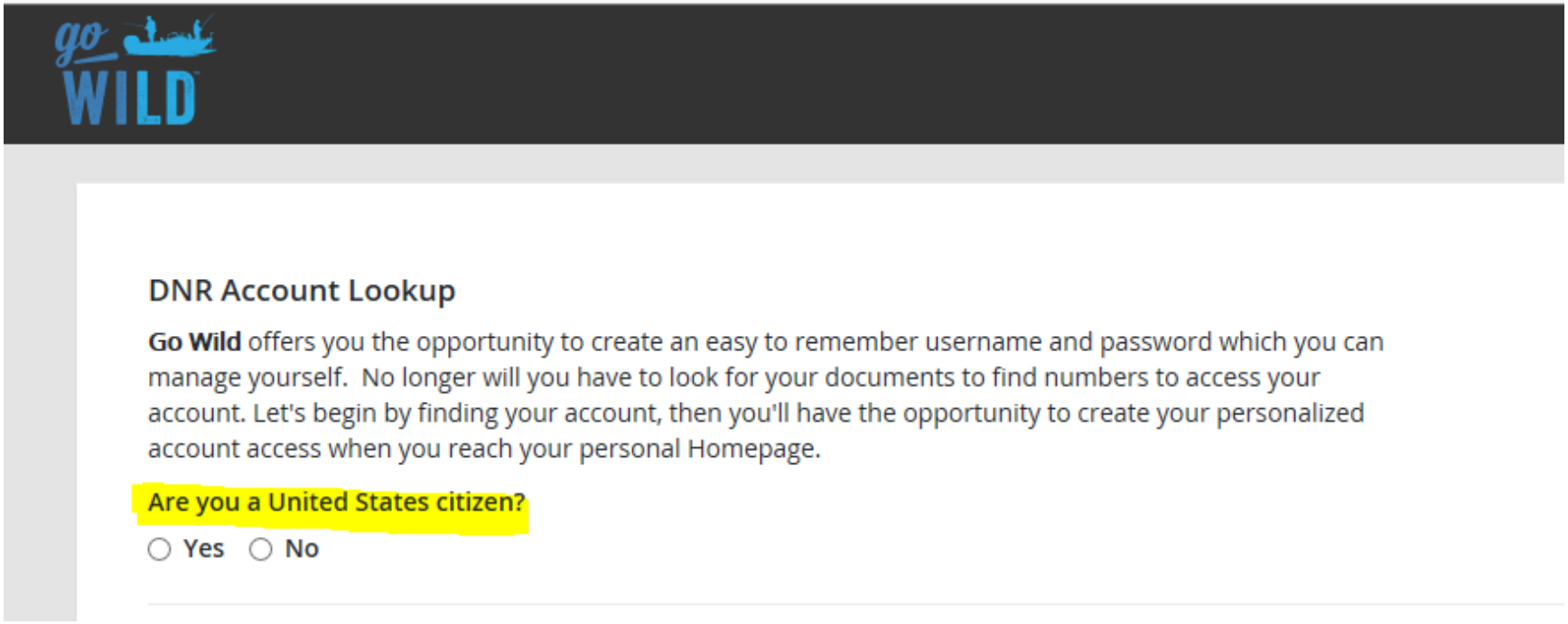
Find fishing regulations and information

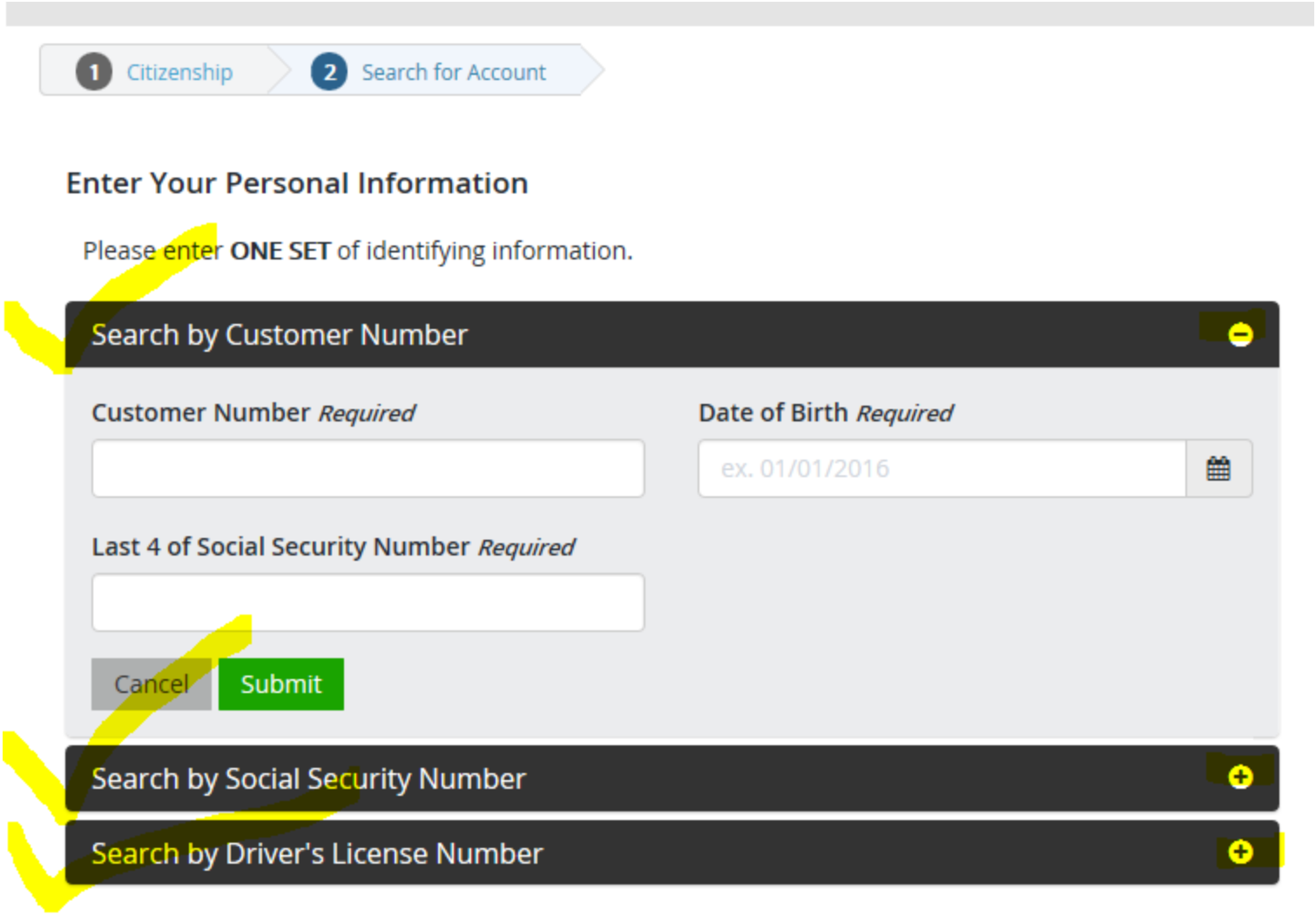
Mobile Apps
Explore and Connect. Download today!

Answer the question are you a United States citizen?

