
Tennessee Hunter Education Events Management & Registration System User Guide

Appendix:

- 1. <u>System Summary</u> (Page 4).
- 2. <u>The Event Management System</u> (Page 4).
- 3. Login To The System (Page 4).
- 4. Forgot Your User Name/Password And You Don't Have An Email Address (Page 4).
- 5. <u>Forgot Your User Name/ Password And You Have An Email Address (Reset Password)</u> (Page 5).
- 6. <u>Uncertified Instructors Update Profile</u> (Pages 6 To 7).
- 7. <u>Certified Instructors Manage Instructor Profile</u> (Page 8).
- 8. <u>Update Instructor Profile Reset Password</u> (Pages 9 To 10).
- 9. Manage Locations Page For Instructors (Page 11).
- 10. Locations Search For Instructors (Page 12).
- 11. Edit A Location (Page 13).
- 12. <u>Create A New Location</u> (Pages 13 To 14).
- 13. Manage Events Page For Instructors (Page 15).
- 14. Schedule A New Event (Page 16).
- 15. Enter The Event's Dates & Times (Page 17).
- 16. <u>Stop The Event Visibility And Registration Dates From Changing When Change First</u> <u>Day Of Class</u> (Page 18).
- 17. Assign Primary & Assistant Instructors To An Event (Page 18).
- 18. <u>Send Event To Administrators For Approval</u> (Pages 19 To 21).
- 19. Events Search For Instructors (Page 22).
- 20. View Event's Details (Page 22).
- 21. Edit Event's Information (Page 23).
- 22. Edit Event's Dates & Times (Page 24).
- 23. Edit Instructors Or Change Their Role In The Event (Page 25).
- 24. Add A Student To The Event (Pages 26 To 27).
- 25. Edit A Student's Information (Page 27).
- 26. Move A Student To Another Event (Page 28).
- 27. Cancel A Student Registration (Pages 28 To 29).
- 28. Send Group Email to Students (Pages 29 To 30).
- 29. Add A Person To The Waiting List (Pages 31 To 32).
- 30. Edit A Person's Record In The Waiting List (Page 32).
- 31. Remove A Person From The Waiting List (Page 33).
- 32. Cancel An Event (Pages 34 To 37).
- 33. View Cancelled Events (Page 38).
- 34. Enter The Event's Results (Pages 39 To 42).
- 35. Send Event's Results To Administrators For Approval (Pages 43 To 45).
- 36. <u>View Completed Events</u> (Pages 45 To 47).
- 37. Run Event's Reports (Pages 48 to 50)

- 38. <u>Administrators Manage Instructors' Profiles Page</u> (Pages 51 to 52).
- 39. Add A New Instructor To The System (Pages 53 To 57).
- 40. Add A New Certificate For An Instructor (Page 58).
- 41. Sort The List Of Instructors (Page 59).
- 42. Send Group Emails to Instructors (Pages 60 to 61).
- 43. <u>Search For Instructor(s)</u> (Pages 61).
- 44. View Instructor's Profile (Page 62).
- 45. Edit Instructors Profile Reset Instructor's Password (Pages 62 To 63).
- 46. Edit Instructor's Certification (Page 64).
- 47. Run Instructors Reports (Pages 65 to 67)
- 48. Manage Awards Gifts (Page 68).
- 49. Manage Locations Page For Administrators (Page 69).
- 50. <u>Approve New Locations</u> (Pages 70 To 72).
- 51. Delete A Location (Page 73).
- 52. Manage Events Page For Administrators (Page 74).
- 53. Approve/ Reject New Events (Pages 74 To 76).
- 54. Approve/ Reject Event's Results (Pages 77 To 81).
- 55. Run REAL Exception Report (Pages 81 To 82).
- 56. Chief Administrator Manage Programs (Page 83).
- 57. <u>Setup A New Program</u> (Page 84).
- 58. Edit An Existing Program (Page 84).
- 59. Delete A Program (Page 85).
- 60. Automatic Daily Tasks Running By The System (Page 86 to 91).
- 61. Event Registration System For Students (Page 92).
- 62. View Event's Details (Page 93).
- 63. Register For An Event (Pages 93 To 96).
- 64. <u>Students Login Page</u> (Pages 97).
- 65. Manage Registration Page For Students (Page 98).
- 66. Edit Student's Information (Page 99).
- 67. Confirm Registration (Page 100).
- 68. View Event's Details (Page 101).
- 69. Cancel Registration (Pages 102 To 103).
- 70. Access Agency Login Page (Page 103).
- 71. Links To Open The System (Page 104)

Summary: The system includes two parts: **Event Management System** for administrative work which is used by instructors and administrators, and the other part is **Event Registration System** for students to register for available classes.

PART 1: The Event Management System has four roles:

- a. Uncertified instructor: can only view and update their profile.
- b. **Certified instructor**: can view and update their profile, create new locations and events, and view and update events where they assigned as a primary or assistant instructor.
- c. **Administrator**: can do all tasks instructors do, plus they can add instructors to the system, view/ update any instructor profile, approve new locations and events, and view/ update any event.
- d. **Chief Administrator**: can do all tasks administrators do, plus they can add/ remove programs to/from the system.
- Login Screen: enter your user name and password, and then click on the Login button. (the user name by default is: first letter of your first name + Last name + 2 digits DOB month + 2 digits DOB day), however, it could be different since the instructor can change it to anything they want.



If you **forgot your user name or your password** and you **don't have an email address** saved to the system, please **contact one of the administrators** to reset your password.

If **you have an email address** saved in the system, click on **Forgot User Name or Password** link:

Tennessee Hunter	Education Event Management System
Back to the Login Page	
Please enter your User Name or TWRA ID, and your Date of Birth then click on the button below	
User Name: OR TWRA ID: 000001234 (9 digits 999999999)	
AND Date of Birth: D1/01/1960 × (MM/DD/YYYY)	
Send Account Info. to Email	

Enter your user name or your TWRA ID with your date of birth then click on Send Account Info. to Email button, the system will send you an email with your user name and a temporary password (you can change your password later from Manage Instructor Profile page)

Hunter Education - Account Info.
Randy.Huskey@tn.gov
Sent: Fri 2/19/2016 8:24 AM
To: Zainab Latif
Retention Policy: All Folders (90 days) Expires: 5/19/2016
Tennessee Hunter Education Event Management System
Hi TUCKER, Your Password has been reset. Please use the credentials below to login to the system, then change your password
from Manage Instructor's Profile page:
non Manage instructor s Frome page.
User Name: TUCKW0505
Password: 003282337
Thank you!

