

INSTRUCTIONS FOR USING THE GO WILD ONLINE SYSTEM

Sign into your account at <https://uatapp.wi.gov/wisdnr/customers/dashboard>. Your account is linked to an email and can only be used per one individual. For instructors who share email addresses with another person who owns a DNR customer identification number, please create a separate email address for you or the other email owner.

If you are first time user, select “First Time Users” and follow the prompts.

Those who are familiar with the Go Wild system can log into their account using their customer identification number and password. Customer ID numbers will be as instructor numbers. A successful login should result in the user’s homepage appearing on the screen.

Click on **Instructor Dashboard**

The screenshot displays the Go Wild online system homepage for user JENNA KOSNICKI. The page features a dark header with the Go Wild logo, navigation links (Home, Catalog), and user information (Welcome, JENNA KOSNICKI, Sign out, Cart). The main content area is titled "JENNA's Homepage" and includes a user profile card with contact information and a "View / Edit Profile" link. A personalized message reads: "Hello customer! We hope you like your dashboard in Go WILD!! Save the date! Spring turkey permits go on sale March 21st! Also the spring equinox!". Below this are four service categories: Licenses (Buy License, Reprint Documents, Current Licenses, Combo Licenses, License History), Vehicles (Register a Vehicle, Renew Registration, My Vehicles), Applications and Points (Buy Application, Submitted Applications, Deferred Applications, listing Bobcat, Fall Turkey, Spring Turkey, Wolf, Otter, Fisher, Sturgeon), and Safety Education (Student Dashboard, Instructor Dashboard, Enroll, History). The "Instructor Dashboard" link is circled in red.

The Instructor Dashboard is useful for modifying or deleting current classes, looking up class history, and creating new classes. Instructor information is located in the left panels.

CREATING A CLASS

Click [Create a Class](#)

The screenshot shows the 'Instructor Dashboard' interface. The top navigation bar includes the 'go WILD' logo, 'Home', 'Catalog', and user information: 'Welcome, JENNA KOSNICKI', 'Sign out', and 'Cart'. The dashboard is divided into several panels. On the left, there are sections for 'Instructor Information', 'Instructor Certificates', 'Instructor Awards', and 'My RSW'. The main area on the right contains 'Current Classes', 'Instructor Continuing Education', 'Completed Classes', and 'Instructor History'. The 'Current Classes' panel has a 'Create a Class' button highlighted with a red circle. The 'Instructor Continuing Education' panel has an 'Enroll in New Class' button. The 'Completed Classes' panel has a 'Full List' link. The 'Instructor History' panel has a 'Full List' link and a 'Total Number of Classes: 0' indicator. At the bottom left of the dashboard, there is a 'Student Dashboard' link.

For Certification Type, choose **TRAPPER – Exp.** Choose **TRAPPER** for Course and click **Next**.

The screenshot shows the 'Create Class - Choose Course' form. The top navigation bar is the same as in the previous screenshot. The form has two dropdown menus: 'Certification Type' with 'TRAPPER - Exp.' selected and 'Choose Course' with 'TRAPPER' selected. Below the dropdowns are 'Clear' and 'Next' buttons.

Create your Trapper Ed class by filling in class details, primary contact information, shipping address, and class price and enrollment. To make contact information visible to students, select **Yes** under **“Display?”** after each category you want to make visible. **“Price”** is price per student (usually \$12 unless lodging or other expenses are included). When the class is filled, you can go back to this page and edit the **“Is the Class Full?”** response.

