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 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**

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

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.


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

Establish a schedule after creating the class. Click the **Schedule** tab and **Add Class Period**.
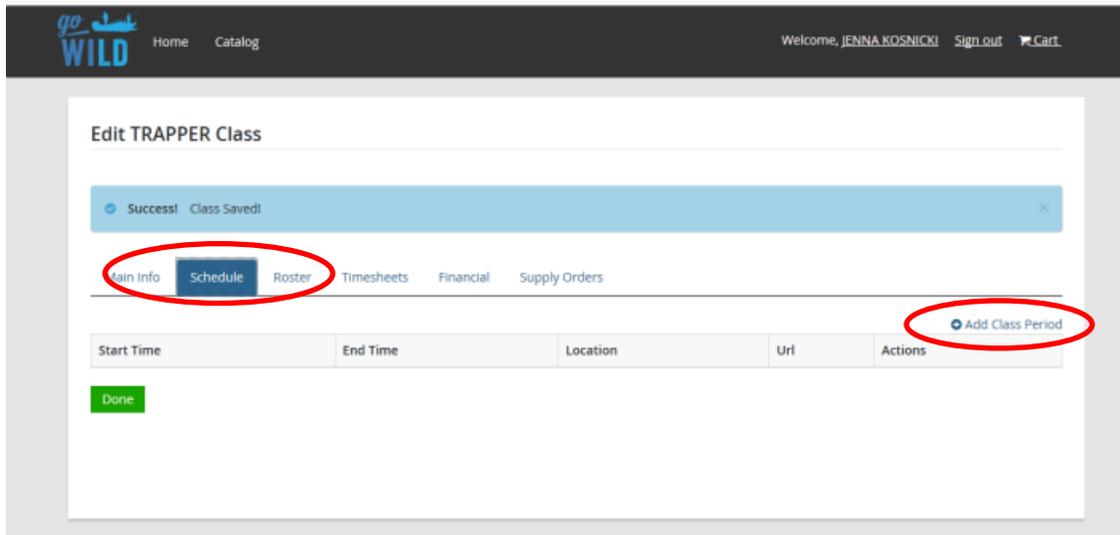
You will be prompted to add the start and end time for each day and the location of the class. Start by adding the first day of classes if there are multiple. If the location of the event has a website or if you want to use a Google Maps webpage, you can add the Url from the webpage to the class period. Click **Save** after adding a class for the FIRST day only.
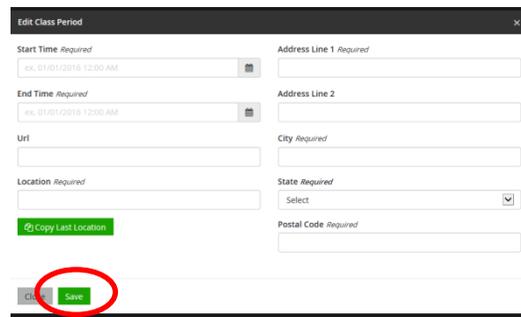
The first day of your class should appear under the **Schedule** tab. If your class has more than one day, add the second day and so forth one day at a time. Once again, **Add Class Period** and fill in the class period information. Click **Save**. If edits need to be made, click the edit button under **Actions.**
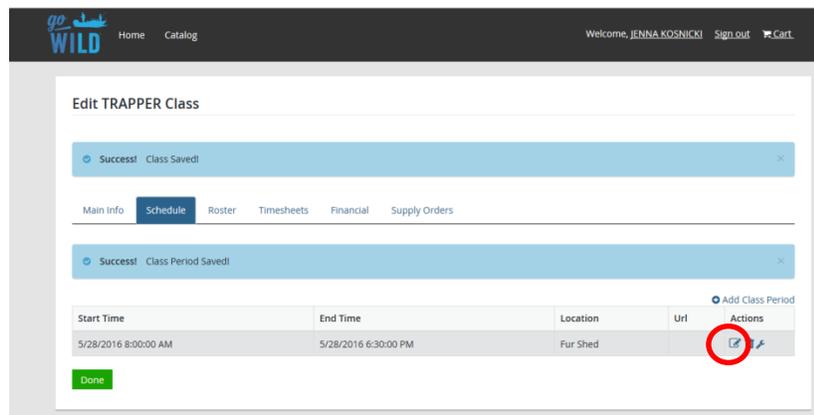
ORDER SUPPLIES