A. If you are Uncertified Instructor: Uncertified instructors can:

- Only be assigned as assistant instructors to hunter education events.
- Only access their profile to update their information or reset their password.

	Tennessee Wildlife Resources Agency Ed Carter, Executive Director	
	Tennessee Hunter Education Event Management S	System
	*** Main Menu ***	·
		Log Out
Hi, Dany	Manage Instructor Profile	
	Teri o Statement Olard Online Brance Brance Berner Brance Act (COBPA) For General Information Contact Randy Huskey (615) 781-6453 Exactly Brance Bran	Entrust

To update your profile or reset your password, click on the Manage Instructor **Profile** button:

							Tennessee Hunt	er
Edit Instructor's Int	io.							
L								
TWRA ID:	000009899							
Date of Birth:	09/07/1950							
TWRA Instructor No	.: *******							
First Name:	Dany							
Middle Initial:	g							
Last Name:	Green							
Suffix:	Sr.							
Gender:	Male							
Address:	888 Hogan Rd							
Zip Code:	37211							
City:	Nashville							
State:	TN							
County:	Davidson 🗸							
Region:	2							
Cell Phone:	898-456-7656							
Home Phone:	567-876-7676							
Work Phone:	344-677-8899							
Instructor Type:	Certified Instructor							
TWRA Employee?	Employee							
User Role:	Instructor							
Status: Email Address:	Approved							
	dany.green@tn.gov							
User Name:	DGreen0907							
Password:								
Comments:	this is test							
	atus* Certification 02/04/2015	n Origina						
Probationary V Active V	02/04/2015			5/2015 7/2015	Bow Hunter Safet Hunter Safety	v ▼	Edit	t
· · · · · · ·	02/17/2015		N/A	,,2010		~	<-ADD New Certificate	
· · · · ·	ļ			No No I		*	Insert Clear	
			First Previ	ious Next Last				

- 1. Click on Edit Instructor's Info button
- 2. Change any field except (TWRA ID, User Role, TWRA Employee?, Instructor Type, Status) these fields can only be updated by administrators.
 - To reset your user name to the default format (first letter of your first name + Last name + 2 digits DOB month + 2 digits DOB day), click on Generate User Name button.
 - To reset your password, click on Reset Password button → enter the new password in both Password and Confirm Password fields.
- 3. After you finish your changes, click on Save Changes button to save your changes or click on Cancel button to discard any changes that you have made.

Save Changes	Cancel		
* Required Field TWRA ID*:	000009899	999999999 (9 digits)	
Date of Birth*:	09/07/1950	MMDDYYYY	
TWRA Instructor No.*		999999999 (9 digits)	
First Name*:	Dany	aaaaaaaa (a criint)	
Middle Initial:]	
Last Name*:	g Green]	
Suffix:	Sr. V	J	
Gender*:	Male V		
Address*:	888 Hogan Rd	1	
Zip Code*:	37211	99999 (5 digits)	
City*:	Nashville	1	
State*:		-	
County*:	Davidson V		
Region*:	2]	
Cell Phone:	898-456-7656	999-999-9999	
Home Phone:	567-876-7676	999-999-9999	
Work Phone:	344-677-8899	999-999-9999	
Instructor Type*:	Uncertified Instructor V		
User Role*:	Assistant 🗸		
TWRA Employee?*	Employee 🗸		
Status*:	Approved V		
Email Address:	dany.green@tn.gov		
User Name*:	DGreen0907	Generate User Name	Reset Password
	this is test		~
Comments:			\checkmark

- > To go back to the main menu page, click on the Back to The Main Menu button.
- > To log out of the system, click on Log Out button at the top right of the page.

- **B.** If you are a Certified Instructor: certified instructors can:
 - Make changes to their profile.
 - Add new locations and edit existed locations.
 - Add new events and can be assigned as primary instructors. Also they can view, edit, and cancel events where they have been assigned as primary or assistant instructors.

	Tennessee Wildlife Resources Agency Ed Carter, Executive Director	
	Tennessee Hunter Education Event Management System	
	*** Main Menu ***	
		Log Out
Hi, JACOB	Manage Instructor Profile Manage Locations Manage Events	
@	Privacy Statement Child Online Privacy Protection Act (COPPA) For General Information Contact: Randy Hunkey (61) 781-6653 Exact privacy Bringsy For Technical Assistance Contact: TWRA HelpDenk (61) 781-6653 TWRA, HelpDenk (200) 781-6645 Monday - Friday (500m) - 430pm) Central Time	Entrust

I. **Manage Instructor Profile**: This page is used to view your profile and your certifications, and to update your information, change your user name, or reset your password.

	Tennessee Hunter Education Event Management System						
				*** M:			
Edit Instructor's Info							
TWRA ID:	675198253						
Date of Birth:	01/03/1996						
TWRA Instructor N							
First Name:	JACOB						
Middle Initial:	В						
Last Name:	SCOTT						
Suffix:	Sr.						
Gender: Address:	Male 8411 FOREST BREEZE DRIVE						
Address: Zip Code:	37221						
Zip Code: City:	Nashville						
State:	TN						
County:	Davidson V						
Region:	2						
Cell Phone:	423-987-8568						
Home Phone:	423-123-1234						
Work Phone:	615-741-0232						
Instructor Type:	Certified Instructor						
TWRA Employee?	Not Employee						
User Role:	Instructor						
Status:	Approved						
Email Address:	jscott@test.gov						
User Name:	JSCOTT0103						
Password: Comments:	added home phone no.						
	Field Certification Status*	Contification Original Data	Last Contification D-t-*C				
* Required F		Certification Original Date 11/10/2015		unter Safety V			
Delete Edit		02/14/2015		apper Safety V			
Delete Edit		02/05/2015		ow Hunter Safety V			
Insert Clear	×		N/A	~			
ADD New Certific	cate>		-	Ť			
		First Previous Next Last					

To update your profile:

- Click on the **Update Instructor's Info** button.
- Change any field you want except (TWRA ID, Instructor Type, User Role, TWRA Employee, Status) these fields can only be changed by administrators.
- If you want the system to generate your user name (first letter of your first name + your last name + MMDD of your birthdate), click on Generate User Name button.
- If you want to reset your password, click on the Reset Password button, and then enter your new password in both New Password, and Confirm New Password fields.
- When you finish, Click on the Save Changes button to save your changes, or click Cancel to discard them.
- The Certifications section can only be updated by administrators.