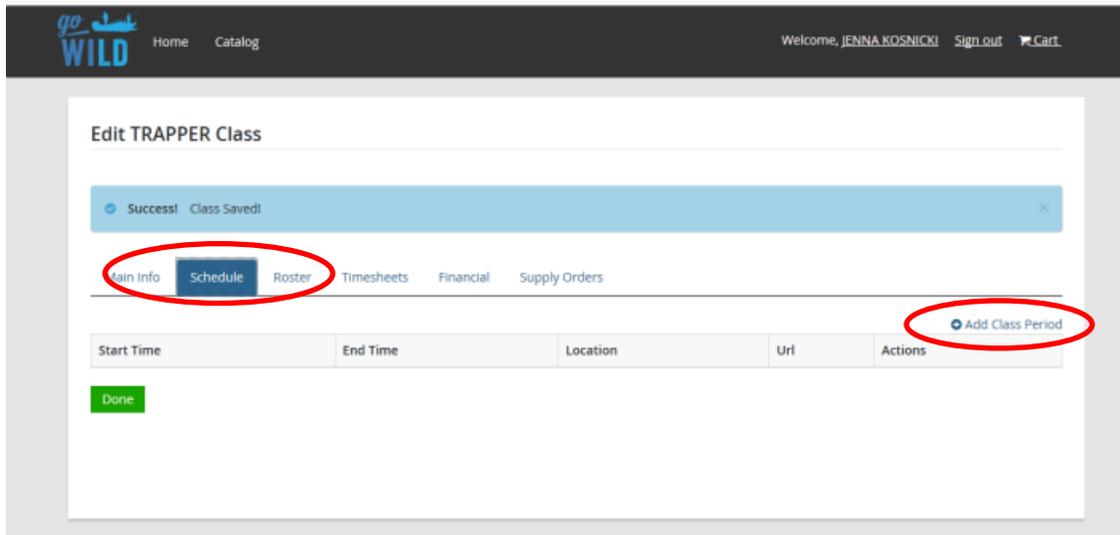
The screenshot shows a web form titled "Create TRAPPER Class" with the following sections and fields:

- Class Details:**
 - Course Type: Student
 - Course Name: TRAPPER
 - County: GREEN
 - Status: Open
 - Class Description: Will be an indoor/outdoor class. Dress accordingly.
 - WardenRequired:
- Primary Contact:**
 - First Name: JENNA
 - Last Name: KOSNICKI
 - Email Address: INVALID-JENNA.KOSNICKI@WISCONSIN.GOV
 - Display?: Yes No
 - Phone: (920) 838-2442
 - Display?: Yes No
 - Alternate Phone: (608) 219-9582
 - Display?: Yes No
- Shipping Address:**
 - Address: 101 S Webster St
 - City: MADISON
 - State / Province: Wisconsin
 - Postal Code: 53707
- Class Price and Enrollment:**
 - Price: 12
 - Allow Online Registration?: Yes No
 - SeatsMax: 20
 - SeatsReserved: 0
 - Is Class Full?: Yes No

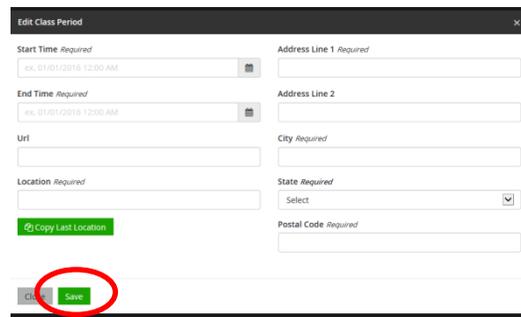
At the bottom of the form, there are two buttons: "Done" and "Save", both of which are circled in red.

Click **Save**. Once saved, click **Done**.

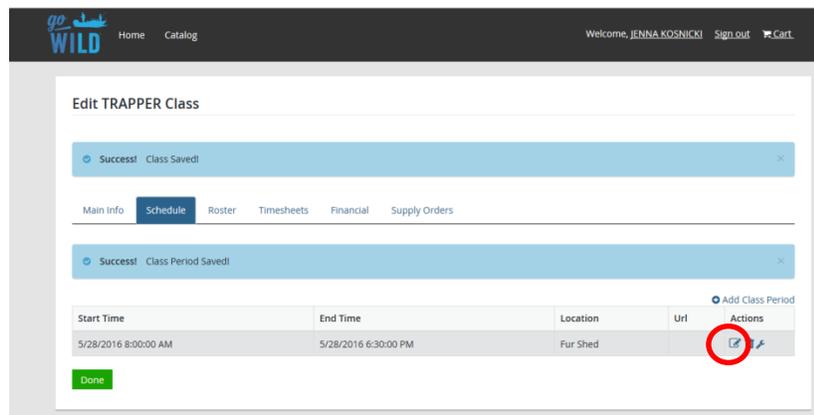
Establish a schedule after creating the class. Click the **Schedule** tab and **Add Class Period**.