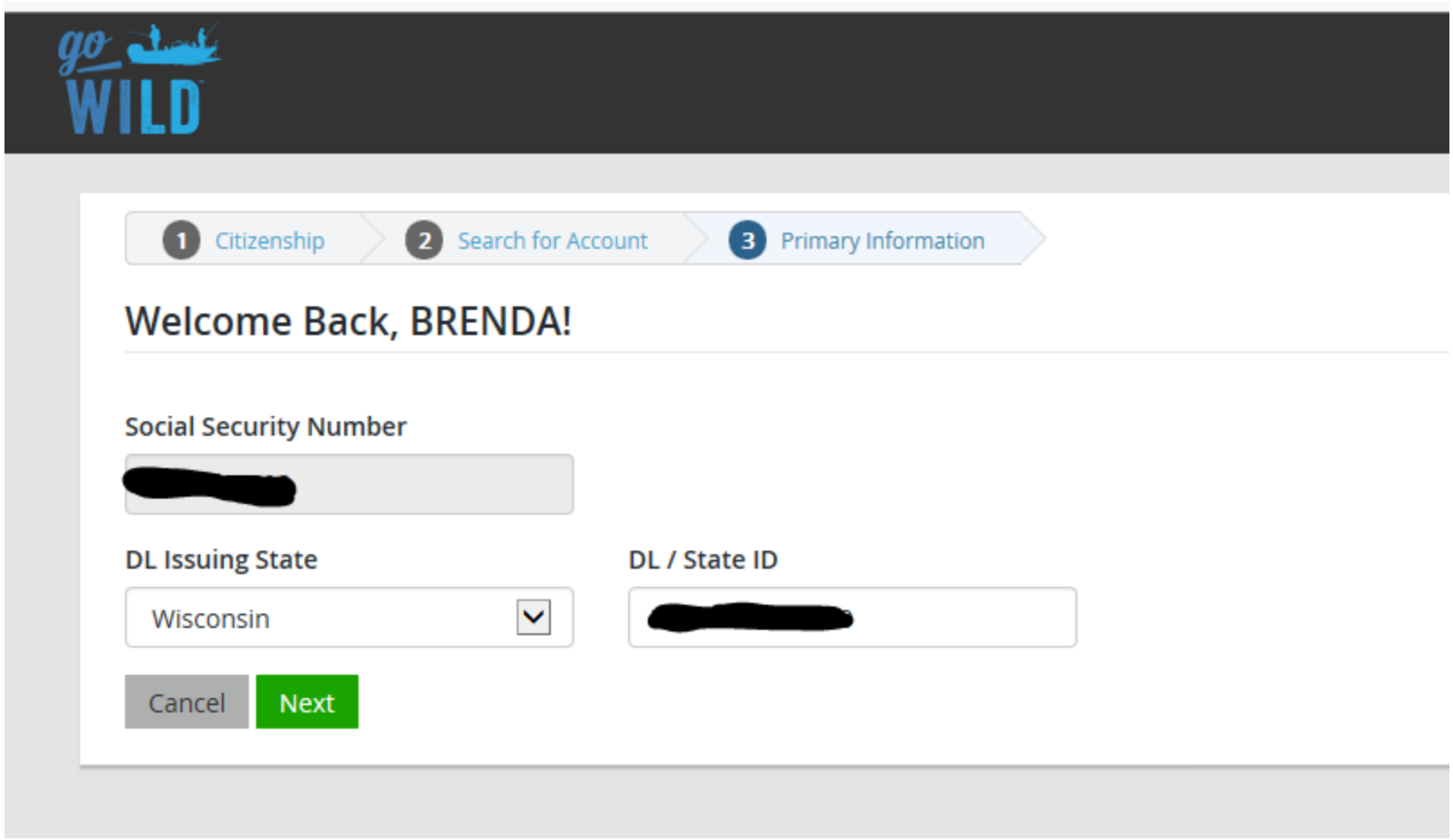


You can search your account one of three ways. By CID #, by SS# or by DL#

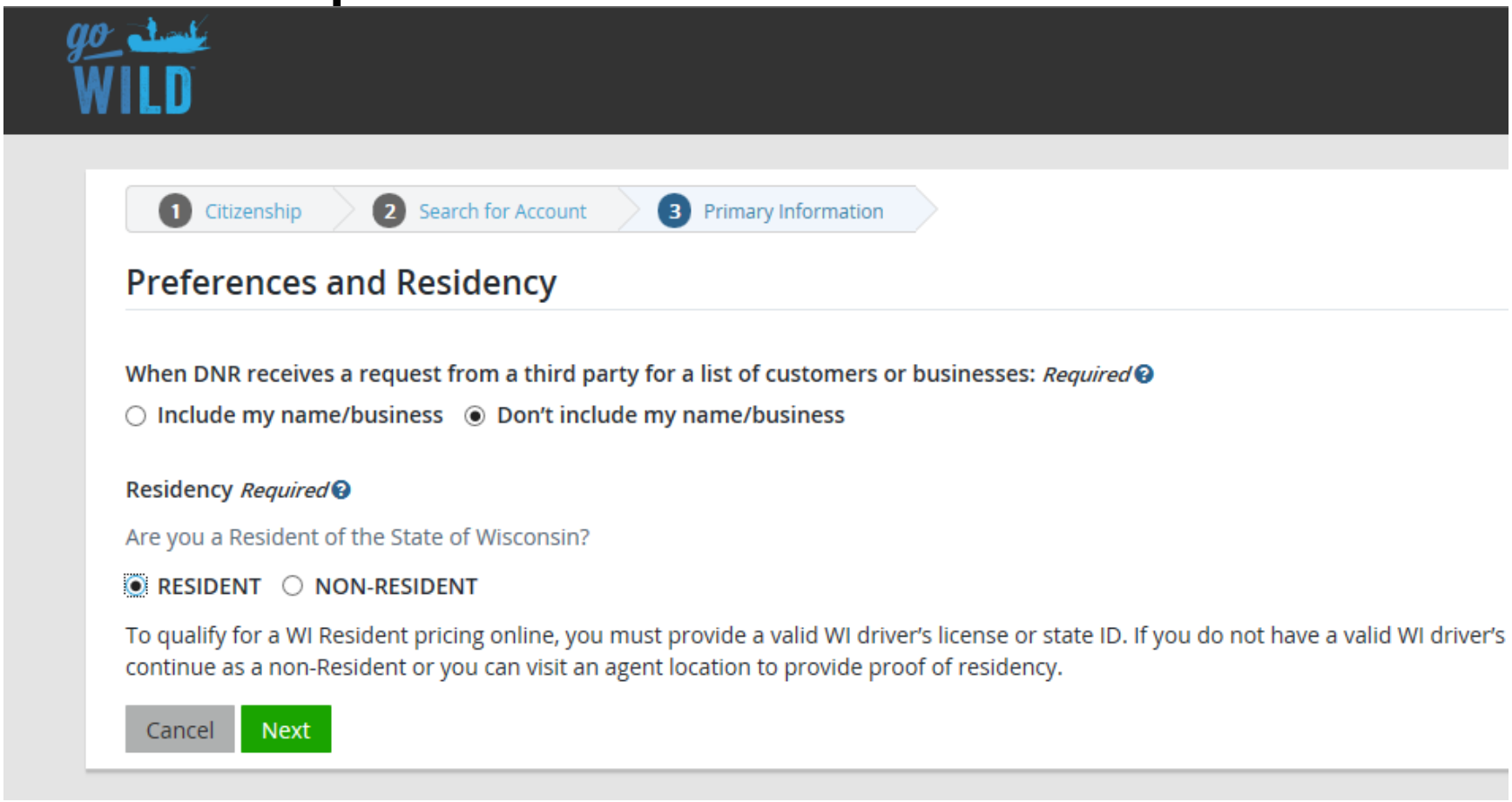
Click the – or + sign to the right to expand the search type you plan to use.



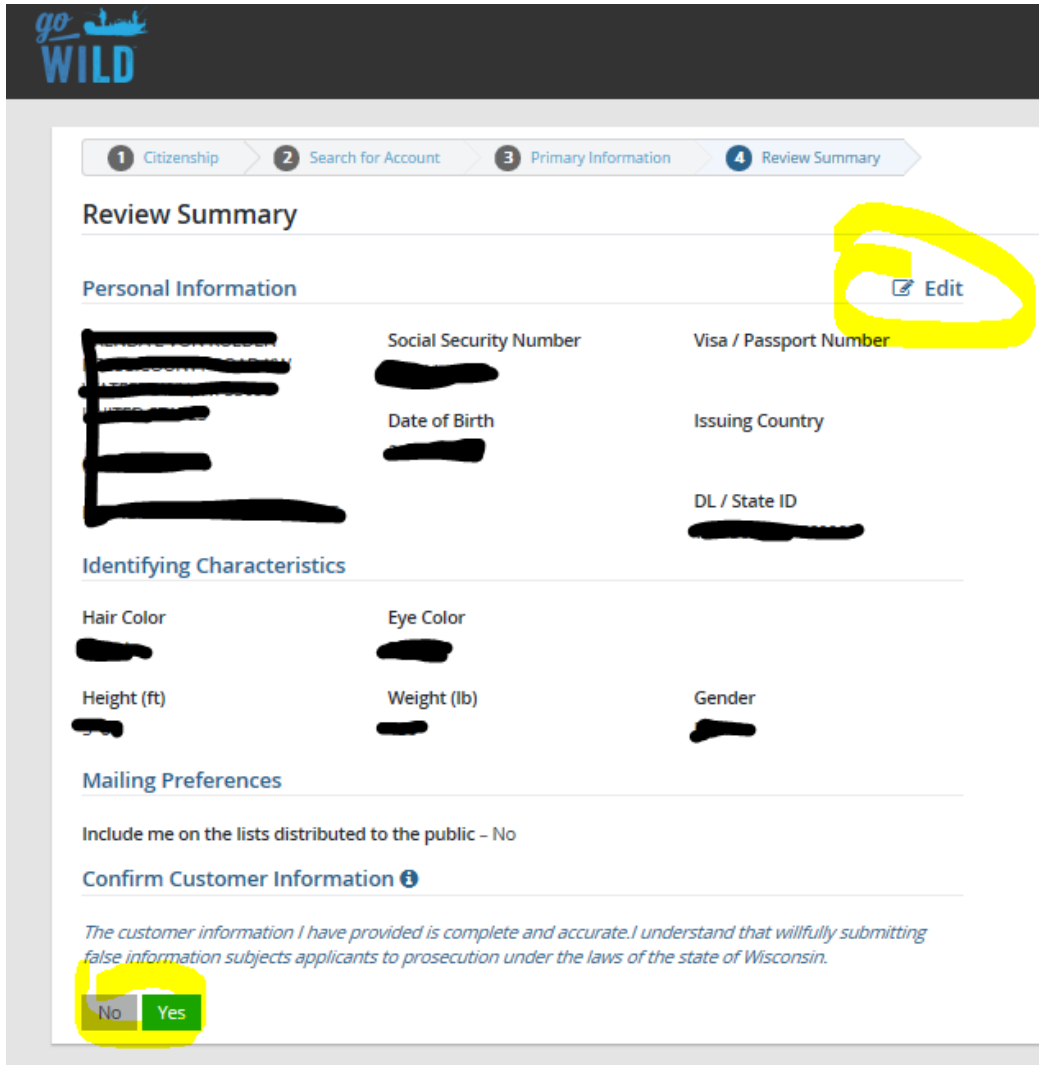
You should see the screen below after you search for your account. Click **Next**



You will see the Preferences and Residency page next. Answer the questions and click **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 Home Catalog Welcome, BRENDA VON RUEDEN Sign out Cart

BRENDA's Homepage

[redacted]

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 transation 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
Fall Turkey - 1 pts.
Spring Turkey - 1 pts.
Submitted Applications
Deferred Applications

Safety Education
Student Dashboard
Instructor Dashboard
Enroll
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:

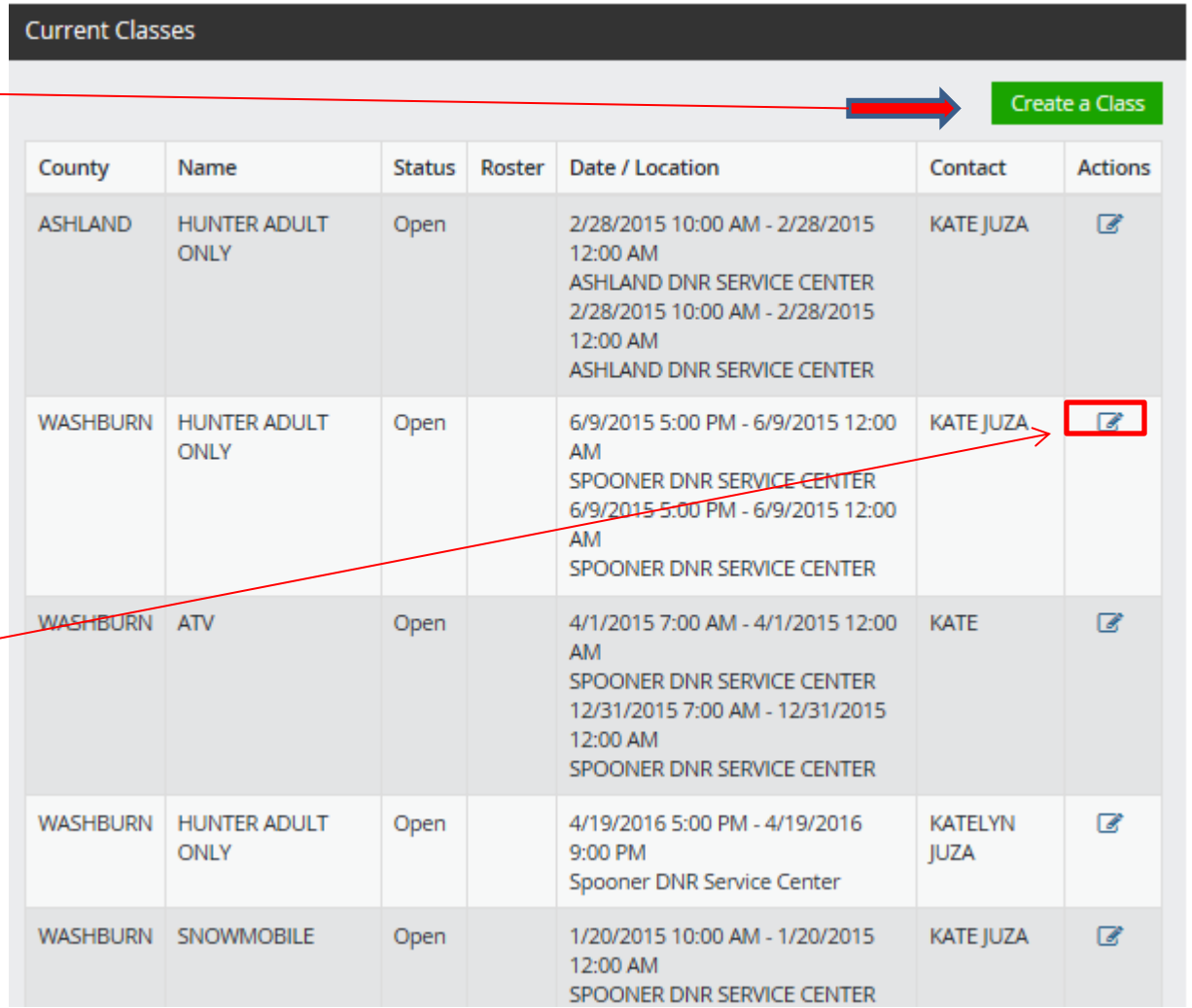
- **Student Dashboard**

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.

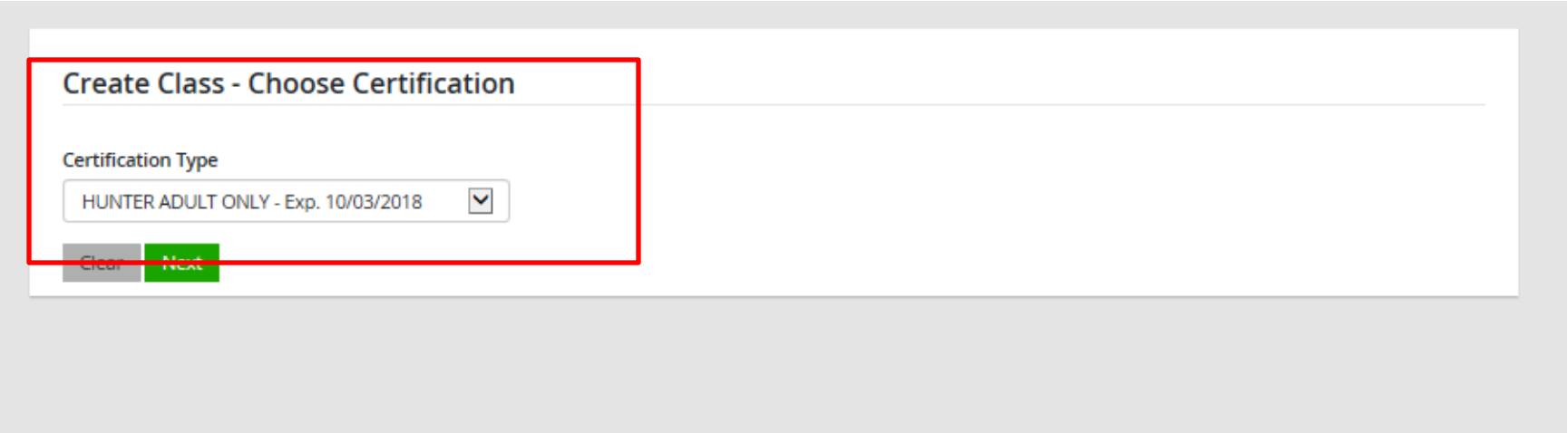


Current Classes

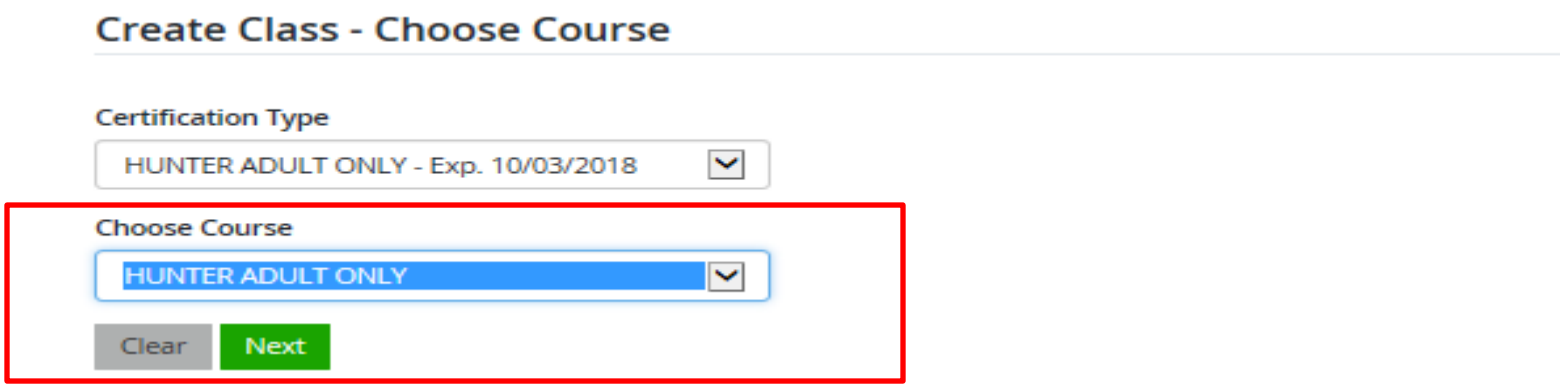
Create a Class

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.



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.



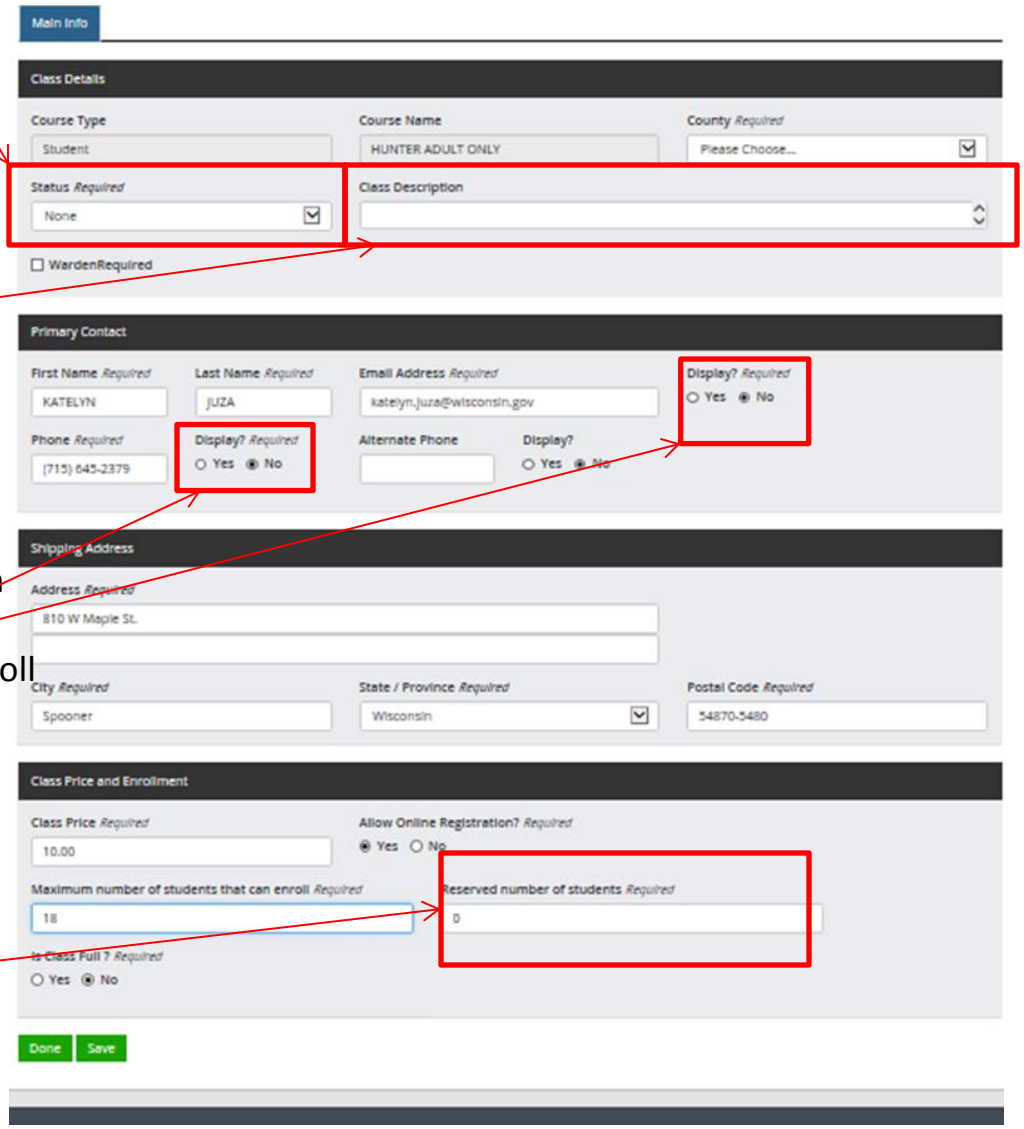
The STATUS *Required* section *MUST BE CHANGED TO* ***OPEN*** and ***never*** touched again. It will automatically update to completed when you submit your fees.