Save Changes	Cancel		
* Required Field TWRA ID*:	675198253	999999999 (9 digits)	
Date of Birth*:	01/03/1996	MMDD/YYYY	
TWRA Instructor No.*		9999999999 (9 digits)	
First Name*:	JACOB	222222222 (2 mBrrr)	
Middle Initial:	в]	
Last Name*:	SCOTT		
Suffix:	Sr. 🗸	1	
Gender*:	Male 💙		
Address*:	8411 FOREST BREEZE]	
Zip Code*:	37221	99999 (5 digits)	
City*:	Nashville]	
State*:	TN 🗸		
County*:	Davidson 🗸		
Region*:	2		
Cell Phone:	423-987-8568	999-999-9999	
Home Phone:	423-123-1234	999-999-9999	
Work Phone:	615-741-0232	999-999-9999	
Instructor Type*:	Certified Instructor		
User Role*:	Instructor V		
TWRA Employee?*	Not Employee 🗸		
Status*:	Approved V		
Email Address: User Name*:	jscott@test.gov	Querrate University	
User IName":	JSCOTT0103	Generate User Name	Reset Password
Comments:	added home phone no		^
			~

If you click on the Reset Password button:

~
\sim

To go back to the main menu, click on the "Back to The Main Menu" button at the top right of the page.

II. **Manage Locations:** This page can be used to view all locations available in the system, query for specific location(s), edit a location, or enter a new location.

	Tennessee Hunter Education Event Management System
	*** Manage Locations ***
Find Location(s)	
Location Name:	
Address: Zip code:	99099 (5 sligits)
City: County: V Region:	
Room: Phone No.: 999-9999 Location Capacity:	Students
Special Instructions:	
Search Display All Locations	
	+++ 17 Records Found ++++ First Previous 1 2 3 Next Last
Location Name: Academy Sports and Outdoors Address: 2220 Hamilton Place Blvd Zip code: 37421	
City: Chattanooga State: TN County: Hamilton V Region: 3 Room: classroom Phone No.: 423-852-1214 Location Capacity: 20 Students	
Special Instructions:	
Updated By: JACOB SCOTT V Last Modified Date: 12/03/2015	
Edit	
Location Name: Emp Loc	
Address: 123 testing, bldg# 4002 Zip code: 37211	
City: Nashville State: TN County: Davidson V Region: 2	
Room: 100 Phone No.: 615-741-0232 Location Capacity: 60 Students	
Special Instructions:	
Updated By: JACOB SCOTT Y Last Modified Date: 01/15/2016	
Edit	

- To search for specific location(s): enter your search criteria in the Find Location(s) section then click on the Search button, you can search by (Location Name "part or full name", Address "part or full address", Zip code "5 digits 99999", City "part or full name", State "select from the list", county "select from the list", Region "1 digit number from 1 to 5", Room "part or full name/number", Phone No. "9 digits number 999-999-999", Location Capacity "number of students", Special Instructions "part or full").
- > To cancel your query, click on the Display All Locations button.

	Tennessee Hunter Education Event Management System
	*** Manage Locations ***
Find Location(s)	
Location Name: test	
Address: Zip code: 37211	99099 (5 digits)
City: State: County: Region:	
Room: Phone No.: 999-9999 Location Capacity:	Students
Special Instructions:	
Search Display All Locations	
	+++ 7 Records Found +++ First Previous 1 Next Last
• Location Name: First Test	
Address: 123 Hogan Road, Bldg# 3060 Zip code: 37211	
City: Nashville State: TN County: Davidson V Region: 2 Room: 35 Phone No.: 615-541-2121 Location Capacity: 30 Students	
Special Instructions:	
Updated By: JACOB SCOTT V Last Modified Date: 12/14/2015	
Edit	
Location Name: test 1119	
Address: 1119 hogan dr Zip code: 37211	
City: Nashville State: TN County: Davidson V Region: 2	
Room: 20 Phone No.: 615-201-2112 Location Capacity: 20 Students	
Special Instructions: test edit new loc	
Updated By: Adam Andy V Last Modified Date: 11/19/2015	
Edit	

To Edit a location information, click on the Edit button. Change one or more fields, and then click on Save Changes to save or Cancel to discard your changes.

Edit Location*	
Required Field	
Location Name*: test 1119	
Address*: 1119 hogan dr Zip code*: 37211	99999 (5 digits)
City*: Nashville State*: TN V County*: Davidson V Region*: 2	
Room: 20 Phone No.: 615-201-2112 999-9999 Location Capacity*: 20	Students
Special Instructions:	0
Save Changes Cancel	

- To Create a new location, scroll down to the end of the page, enter the new location information (all fields with * are required fields). When you finish click on the Save New Location button to add the new location or Cancel to clear the fields and discard the changes.
- After you add the new location, the location will be on Waiting Approval status. The system automatically sends an email to all regional administrators to approve the new location, once an administrator approves your new location the system will send you an email to let you know the location has been approved and activated. Instructors can only see approved locations on the Manage Locations page.

Special Instr	uctions: this is test:	23		0		
Updated By:	Adam Andy 🗸 🗸	Last Mo	dified Date: 06/2	4/2015		
Edit						
• ***Create	New Location***					
* Required F	ield					
Location Na	ame*: This is Test					
Address*: 12	23 test			Zip coo	le*: 37221	99999 (5 digits)
City*: N	ashville	State*: TN 🗸	County*: Davi	lson 🗸 Regio	on*: 2]
Room: 10	01	Phone No.: 615-202-0202	999-999-9999	Location Capacit	ty*: 80	Students
Special Instr	uctions:				$\langle \rangle$	
Save New L	ocation					
				First	Previous 1 No	ext Last
MESSE				Privacy Statement	Child Online Priva	acy Protection Act (COPPA)
			111			

After you click on **Save New Location** button:

Special Instructions: this is test123	Ô
Updated By: Adam Andy V Last Modified Da	te: 06/24/2015
Edit	
Create New Location	
* Required Field	
Location Name*:]
Address*:	Zip code*: 000000 (5 digits)
City*: State*: County*	Region*:
Room: Phone No.: 999-999-999	29 Location Capacity*: Students
Special Instructions:	\bigcirc
Save New Location Clear	
	First Previous 1 Next Last
he New Location has been sent to system administrators for appro	
	Privacy Statement Child Online Privacy Protection Act (COPPA) For General Information Contact: Randy Huskey (615) 781-6583 Randy Huskey@tn.gov
	For Technical Assistance Contact: TWRA HelpDesk (615) 781-6648 TWRA Helpdesk@tm.gov Monday - Friday (8:00am - 4:30pm) Central Time
	filenday Triday (5.00am - 4.50pm) Central Time

> **To go back** to the main menu, click on **Back to The Main Menu** button at the top right of the page.