You will be prompted to add the start and end time for each day and the location of the class. Start by adding the first day of classes if there are multiple. If the location of the event has a website or if you want to use a Google Maps webpage, you can add the Url from the webpage to the class period. Click **Save** after adding a class for the FIRST day only.



The first day of your class should appear under the **Schedule** tab. If your class has more than one day, add the second day and so forth one day at a time. Once again, **Add Class Period** and fill in the class period information. Click **Save**. If edits need to be made, click the edit button under **Actions**.



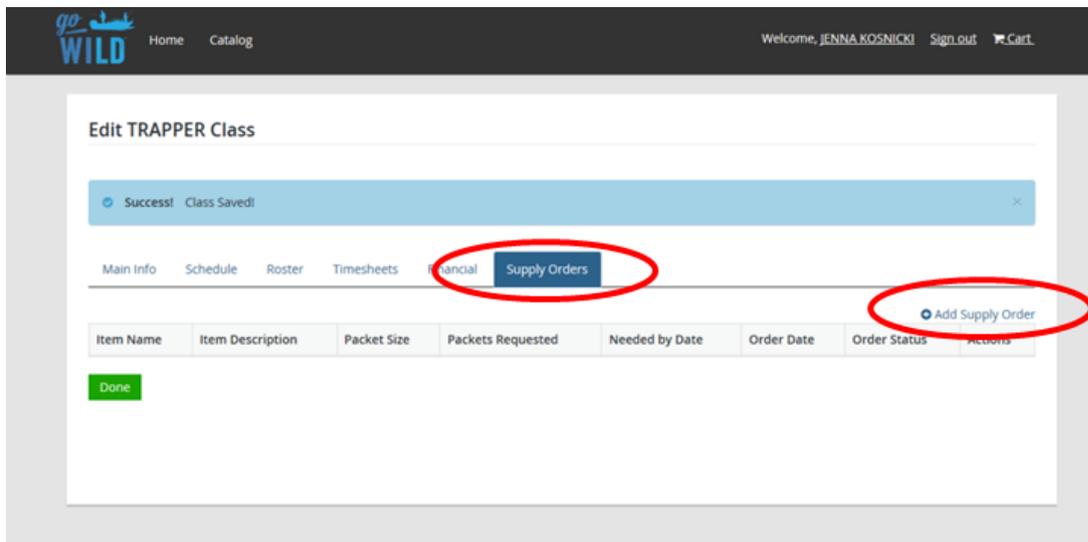
ORDER SUPPLIES

You can do this one of two ways:

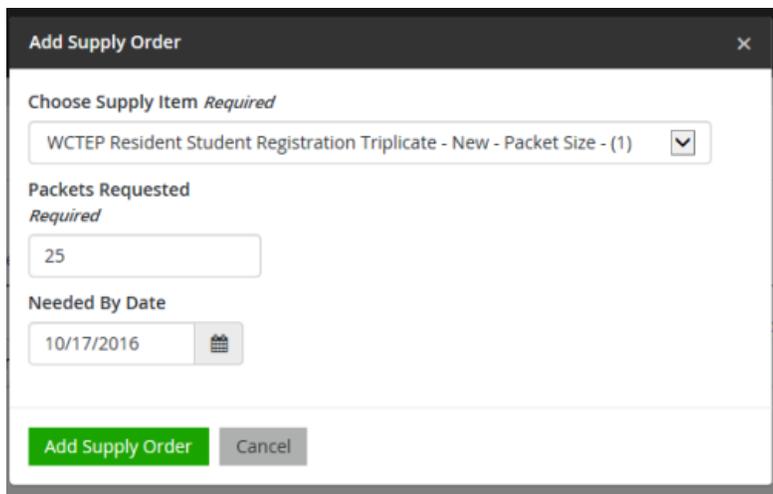
1. Order through the DNR statewide coordinator
 - a. Once all days have been added, click **Done**.
 - b. Email or call the DNR statewide coordinator at 608-219-9582 to order supplies.
2. Order supplies online

ORDERING SUPPLIES ONLINE

Select the **Supply Orders** tab. Click **Add Supply Order**.