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.

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.

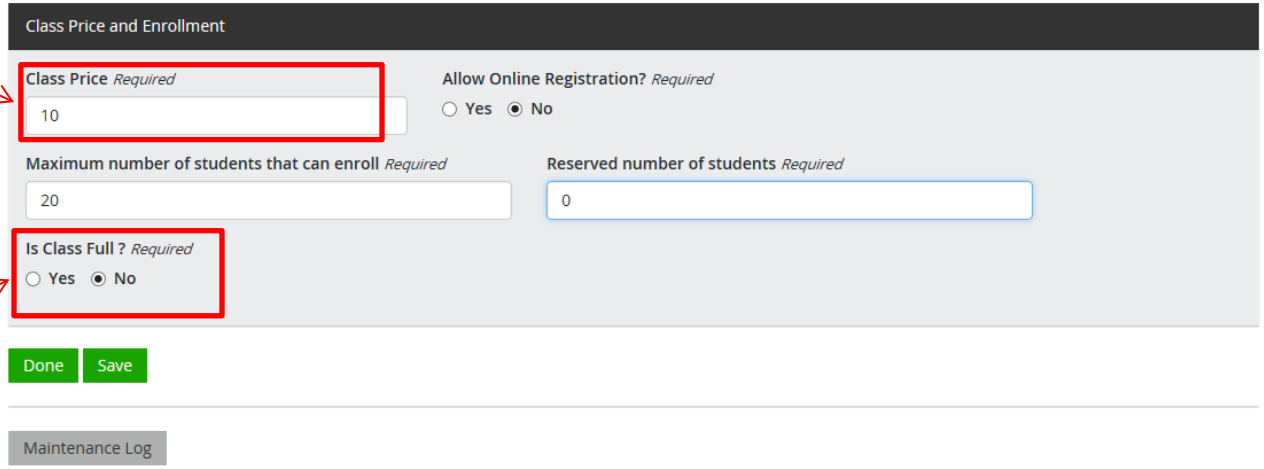
The reserved number of seats section is there for you to save seats if you have a waiting list. If you do not have a waiting list, I suggest leaving the reserved number of seats section at 0.



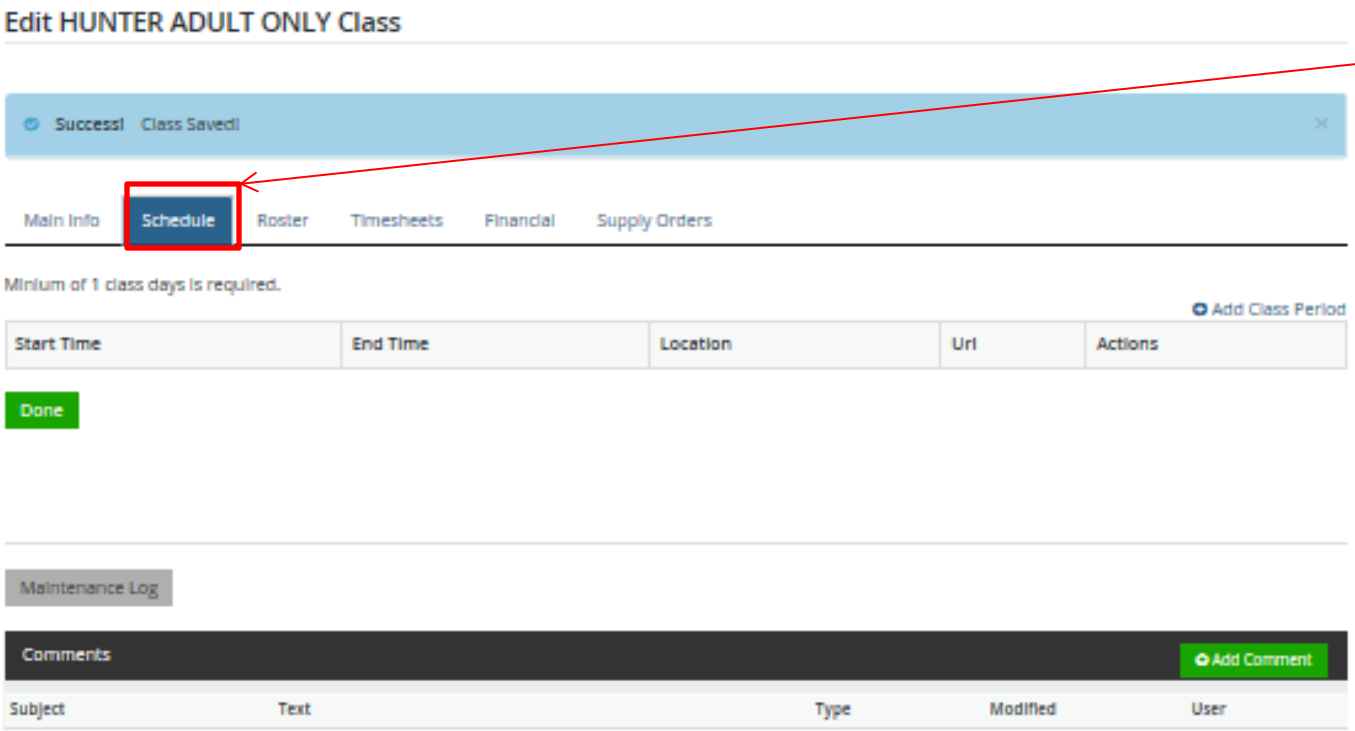
- Fill in all the blanks that say "*required*", and remember to press SAVE when you are done!

Class price field is 10. Do NOT use special characters, like $ or . ($10.00) you will get an error message.

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.

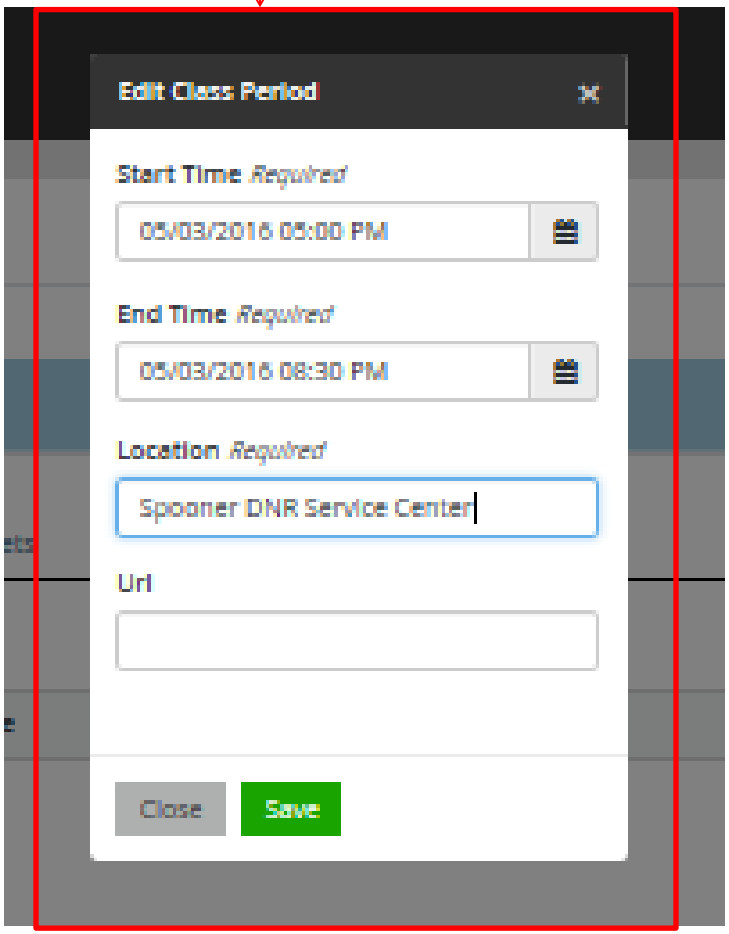


Click on the Schedule tab to add class periods

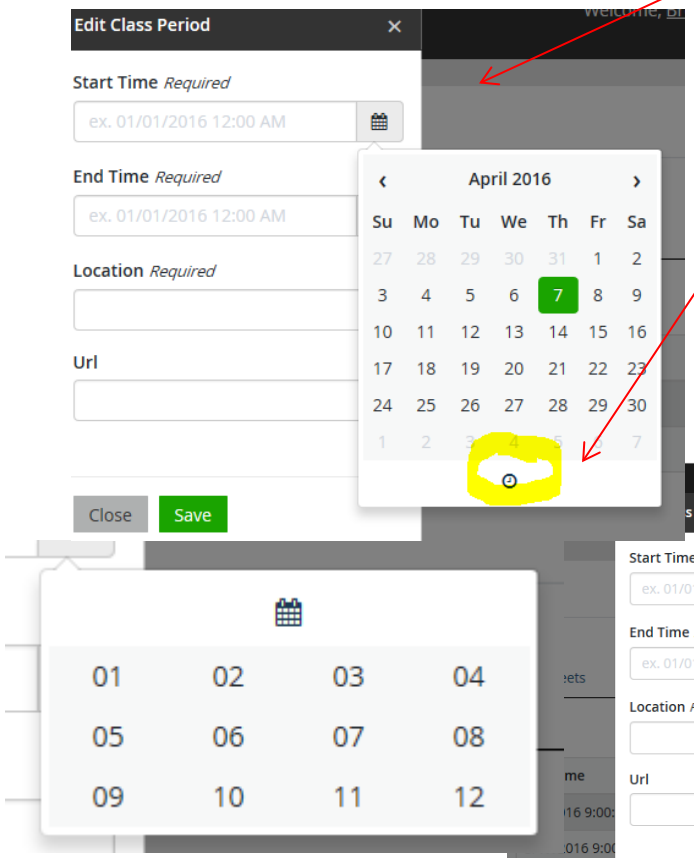
Click the blue “Add Class Period” link

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.