III. Manage Events: you can use this page to schedule new events, view your events (whether you were the primary or an assistant instructor), edit and cancel your events, and enter events results. You can also click on '*** View All Events That Already Exist in The System' to see other instructors' events.

TN	Tennessee Wild	llife Resources Ag Director	ency	-				
	Tenr	essee Hunter Education E	vent Manageme	ent System				
LOGOUT USER GUIDE			0					
		*** Manage Ev	ents ***					
*** Schedule a New Event *** * Search Event(s): To query for a sp	*** Schedule a New Event *** Back to The Main Menu Search Event(s): To query for a specific Event(s), enter the criteria in the fields below then click on the Search button. To cancel the query click on the Clear button. Back to The Main Menu							
Event ID:	Dates From: To: Instructor Name (Part or Full Name): Status: Active							
	lumn header to sort by that column in ascen	ding order, click again for descending or	der.					
Action Ev		Location Name	County	Date and Time	Enrollment	Primary Instructor	Status	
Reports Results View 16	63 Bowhunter Education Field Day	4TH AVE. CHURCH OF CHRIST	Williamson V	05/25/2017 09:00 AM To 10:00 AM	3 Of 10	RANDY HUSKEY	Active	
**** Total Events= 1 ***	Please contact your regional off	ice for help and information: Reg I- 731-423-5725,	ivacy Protection Act (COPPA Reg II- 615-781-6622, Reg II m - 4:30pm) Central Time		-587-7037.		Schart of	

- The page by default lists all Active events where you have been assigned as a primary or an assistant instructor in that event.
- All Scheduled Events Report: the report displays all Active events by default. However, you can search for any event(s) by entering your search criteria and then click on Run Report button. To print the report, please follow the steps at the top of the page highlighted in yellow.

			*** All Scheduled Eve	nts Keport """			
							Back to The Events Page
andscape Or			e disk icon, third button from right)> { o Fit All Columns on One Page> Click o			your computer> From MS Excel g	o to File> Print> Select
Program:		✓ Location:	Y		County:	V	Event Region:
ates From:	To:		instructor Name (Part or Full Name):			Status: Active	V
Run Report	Clear Search Parameters						
4 4 1	of 2 ? 🕨 🔰 💠 100%	Find Next	↓・ ③ ∯				
Event ID	Program Title	Location Name	Location Address	Enrollment	Event Status	Event's Instructors	Event's Schedule
1638	Hunter Education Classroom Course	SOUTH HOLSTON RURITAN CLUB	415 Meadow Creek Road, BRISTOL, TN 37620. County: Sullivan. Region: 4	21 Of 60	Active	JAMES HUMPHREY - Primary.	07/18/2016 06:30 PM To 09 07/19/2016 06:30 PM To 09 07/20/2016 06:30 PM To 09 07/21/2016 06:30 PM To 09 07/21/2016 06:30 PM To 09 07/22/2016 06:30 PM To 09
1640	Hunter Education Classroom Course	FIRST BAPTIST CHURCH	211 N. Main St., GREENEVILLE, TN 37745. County: Greene. Region: 4	25 Of 25	Active	DICK FAWBUSH - Primary.	07/11/2016 06:00 PM To 08 07/12/2016 06:00 PM To 08 07/14/2016 06:00 PM To 08 07/14/2016 06:00 PM To 08 07/15/2016 06:00 PM To 08
1644	Hunter Education Classroom Course	HIGHLAND PARK RURITAN CLUB	860 HWY 321 N., LENOIR CITY, TN 37772. County: Loudon. Region: 4	36 Of 40	Active	ANTHONY CHITWOOD - Primary.	07/21/2016 06:00 PM To 09 07/22/2016 06:00 PM To 09 07/23/2016 09:00 AM To 03
1647	Hunter Education Classroom Course	SPRING HILL BAPTIST CHURCH	1301 Spring Hill Road, PARIS, TN 38242. County: Henry. Region: 1	53 Of 100	Active	STEVE BREWER - Primary.	07/18/2016 06:00 PM To 09 07/19/2016 06:00 PM To 09 07/21/2016 06:00 PM To 09 07/25/2016 06:00 PM To 09 07/25/2016 06:00 PM To 09
1648	Hunter Education Classroom Course	BURLISON COMMUNITY CENTER	HWY 59, BURLISON, TN 38015. County: Tipton. Region: 1	31 Of 100	Active	RONNIE HOWARD - Primary, JOHN DAVID - Assistant, WOODROW HARTSFIELD -	08/02/2016 06:30 PM To 09 08/04/2016 06:30 PM To 09 08/09/2016 06:30 PM To 09 08/09/2016 06:30 PM To 09

- To schedule a new event, click on the *** Schedule a New Event *** button, and follow the steps below:
- Enter the event information then click on Save New Event button. After the event is saved, its status will be set to New and the Event's Dates & Times section and the Event's Instructors sections will come up.

	Tennessee Hunter Education Event Management System
LOGOUT	USER GUIDE
	*** Manage Event ***
Event's Infor	mation
*Required Field	
Program Title*:	Hunter Education Classroom Course
Location Info.*:	ACADEMY SPORTS AND OUTDOORS -Address: 5929 Hwy 153, HIXSON,
	ACADEMY SPORTS AND OUTDOORS Address: 5929 Hwy 153, HIXSON, TN 37343.
Event Capacity*:	30
Wait List Capacity*	20 (Enter 0 to DISABLE wait list)
This is a Public 🗸	event
Special Instructions	this is test
Save New Event	Cancel

Notes:

- Only the person who created the event can complete their new events, no one else can see your New events.
- You can always come back later and complete the event's information for New event. However, you cannot send the event to administrators to activate it until the event's dates & times and a primary instructor are entered.
- **Private** events will not be displayed in the public student's registration site.