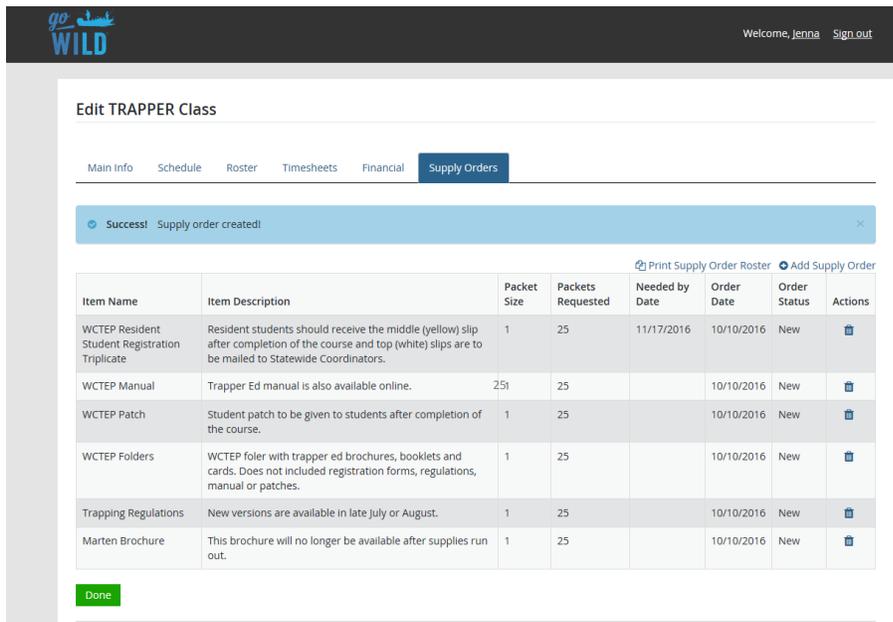
You'll need to order each item (except for the Non-resident Student Registration Triplicate; order these as needed) and put the quality of each item down. Add the date supplies are needed by. Be sure to give at least **one week's** notice.



Ensure you have ordered everything you need and click done. Delete any mistakes. You should have at least one of the following:

1. WCTEP Manual
2. WCTEP Folders
3. WCTEP Patch
4. WCTEP Resident Student Registration Triplicate
5. WCTEP Non-resident Student Registration Triplicate (if needed)
6. Trapping Regulations
7. Trappers Post (currently out)
8. Marten Brochure (while supplies last)

Click **“Done.”**



The screenshot shows a web interface for editing a TRAPPER Class. At the top left is the 'go WILD' logo. At the top right, it says 'Welcome, Jenna' and 'Sign out'. Below the header is a navigation bar with tabs: 'Main Info', 'Schedule', 'Roster', 'Timesheets', 'Financial', and 'Supply Orders' (which is selected). A blue success message banner reads 'Success! Supply order created!'. Below this is a table of supply orders with columns: 'Item Name', 'Item Description', 'Packet Size', 'Packets Requested', 'Needed by Date', 'Order Date', 'Order Status', and 'Actions'. The table contains six rows of items. At the bottom left of the table area is a green 'Done' button.

Item Name	Item Description	Packet Size	Packets Requested	Needed by Date	Order Date	Order Status	Actions
WCTEP Resident Student Registration Triplicate	Resident students should receive the middle (yellow) slip after completion of the course and top (white) slips are to be mailed to Statewide Coordinators.	1	25	11/17/2016	10/10/2016	New	
WCTEP Manual	Trapper Ed manual is also available online.	25t	25		10/10/2016	New	
WCTEP Patch	Student patch to be given to students after completion of the course.	1	25		10/10/2016	New	
WCTEP Folders	WCTEP foler with trapper ed brochures, booklets and cards. Does not included registration forms, regulations, manual or patches.	1	25		10/10/2016	New	
Trapping Regulations	New versions are available in late july or August.	1	25		10/10/2016	New	
Marten Brochure	This brochure will no longer be available after supplies run out.	1	25		10/10/2016	New	

Publications usually arrive within a week's time.

AFTER CLASS WORK

If allowing Online Registration to your class, the roster will automatically update with each enrollee. For all other students, instructors must add each student. Click **Add Student** and follow prompt. Insert student customer identification number and click **Add to Roster**. Students that signed up online will automatically be placed in your roster. If they did not show up to class, keep them on your roster but do not click **Completed** or **Certification**.