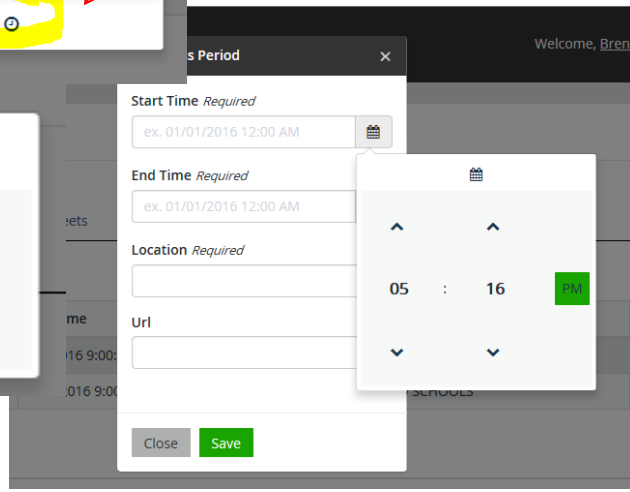
When you click the add class period link, this small box will pop up



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



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 SCHDULE 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

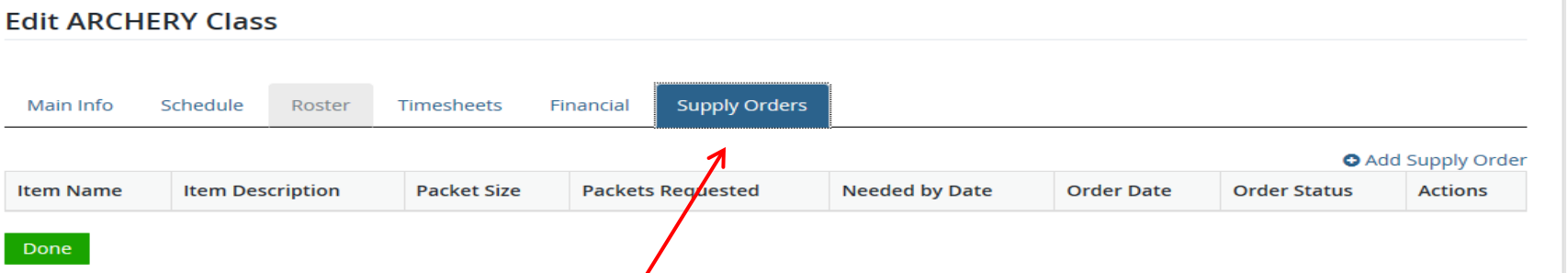
Minimum of 2 class days is required.

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		

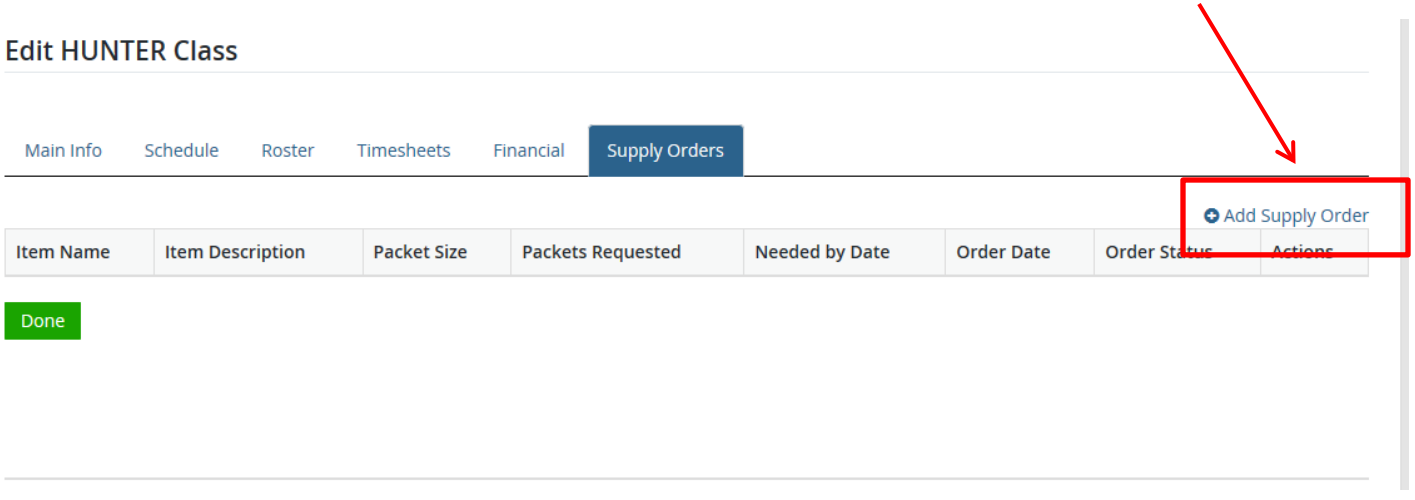
Done

Supply Orders

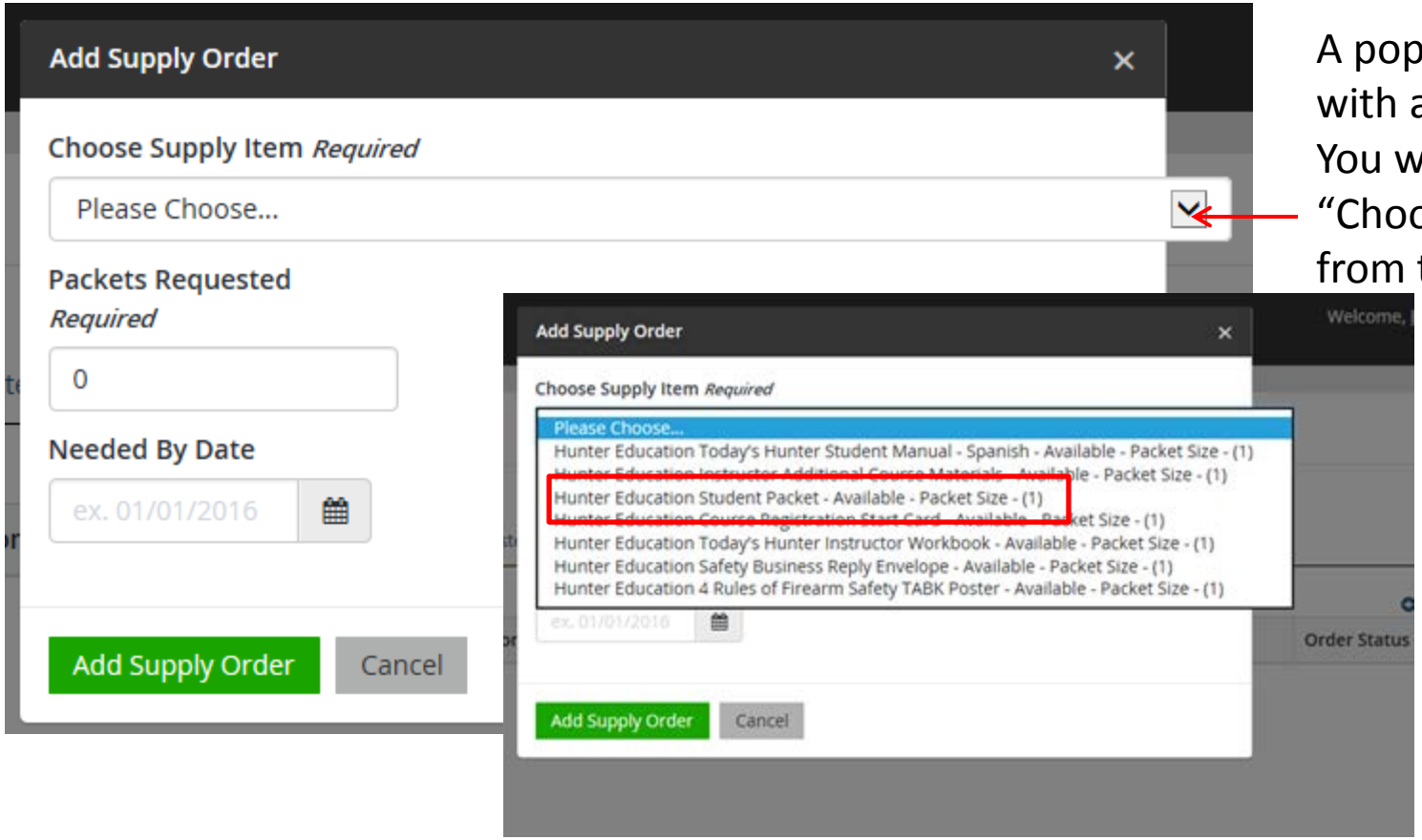


Your third step after entering the MAIN Info and SCHEDULE is to order your class supplies. You will notice that the SUPPLY ORDERS tab is the very last tab. (This is a requested change to have this be listed as the third tab and not the last.)