	Tennessee Hunter Education Event Management System							
LOGOUT USER GUIDE								
*** Manage Event ***								
Event's Information	Back to Even	ts						
Send Event for Approval To Edit or Cancel this Event click on Edit Event OR Cancel Even Event ID: 1633 Event Status: New								
Program Title: Hunter Education Classroom Course								
Location Info.: Address: 5929 Hwy 153, HIXSON, TN 37 Event Capacity: 30 Students	343.							
Wait List Capacity: 20 Students								
This is a Public event Special Instructions: this is test Updated By: ZAINAB LATIF Last Modified De	C te: 06/06/2016 03:36 PM							
Event's Dates & Times= 0 Day(s) Event Date From Time To Time Action	***Event's Instructors= 0 Instructor(s)*** Instructor Name Instructor Email Primary / Assistant Action							
MANDO/YYYY 999 Type A for All for the Company of th	Date							

- To enter the Event's Dates & Times, enter the event date, from time, and to time then click on the Insert button to save, or click on Clear button to clear the fields and discard the changes.
 - When you enter the first day of class the event visibility and registration dates will appear in the upper part with the event information section. The default dates are from one month prior to the first day of class to the first day of class.
 - If you change the first day of class, the event visibility and registration dates will be changed too.

	Tennessee H	unter Education Event Management System	
LOGOUT	USER GUIDE		
		*** Manage Event ***	
Event's Inform	nation		Back to Events
Send Event for Appro To Edit or Cancel thi Event ID: 1633 Ev Program Title:	s Event click on Edit Event OR Cancel Event		
Location Info.:	Address: 5929 Hwy 153, HIXSON, TN 37343.		
Event Capacity:	30 Students		
Wait List Capacity:	20 Students		
	sible to students From: 6/1/2016 To: 7/1/2016 for this event From: 6/1/2016 To: 7/1/2016		
This is a Public even	t		
Special Instructions:	this is test		
Updated By: ZAINA	B LATIF V Last Modified Date: 06/06/2016 03:36 PM		
Event's Dates	& Times= 1 Day(s)	***Event's Instructors= 0 Instructor(s)***	
Event Date	From Time To Time Action	Instructor Name Instructor Email Primary/ Assistant Action	
07/01/2016	02:00 PM 03:00 PM Delete Edit	· N/A · Clear	
MM/DD/YYYY	Series Contemporation Series Contemporation Series Series Contemporation Series Contemporation Series Clear Series Clear Series	First Previous Next Last	
	irst Previous Next Last		

- To stop the event visibility and registration dates from changing when you change first day of class:
 - Click on **Edit Event** button.
 - Check the Lock Dates checkbox.
 - Click on **Update Event** button to save the change.

Event's Information					
Send Event for Approval					
Update Event Cancel Event ID: 1633					
*Required Field					
Program Title*: Hunter Education Classroom Course					
Location Info.*: ACADEMY SPORTS AND OUTDOORS -Address: 5929 Hwy 153, HIXSON,					
Event Capacity*: 30					
Wait List Capacity*: 20 (Enter 0 to DISABLE wait list)					
This event will be visible to students From: 06/01/2016 To: 07/01/2016					
Students can register for this event From: 06/01/2016 To: 07/01/2016					
This is a Public V event					
Special Instructions this is test					

To insert primary and assistant instructors to the event, select the Instructor name from the drop down list, and select whether that instructor is a primary or assistant instructor. There should be only one primary instructor. Primary instructors are certified instructors.

Event's Instructors= 2 Instructor(s)

Instructor Name	Instructor Email	Primary/ Assistant	Action	
ZAINAB LATIF	zainab.latif@tn.gov	*Primary*	Delete	Edit
ALLEN YORK		Assistant	Delete	Edit
N/A				e w Instructor Clear
	First Previous	Next Last		

When you complete, click on Send Event for Approval button. The system will change the event status to Event Waiting Approval and send an email to administrators in your region to approve the event. Once the event is approved, the system will sends you an email to let you know that the event has been approved and the event status is changed to Active. Now you can add students to the event.

		*** Manage Event ***
Event's Inform	ation	
An email has been s	ent to system administrators!	
Event Sent		
To Edit or Cancel this I	Event click on Edit Event OR Cancel Event	
Event ID: 1633 Even	nt Status: Event Waiting Approval	
Program Title:	Hunter Education Classroom Course 🗸	
Location Info.:	ACADEMY SPORTS AND OUTDOORS Address: 5929 Hwy 153, HIXSON, TN 37343.	
Event Capacity:	30 Students	
Wait List Capacity:	20 Students	
This event will be visit	ele to students From: 06/01/2016 To: 07/01/2016	
Students can register fo	or this event From: 06/01/2016 To: 07/01/2016	
This is a Public event		
Special Instructions:	this is test	
Updated By: ZAINAB	LATIF Last Modified Date: 06/07/2016 09:25 AM	
Event's Dates &	z Times= 1 Day(s)	***Event's Instructors= 2 Instructor(s)***

Event Date	From Time	To Time	Action			
07/01/2016	02:00 PM	03:00 PM	Delete Edit			
MM/DD/YYYY	99:99 Type A for AM/ P for PM	99:99 Type A for AM/ P for PM	<-ADD New Date Insert Clear			
First Previous Next Last						

Instructor Name	Instructor Email	Primary/ Assistant	A	ction		
ZAINAB LATIF	zainab.latif@tn.gov	*Primary*	Delete	Edit		
ALLEN YORK		Assistant	Delete	Edit		
N/A		~	<-ADD N Insert	e w Instructor Clear		
First Previous Next Last						

The Email that the administrators will receive:

An Event is Waiting Approval

zainab.latif@tn.gov Sent: Tue 6/7/2016 8:58 AM To: Zainab Latif; Randy Huskey; Melinda Raymond Retention Policy: All Folders (90 days) Expires: 9/5/2016

The event below is waiting for your approval to be activated:

Event ID: 1633

Program Title: Hunter Education Classroom Course

LOCATION & SCHEDULE Meeting On: 07/01/2016 02:00 PM - 03:00 PM

Located at: ACADEMY SPORTS AND OUTDOORS Address: 5929 Hwy 153, HIXSON, TN 37343. County: Hamilton- Region: 3. Room# classroom.