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**.
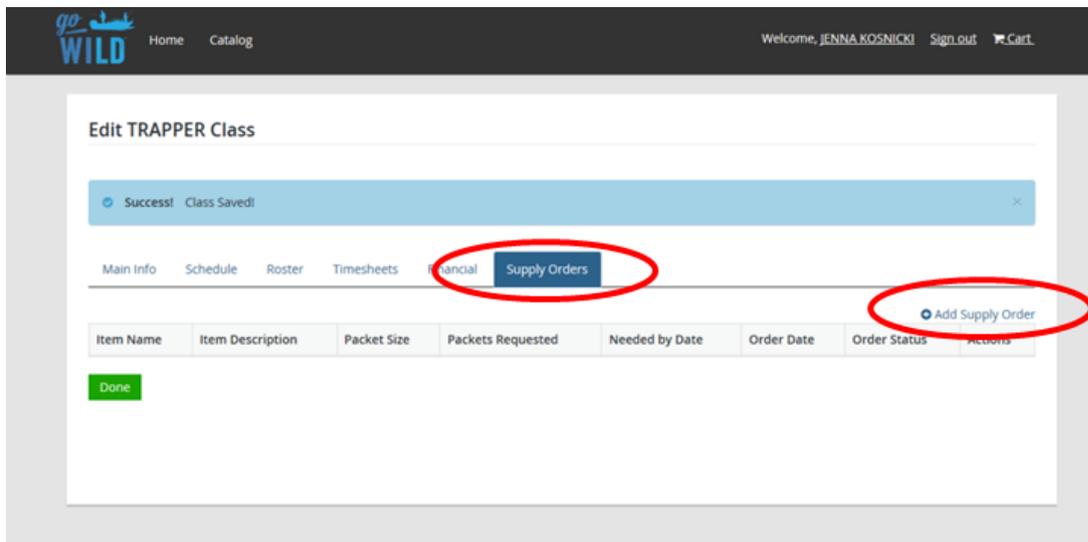
You'll need to order each item (except for the Non-resident Student Registration Triplicate; order these as needed) and put the quality of each item down. Add the date supplies are needed by. Be sure to give at least **one week's** notice.
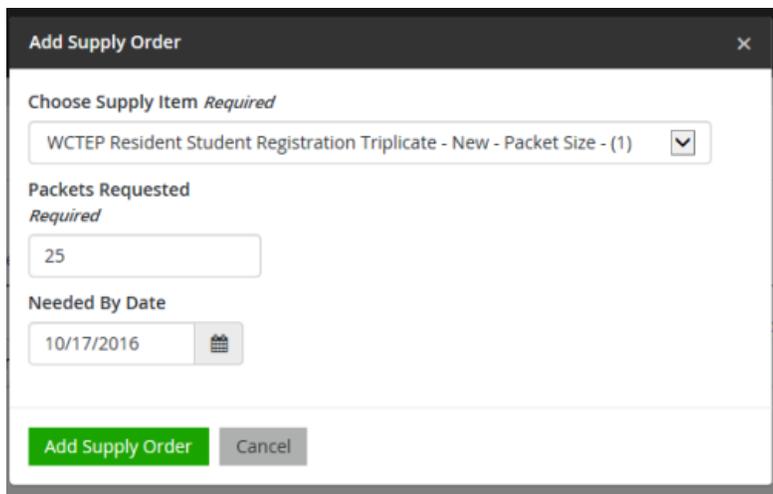
Ensure you have ordered everything you need and click done. Delete any mistakes. You should have at least one of the following:

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."**

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**.

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

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.**

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

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 lesat 50% of the total fees collected)

I certify these records to be true and accurate.

_____ Signature

_____ Date Signed

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

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.