CLICK on + Add Supply Order



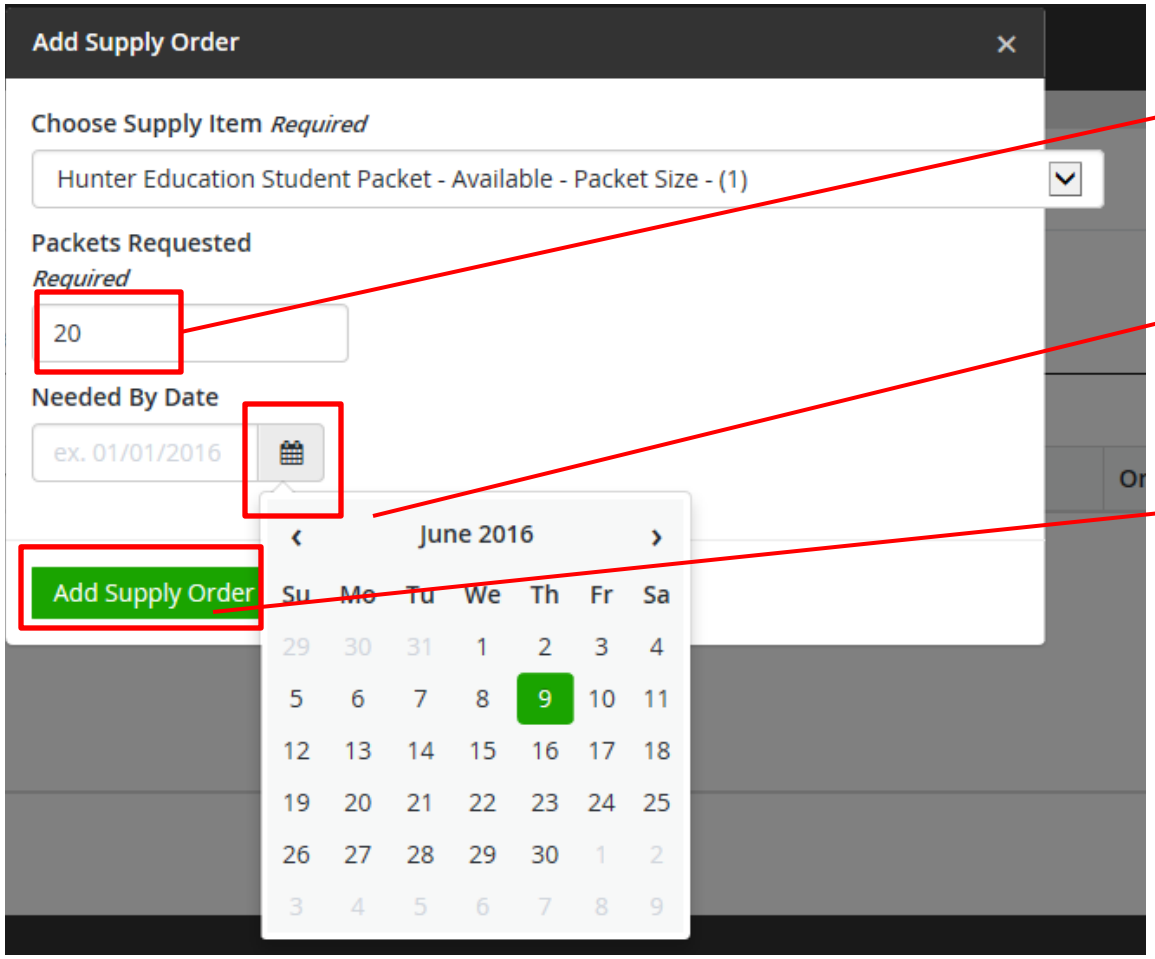
Supply Orders



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

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



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.

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”.

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	☐	☐	○ Yes ◉ No	☐	🗑

Save Updates

Instructor Roster

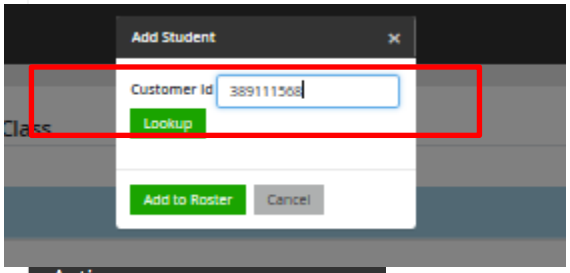
Add Warden Add Instructor

Lead?	Contact	CID	Status	Actions
☐	BRENDA VON RUEDEN brenda.vonrueden@wisconsin.gov Phone: (608) 267-7509	727-681-645	Active	🗑

Done

Actions

Print Roster



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	☐	☐	○ Yes ◉ No	☐	🗑

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

Save Updates

Instructor Roster

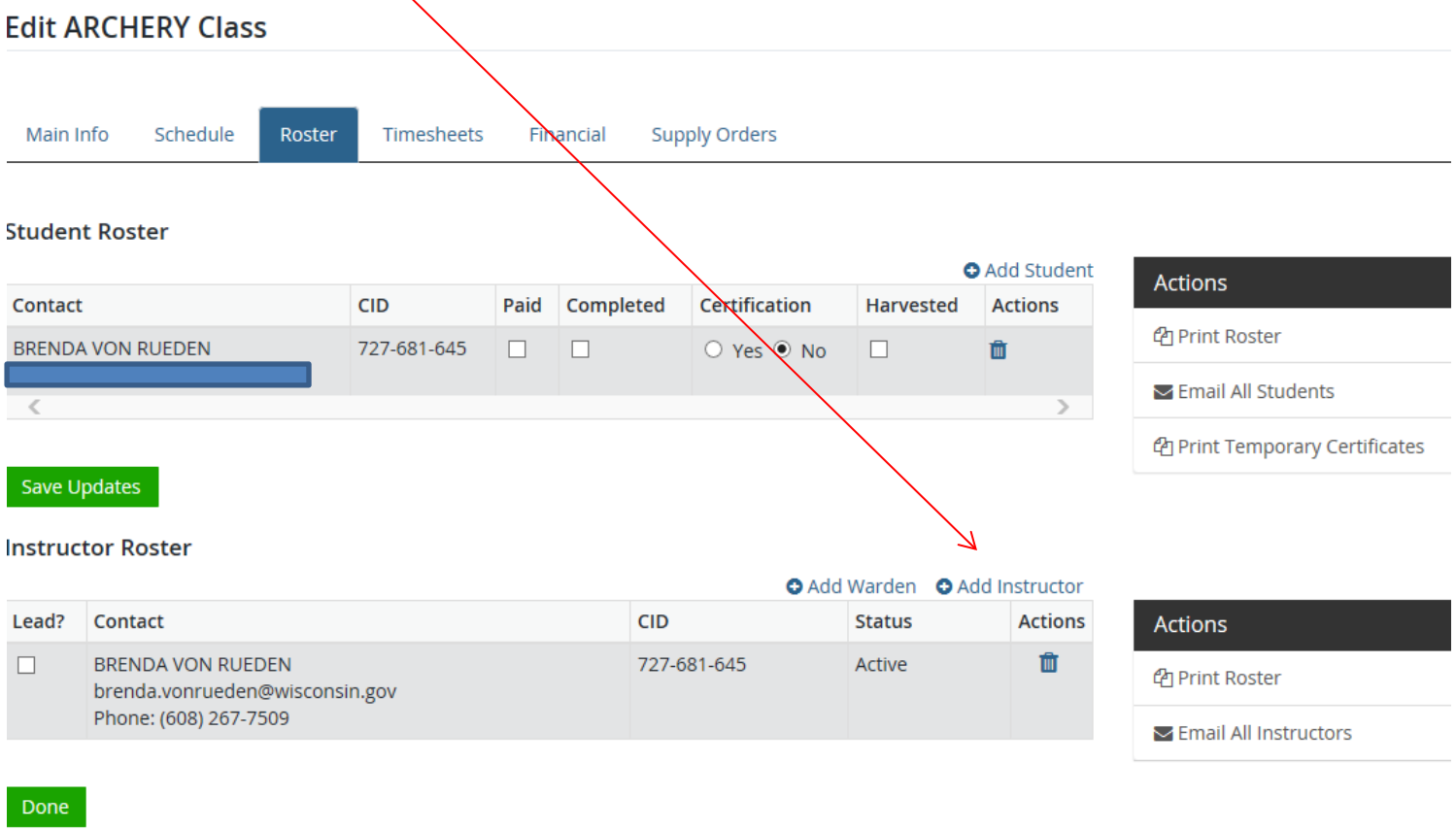
Add Warden Add Instructor

Lead?	Contact	CID	Status	Actions
☐	BRENDA VON RUEDEN brenda.vonrueden@wisconsin.gov Phone: (608) 267-7509	727-681-645	Active	🗑