Special Instructions for All Students: this is test

Instructed by: ZAINAB LATIF

Cancellation Policies: You must cancel your registration before ,07/01/2016 at 02:00 PM.

Minimum-Age Policy: All registrants for this event must be 9 years of age by 07/01/2016. The course is offered free of charge to anyone interested regardless of age; however, you must be nine years of age or older in order to become a certified hunter education graduate.

Thank you and have a nice day!

The email that the primary instructor and the administrators will receive when the event is approved:

An Event Has Been Approved

zainab.latif@tn.gov Sent: Tue 6/7/2016 9:13 AM To: Zainab Latif; Zainab Latif Retention Policy: All Folders (90 days) Expires: 9/5/2016

Event ID: 1633

Program Title: Hunter Education Classroom Course

LOCATION & SCHEDULE Meeting On: 07/01/2016 02:00 PM - 03:00 PM

Located at: ACADEMY SPORTS AND OUTDOORS Address: 5929 Hwy 153, HIXSON, TN 37343. County: Hamilton- Region: 3. Room# classroom.

Special Instructions for All Students: this is test

Instructed by: ZAINAB LATIF

Cancellation Policies: You must cancel your registration before ,07/01/2016 at 02:00 PM.

Minimum-Age Policy: All registrants for this event must be 9 years of age by 07/01/2016. The course is offered free of charge to anyone interested regardless of age; however, you must be nine years of age or older in order to become a certified hunter education graduate.

Thank you and have a nice day!

To go back to the Manage Events page, click on Back to Events button at the top right of the page. You can query for any of your events by any field in the pink area, then click on the Search button. If you want to cancel your query, click on Clear button.

	Tennessee Wildl Ed Carter, Executive Di		Agency	-	-	
	Tenne	ssee Hunter Education	Event Manage	ment System		
LOGOUT USER GUIDE						
		*** Manage	Events ***			The Main Menu
Dates From: East Clear	Program: Hunter Education Classroom Cou	se 🔽 Instruc	Location:	k on the Clear button.	County: Hamilton Status: Active	× ×
* Sort Events: Please click on the column he Action Event		order, click again for descending o Location Name	rder. County	Date and Time	Enrollment Primary Instructor	Status
Reports Results View 1633		ACADEMY SPORTS AND OUTDOORS		07/01/2016 02:00 PM To 03:00 PM	0 Of 30 ZAINAB LATIF	Active
•••• Total Events= 1 •••	For Tech	inical Assistance Contact: TWRA HelpDes	Privacy Protection Act (COPP k (615) 781-6648 TWRA_He 00am - 4.30pm) Central Time			Entrus

- To view the event's details, edit or cancel the event, click on View button.
- To enter the event's results, click on Results button.
- To run the event's reports, click on Reports button.
- When you click the View button, you can view the event information, dates & times, primary and assistant instructors, registered students, and people who join the waiting list.
- You can share your event on the social media or you can send your Private event link to whoever you want to register by copying the Share Link URL.