Similarly, additional instructors can be added by clicking **Add Instructor**. Students and additional instructors should appear below each category.

The screenshot shows the 'Edit TRAPPER Class' interface. The 'Roster' tab is selected and circled in red. Below the tabs, there are two sections: 'Student Roster' and 'Instructor Roster'. In the 'Student Roster' section, the 'Add Student' button is circled in red. In the 'Instructor Roster' section, the 'Add Instructor' button is circled in red. To the right, a modal window titled 'Add Student' is shown. It contains a 'Customer Id' field with the value '000-000-000', a 'Lookup' button, and an 'Add to Roster' button circled in red. There is also a 'Cancel' button.

Timesheet information is used for Hunter Education and other safety courses. Please ignore and proceed to the Financial Tab. Submit instructor fees. Fees can only equal half of **Total Amount Due**. Click **Update** and then **Submit**.

The screenshot shows the 'Edit TRAPPER Class' interface with the 'Financial' tab selected and circled in red. Below the tabs, there is a 'Finalize Class' section. It contains a table with the following data:

Item	Value
Roster Size	1
Submitted Fees	\$12.00
Instructor Fees	\$6.00
Min DNR Amount	\$0.00
Total Amount Due	\$6.00

The 'Instructor Fees' field is circled in red and has an 'Update' button next to it. Below the table, there is a 'Submit' button and a 'Done' button.

Print out your roster and remittance by selecting the **Supply Orders** tab. Click **Print Supply Order Roster**.

Print off the form, fill it in and send the form with the triplicate forms and proof of payment to WTA statewide coordinator.

Click **Done**.



Class Info

Course Type

T Trapper

L Learn to Hunt

R Bowhunter (s. 29.591, Wis. Stats.)

H Hunter (s. 29.591 Wis. Stats.)

F Advanced Rifle

G Advanced Shotgun

I Internet Hunter Ed. Field Day

B Boating (s. 30.74(1) Wis. Stats.)

A ATV 23.33(5)(b) Wis. Stats.)

S Snowmobile (s. 350.05(2) Wis. Stats.)

C ATV/Snow Combo

M Advanced Muzzleloader

W Wingshooting

Y Off-Highway Motorcycle

Z ATV / OHM Combo

Class Details

Class Number: 64040

Course Name: TRAPPER

Class Start Date: 10/24/2016 9:00:00 AM

Class End Date: 11/11/2016 9:50:00 AM

Number of Student Packets: 6

Instructor Info

Instructor Name: JENIFER BOS

Customer Id: 945-659-621

Roster

Student Roster

Contact	CID	Date of Birth	Certification	Harvested
			Yes / No	Yes / No
			Yes / No	Yes / No
			Yes / No	Yes / No
			Yes / No	Yes / No
			Yes / No	Yes / No
			Yes / No	Yes / No
			Yes / No	Yes / No
			Yes / No	Yes / No
			Yes / No	Yes / No
			Yes / No	Yes / No
			Yes / No	Yes / No
			Yes / No	Yes / No

Instructor Roster/Warden

Contact	CID	Status
JENIFER BOS bosj@shelllake.k12.wi.us Phone: (715) 468-7814	945-659-621	Active

Additional Instructor Info

Financials and Attestation

Instructor Financials

_____ Total Fees Collected

_____ (Minus) Instructor Expenses

_____ Total Fees Remitted to DNR

(must be at least 50% of the total fees collected)

Mail Roster, Student Cards, Check and/or Money Orders to:

Department of Natural Resources
Bureau of Law Enforcement
PO Box 7921
Madison, WI 53707-7921

I certify these records to be true and accurate.

Signature

Date Signed

Notice: The Lead Instructor is required to complete this form to document instructors, students and payment of fees for safety courses, required under Sections 23.33, 30.74, and 350.05 Wis. Stats. Personally identifiable information collected may be used for participation in surveys, eligibility for approvals, law enforcement purposes and may be provided to requesters as required by Wisconsin's Open Records law ss. 19.31-19.39, Wis. Stats.

Complete Student Information accurately. Do not pass the roster around the class or share it with others.

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