Actions
- Print Roster
- Email All Instructors

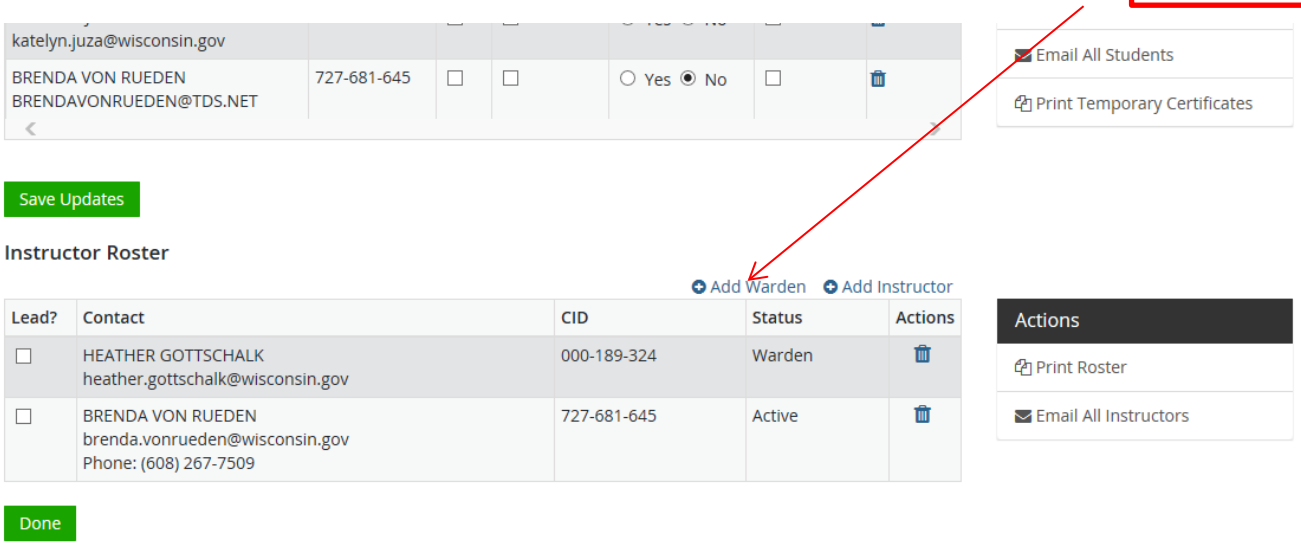
Done

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

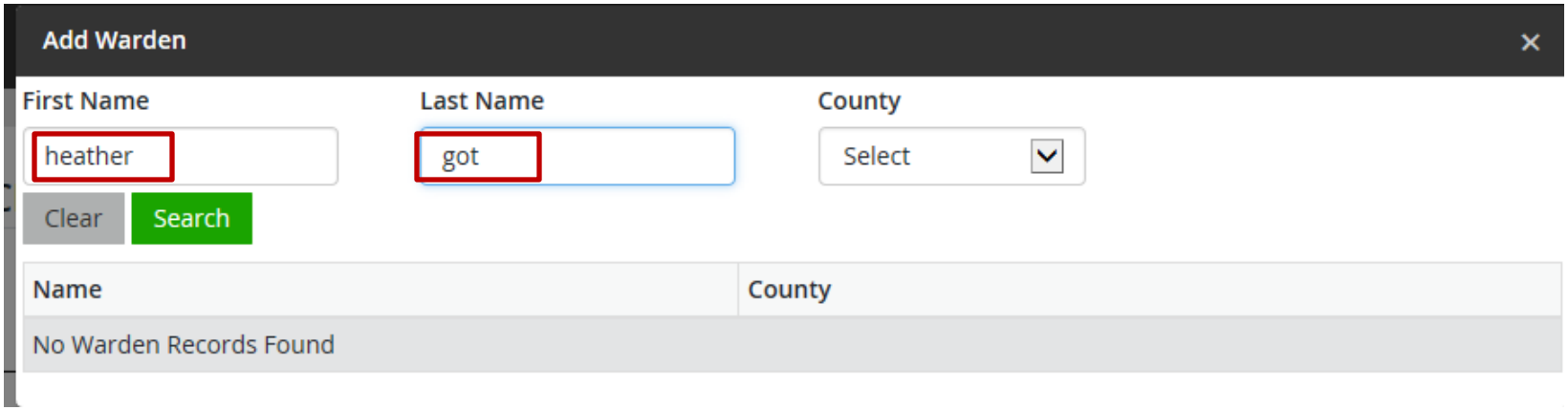


If you do not add an instructor to your roster, they will not show up on the TIMESHEET tab. The instructor information along with the class SCHEDULE all gets electronically uploaded to the TIMESHEET tab which is only required for hunter education classes.

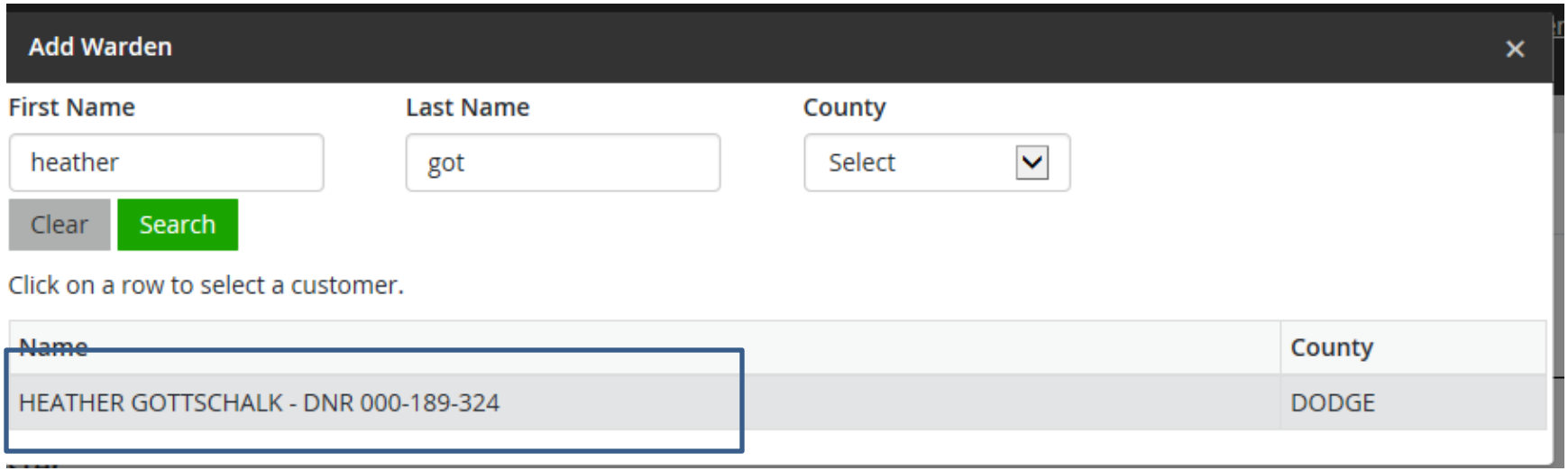
To Add a Warden to your roster: click Add Warden



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 my not be up to date with the right assigned county.)*

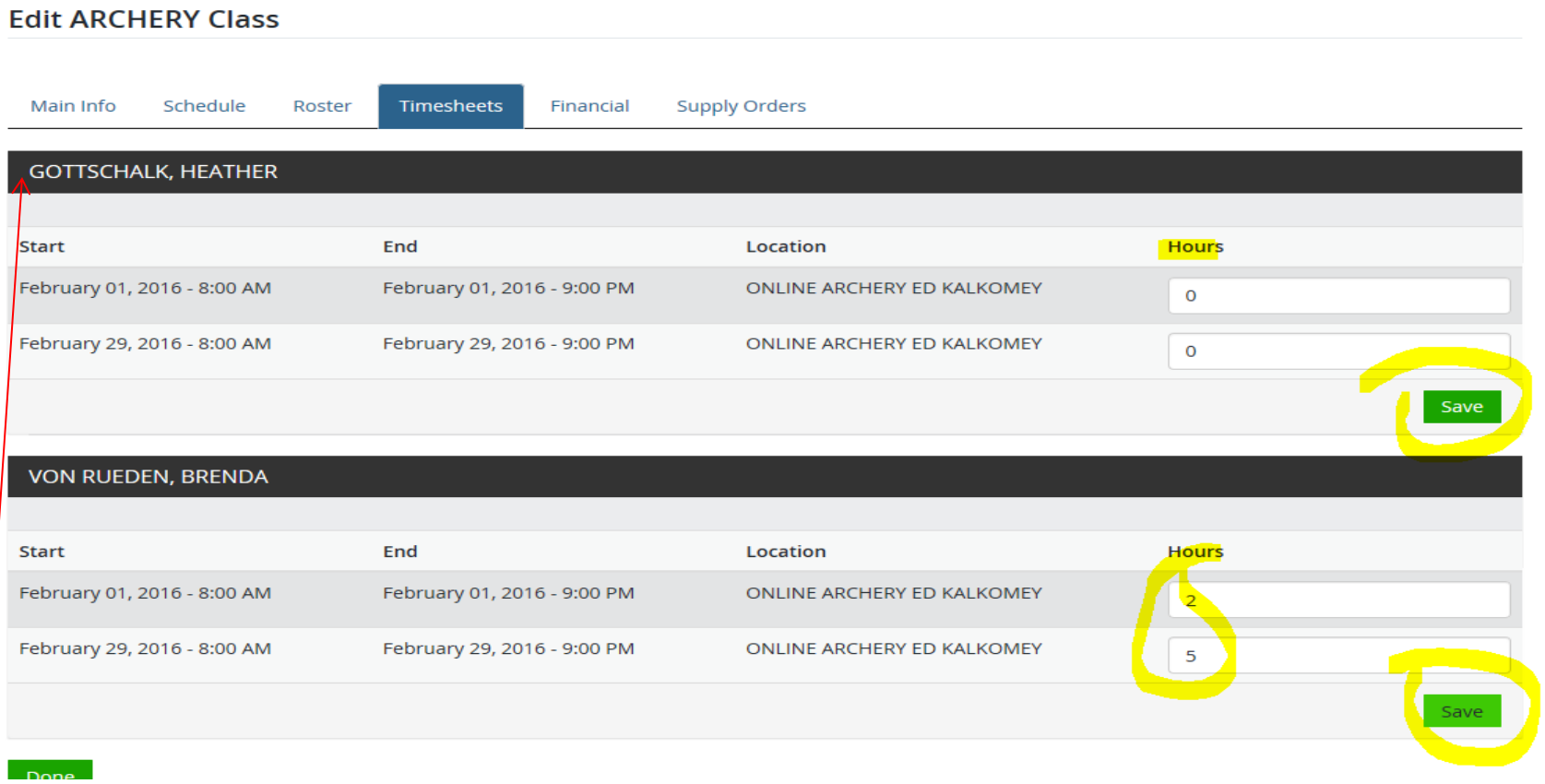


Add Warden



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

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!



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.