								*** Manage Even	***								
Event's Information																	Back to Events
Didit or Cancel this Event Click on East Vent ID 101 Event Status. Active Vent Topara Take. The Conception of the Conception Vent Capacity: 10 Students Vent Capacity: 10 Students Vent Capacity: 20 Students Vent Capacity: 20 Students Init is Public event Init is Vent Click event Free: Init is Public event Student Cancel Capacity: 20 Students Init is Public event Student Student Litty:	estoom Course t of doo and Av, ATHENS, TH 3730 06/08/2016 Te: 06/08/2016	5 DLock Dates															
M																	
Event Date From Time To 06/08/2016 03:00 PM 04:0 06/09/2016 10:00 AM 11:0	DPM Delete Edit					Instru IAINAB		zainab.latif@tn.go	Primary/Assistant Action *Primary* Dete Edit								
99-150/Ymry 89-59 Type A for Any 7 Ser the Rist Previous Ne	<-ADD New Date of A for Insort Clear st Last lent(s)*** Registration	n Status: Open.	First Name*	MI	Last Name*	Suffi	Gender*		C-ADD New Internet Clear	Zip Code*	City*	State	Phone No.*	Email Address*	Will Attand?		Action
Providari v Presidente a companya e companya	<-ADD New Date of A for Insort Clear st Last lent(s)*** Registration	n Status: Open. ocial Security Number*	First Name*	-	Last Name*	Suffi		First Previo	Next Last Street Address*		City*	State ²		Email Address* Zainab.Latif@tn.cov	Will Attend?	Edit	
Required Field Date of B Cancel Registration Edit 02/02/2001	ADD New Date of the second	on Status: Open. ocial Security Number				Suffi	c Gender*	First Previo	s Next Last Street Address* 111 hhh	Zip Code*		_	555-220-2020		Attend?	Edit	Cancel Registrati
Image: Second	<-ADD New Da res A for inset Clear t Last leat(s)*** Registration irth* So 100100100	na Status: Open. ocial Security Number [*]	ьь		22	Suffi	Gender*	First Previo	Next Last Street Address* 111 hhh 111 hhh	Zip Code* 37211	Nashville	TN	555-220-2020 615-202-0202	Zainab.Latif@tn.gov	Attend?		Cancel Registration
Image: Strate and Str	-ADD New Da ADD New Da 	n Status: Open. ox Status: Open. occial Security Number*	bb kpkp pp ZAINAB		aa pkpk	Suffi	Gender* Male Male Male Female	Fist Previo Ethnicity* African American African American Caucasian	Street Address* 111 hhh 2914 KLIRD 2914 KLIRD 123 Hogen Rd	Zip Code* 37211 37211 37221 37221 37211	Nashville Nashville Nashville Nashville	TN TN TN TN	555-220-2020 615-202-0202 202-020-2020 615-202-1212	Zainab.Latif@tn.gov zainab.latif@tn.gov Zainab.Latif@tn.gov Zainab.Latif@tn.gov	Attend?	Edit Edit Edit	Cancel Registratio Cancel Registratio Cancel Registratio Cancel Registratio
Image: Strategister Strate Strate Strate Strategister Image: Strategister Strate Strategister Strate Strategister **Registered Students= 5 of 10 Strate Color Of Strategister Strate Strategister *Concer Registerion Edit 10/20/2/2010 ColorOf/1996 Concer Registerion Edit 10/20/2/2010 ColorOf/1996 Concer Registerion Edit 07/07/1997 ColorOf/1996	- ADD New Do Not Last eat(s)*** Registration rth* So 100100100 22222225 123456786 123456788 33555354	n Status: Open. ox Status: Open. occial Security Number*	bb kpkp pp		aa pkpk mm	Suffi	Gender* Male Male Male	Fitt Previo Ethnicity* African American African American African American	Year Inext Cear Street Address* 131 hhh 131 hhh 231 KELL RD 123 Hold 2314 KELL RD 123 Hold 123 Hold 123 Hold 123 Hold	Zip Code* 37211 37211 37221	Nashville Nashville Nashville	TN TN TN	555-220-2020 615-202-0202 202-020-2020 615-202-1212 535-555-5555	Zainab.Latif@tn.gov zainab.latif@tn.gov Zainab.Latif@tn.gov	Attend?	Edit Edit	Cancel Registratio Cancel Registratio Cancel Registratio Cancel Registratio Cancel Registratio
Non-Section	at a dot from D brack c a dot from D brack at a dot from D brack c a dot from D brack at a dot from D brack b a dot from D brack at a dot from D brack b a dot from D brack at a dot from D brack b a dot from D brack at a dot from D brack b a dot from D brack at a dot from D brack b a dot from D brack at a dot from D brack b a dot from D brack at a dot from D brack b a dot from D brack at a dot from D brack b a dot from D brack at a dot from D brack b a dot from D brack	In Status: Open. In Status: Open. Second Security Number* Second Security Internet Second Security Second Seco	bb kpkp pp ZAINAB zz		sa pkpk mm LATIF xx		x Gender* Male Male Female Female	Pist Presid Ethnicity* African American African American Caucasian ASIAN	I Net Las Recet Address* III bab. 111 bab. 224 e KL RD 224 e KL RD 112 Brigen Rd 112 Brigen Rd	Zip Code* 37211 37211 37221 37221	Nashville Nashville Nashville Nashville	TN TN TN TN TN	555-220-2020 615-202-0202 202-020-2020 615-202-1212 535-555-5555	Zainab.Latif@tn.gov zainab.latif@tn.gov Zainab.Latif@tn.gov Zainab.Latif@tn.gov Zainab.Latif@tn.gov	Attend?	Edit Edit Edit Edit	Cancel Registratio Cancel Registratio Cancel Registratio Cancel Registratio Cancel Registratio
www.gov.vv Prof. We have: W # # # ***Registered Streams > 610 Stm Code of Bayes Code of Bayes **Registered Streams > 610 Stm Code of Stm Code of Stm *Code at Registered Streams > 610 Stm Code of Stm Code of Stm Code at Registered Streams > 610 Stm Code of Stm Code of Stm Code at Registered Streams > 100 (100 / 100 Code) 190 Code of Stm Code of Stm Code of Stm Code at Registered Streams > 100 (100 / 100 Code) 190 Code) 190 Code of Stm Code of Stm Code of Stm Code at Registered Streams > 100 (100 / 100 Code) 190 Code) 190 Code of Stm Code of Stm Code of Stm Code at Registered Streams > 100 (100 / 100 Code) 190 Code) 190 Code of Stm Code of Stm Code of Stm Code At Registered Streams > 100 (100 / 100 Code) 190 Code) 190 Code of Stm Code of Stm Code Other Stm Code At Registered Streams > 100 (100 / 100 Code) 190 Code) 190 Code of Stm Code Other Stm Code Other Stm Code At Registered Streams > 100 (100 / 100 Code) 190 Code) 190 Code of Stm Code Other Stm Code Other Stm Code At Registered Streams > 100 (100 / 100 Code) 190 Code) 190 Code of Stm Code Other Stm Code Other Stm	- -	In Status: Open. Social Security Number* Security Real-social Confirm SSN Security Status and Status and Status and Security Status and Status and Status and Security Status and Status and Status and Status and Status and Status and Status and Status and Status and Status and Status and Status and Status an	bb kpkp pp ZAINAB zz		sa pkpk mm LATIF xx		x Gender* Male Male Female Female	Pist Predo Ethnicity* African American African American African American Caucasian ASIAN Then CLUCK HERE	I Net Las Recet Address* III bah. III bah. 224 Kit. RD 224 Kit. RD 112 Brigen Rd 112 Brigen Rd 112 Brigen Rd	Zip Code* 37211 37211 37221 37221	Nashville Nashville Nashville Nashville	TN TN TN TN TN	555-220-2020 615-202-0202 202-020-2020 615-202-1212 535-555-5555	Zainab.Latif@tn.gov zainab.latif@tn.gov Zainab.Latif@tn.gov Zainab.Latif@tn.gov Zainab.Latif@tn.gov	Attend?	Edit Edit Edit Edit	Cancel Registratio Cancel Registratio Cancel Registratio Cancel Registratio Cancel Registratio
Non-Section		In Status: Open. Social Security Number* Security Real-social Confirm SSN Security Status and Status and Status and Security Status and Status and Status and Security Status and Status and Status and Status and Status and Status and Status and Status and Status and Status and Status and Status and Status an	bb kpkp pp ZAINAB zz Zz AL, Enter the Stu	dent's	sa pkpk mm LATIF xx	d Socia	x Gender* Male Male Female Female	Pist Predo Ethnicity* African American African American African American Caucasian ASIAN Then CLUCK HERE	I Net Las Recet Address* III bah. III bah. 224 Kit. RD 224 Kit. RD 112 Brigen Rd 112 Brigen Rd 112 Brigen Rd	Zip Code* 37211 37211 37221 37221	Nashville Nashville Nashville Nashville	TN TN TN TN TN	555-220-2020 615-202-0202 202-020-2020 615-202-1212 535-555-5555	Zainab.Latif@tn.gov zainab.latif@tn.gov Zainab.Latif@tn.gov Zainab.Latif@tn.gov Zainab.Latif@tn.gov	Attend?	Edit Edit Edit Edit	Cancel Registratio Cancel Registratio Cancel Registratio Cancel Registratio Cancel Registratio
Implementation Impleme		as Status: Open. occial Security Number*	bb kpkp pp ZAINAB zz Zz AL, Enter the Stu	dent's	as pkpk mm UATIF XXX VATIF XXXX VATIF XXXX VXXX VXXX VXXX VXXX VXXX VXXX VX	nd Socia	x Gender* Male Male Female Female	Pist Predo Ethnicity* African American African American African American Caucasian ASIAN Then CLUCK HERE	I Net Las Recet Address* III bah. III bah. 224 Kit. RD 224 Kit. RD 112 Brigen Rd 112 Brigen Rd 112 Brigen Rd	Zip Code* 37211 37211 37221 37221	Nashville Nashville Nashville Nashville	TN TN TN TN TN	555-220-2020 615-202-0202 202-020-2020 615-202-1212 535-555-5555	Zainab.Latif@tn.gov zainab.latif@tn.gov Zainab.Latif@tn.gov Zainab.Latif@tn.gov Zainab.Latif@tn.gov	Attend?	Edit Edit Edit Edit	Cancel Registrator Cancel Registrator Cancel Registrator Cancel Registrator Cancel Registrator
Image: Control of the state of the		as Status: Open. occial Security Number*	bb kpkp pp ZAINAB zz Zz AL, Enter the Stu	dent's	aa pkpk mm LATIF xx Date of Birth ar	nd Socia	x Gender* Male Male Female Female	Pist Predo Ethnicity* African American African American African American Caucasian ASIAN Then CLUCK HERE	I Net Las Recet Address* III bah. III bah. 224 Kit. RD 224 Kit. RD 112 Brigen Rd 112 Brigen Rd 112 Brigen Rd	Zip Code* 37211 37211 37221 37221	Nashville Nashville Nashville Nashville	TN TN TN TN TN	555-220-2020 615-202-0202 202-020-2020 615-202-1212 535-555-5555	Zainab.Latif@tn.gov zainab.latif@tn.gov Zainab.Latif@tn.gov Zainab.Latif@tn.gov Zainab.Latif@tn.gov	Attend?	Edit Edit Edit Edit	Cancel Registratio Cancel Registratio Cancel Registratio Cancel Registratio Cancel Registratio