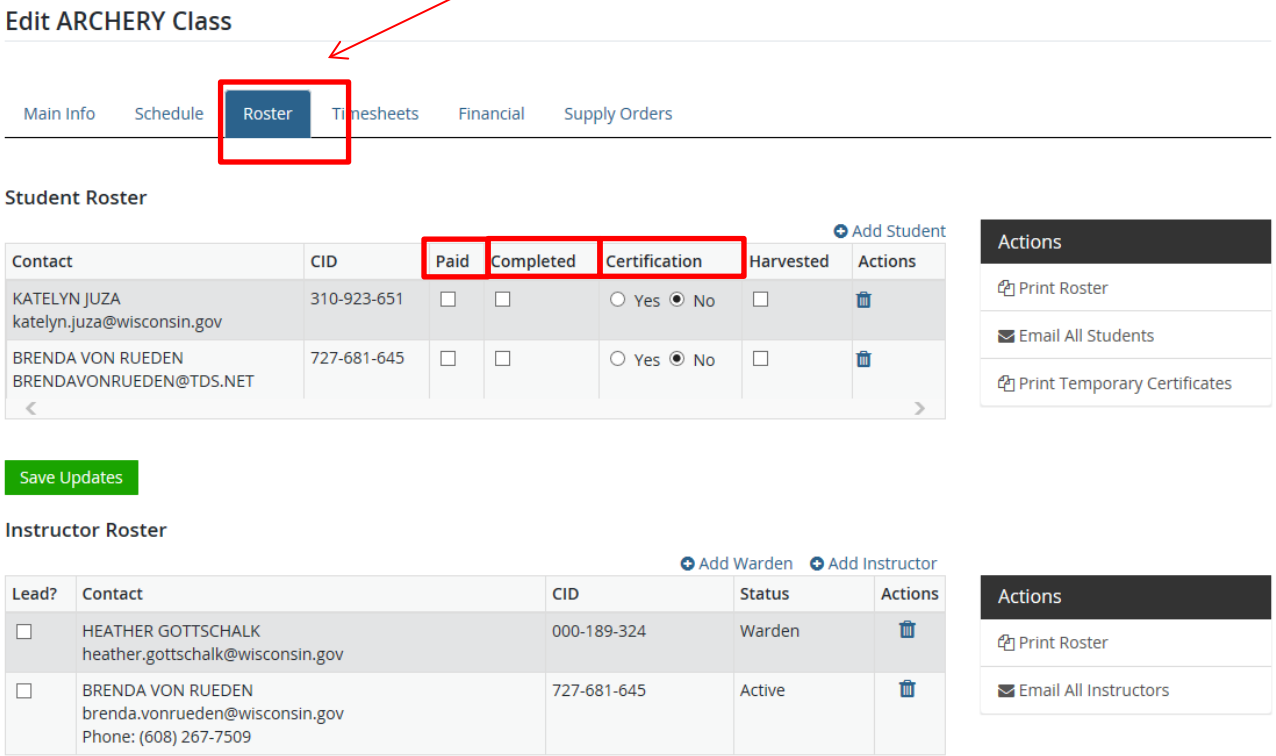
The "**Completed**" box is used for you to check if you student has fully completed your course.

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.



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	☐	☐	○ Yes ◉ No	☐	🗑
BRENDA VON RUEDEN BRENDAVONRUEDEN@TDS.NET	727-681-645	☐	☐	○ Yes ◉ No	☐	🗑

Actions

- Print Roster
- Email All Students
- Print Temporary Certificates

Save Updates

Instructor Roster

Add Warden Add Instructor

Lead?	Contact	CID	Status	Actions
☐	HEATHER GOTTSCHALK heather.gottschalk@wisconsin.gov	000-189-324	Warden	🗑
☑	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 0 Update

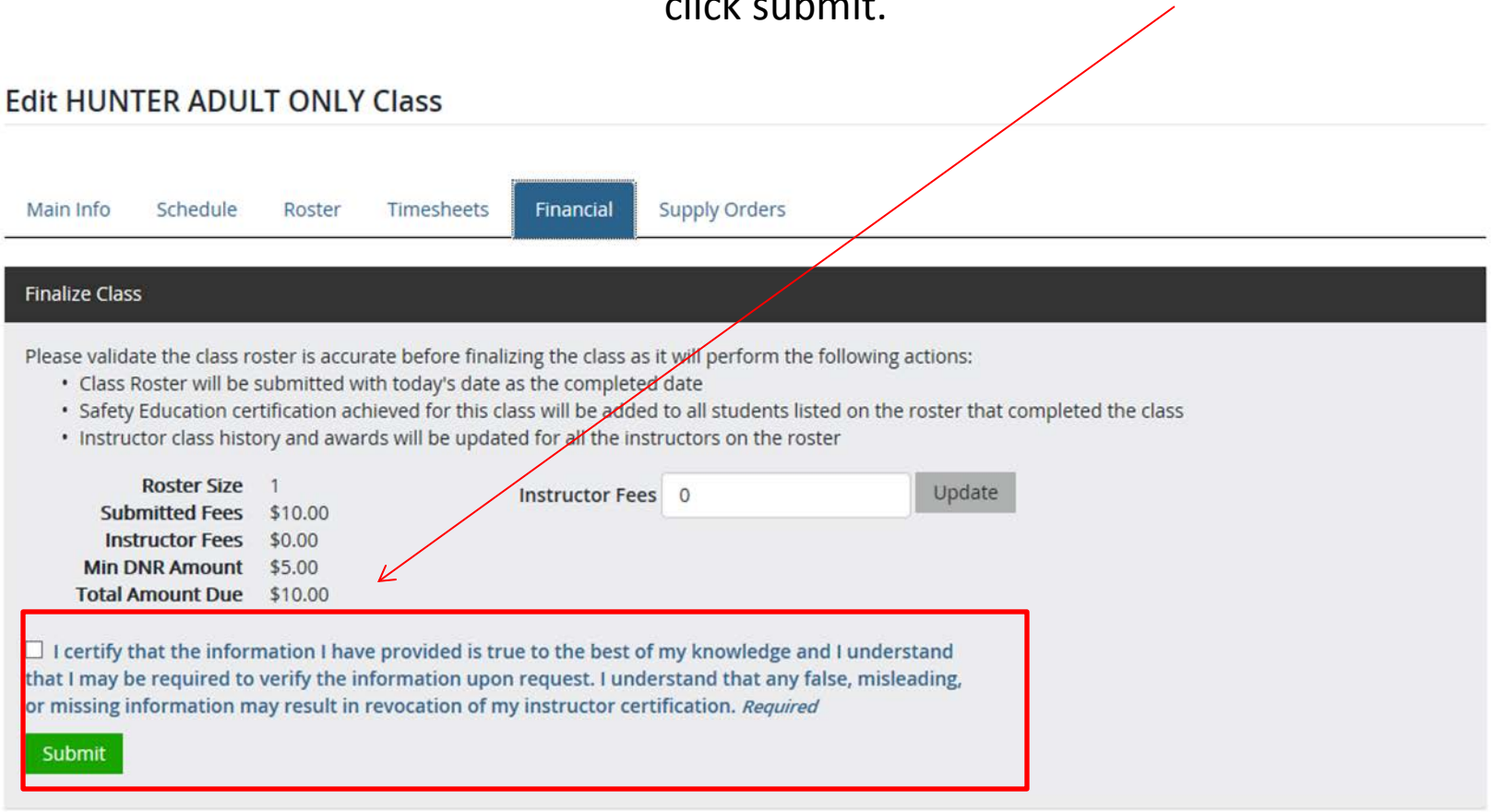
☐ I certify that the information I have provided is true to the best of my knowledge and I understand that I may be required to verify the information upon request. I understand that any false, misleading, or missing information may result in revocation of my instructor certification. *Required*

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.

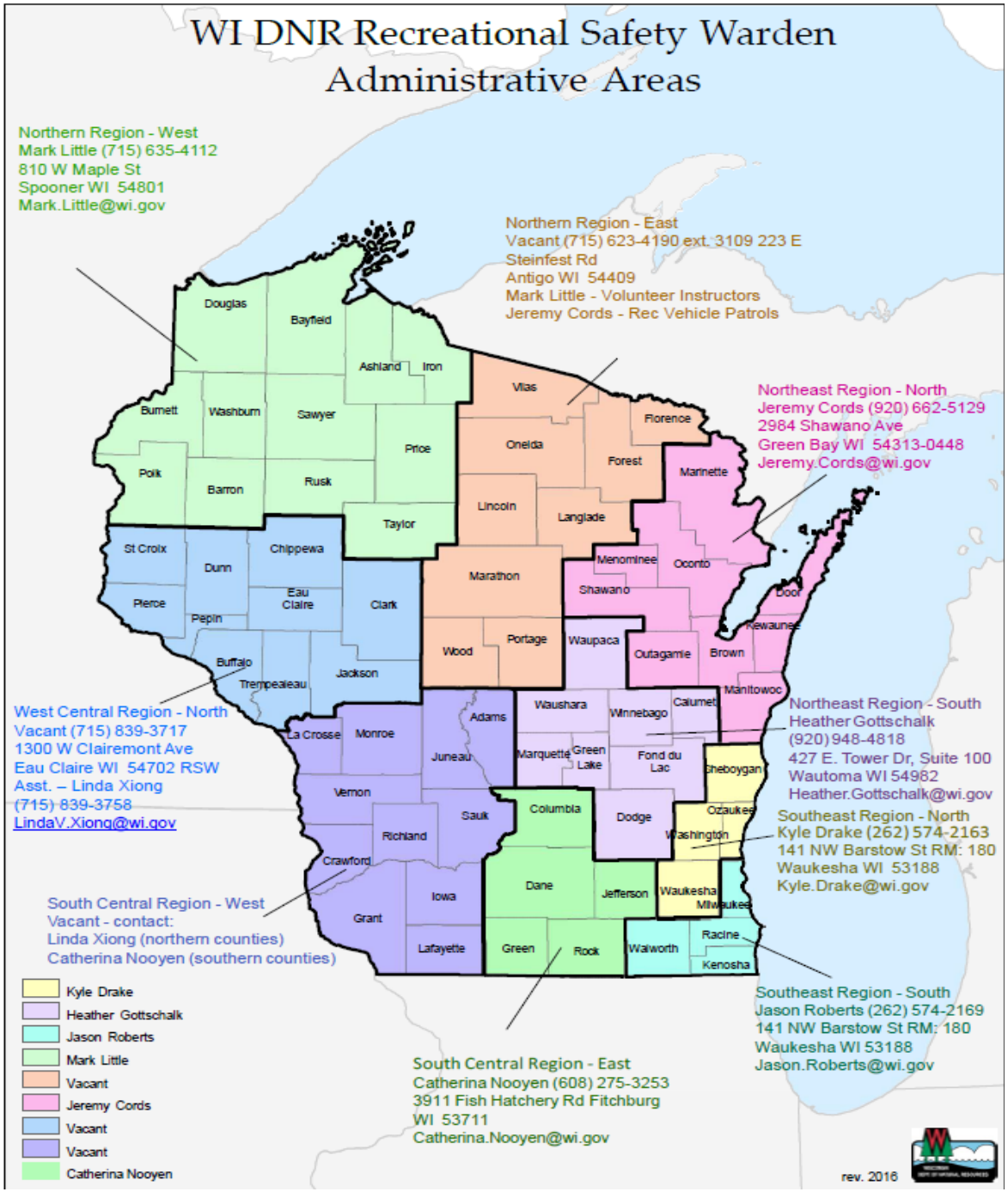


Done

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.

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