To edit the event, click on Edit Event button. After you finish your changes, click on Update Event to save your changes or Cancel to discard them.

Note: the Updated By displays the name of the last person who updated the event and the Last Modified Date displays the date and time when the event has changed.

Event's Inform	mation
Update Event	Cancel Event ID: 1631
*Required Field	
Program Title*:	Trapper Education Classroom Course
Location Info.*:	WOODWARD AVE CHURCH OF GOD -Address: 507 Woodward Av, ATHE
Event Capacity*:	10
Wait List Capacity*:	20 (Enter 0 to DISABLE wait list)
This event will be vi	sible to students From: 05/08/2016 To: 06/08/2016
Students can register	r for this event From: 05/08/2016
This is a Public 🗸 e	event
Special Instructions	test1

To edit a date or time, click on the Edit button at the left side of that date and make your changes then click on Update to save your changes or Cancel to discard them.

Program Title: Trapper Education Classroom Course Location Info.: WOODWARD AVE CHURCH OF GOD Address: 507 Woodward Av, ATHENS, TN 37303.	***Event's Info	rmation***							
Location Info: WODWARD AVE CHURCH OF GOD Address: 507 Woodward Av, ATHENS, TN 37303. Event Capacity: 20 Students Wait List Capacity: 20 Students This event will be visible to students From: 05/08/2016 To: 06/08/2016 Students can register for this event From: 05/08/2016 To: 06/08/2016 This is a Public event Special Instructions: test1 Updated By: ZAINAB LATIF Last Modified Date: 06/07/2016 09:57AM ***Event's Dates & Times = 2 Day(s)*** ***Event's Dates & Times = 2 Day(s)*** MODOPYMY 99:99 AMPM Update Cancel 06/09/2016 10:00 AM 11:00 AM Delete Edit 99:99 Type A for 99:99 Type A for 90:00 Type A for				R Cancel Event	[
Location Info: Address: 507 Woodward Av, ATHENS, TN 37303.	Program Title:	Trapper Educat	ion Classroom Co	ourse	~				
Wait List Capacity: 20 Students This event will be visible to students From: 05/08/2016 To: 06/08/2016 Students can register for this event From: 05/08/2016 To: 06/08/2016 This is a Public event Special Instructions: test1 Updated By: ZAINAB LATIF Last Modified Date: 06/07/2016 09:57 AM ***Event's Dates & Times = 2 Day(s)*** The stat Modified Date: 06/07/2016 09:57 AM ***Event's Dates & Times = 2 Day(s)*** The stat Modified Date: 06/07/2016 09:57 AM ***Event's Instructors = 1 Instructor(s)*** The stat Modified Date: 06/07/2016 09:57 AM ***Event's Instructors = 1 Instructor(s)*** The stat Modified Date: 06/07/2016 09:57 AM ***Event's Instructors = 1 Instructor(s)*** The stat Modified Date: 06/07/2016 09:57 AM ***Event's Instructors = 1 Instructor(s)***	Location Info.:								
This event will be visible to students From: 05/08/2016 To: 06/08/2016 Students can register for this event From: 05/08/2016 To: 06/08/2016 This is a Public event Special Instructions: test1 Updated By: ZAINAB LATIF Last Modified Date: 06/07/2016 09:57 AM ***Event's Dates & Times= 2 Day(s)*** ***Event's Dates & Times= 2 Day(s)*** ***Event's Instructors= 1 Instructor(s)*** test1 Concel Delete Edit Delete	Event Capacity:	20 Students							
I Lock Dates Students can register for this event From: 05/08/2016 To: 06/08/2016 This is a Public event Special Instructions: test1 Updated By: ZAINAB LATIF Last Modified Date: 06/07/2016 09:57 AM ***Event's Dates & Times= 2 Day(s)*** ***Event's Dates & Times= 2 Day(s)*** Event Date From Time 06/09/2016 03:00 PM 04:00 PM Update 06/09/2016 10:00 AM 1:00 AM Delete Edit N/A V/A Insert Clear Image: Sping Type A for Sping Type A for	Wait List Capacity	20 Students							
Students can register for this event From: 05/08/2016 To: 06/08/2016 This is a Public event Special Instructions: test1 Updated By: ZAINAB LATIF V Last Modified Date: 06/07/2016 09:57 AM ***Event's Dates & Times= 2 Day(s)*** Event bate From Time To Time Action 06/08/2016 03:00 PM 04:00 PM Update Cancel 06/09/2016 10:00 AM 11:00 AM Delete Edit 99:99 Type A for 99:99 Type A for 10 are to 10 ar	This event will be	visible to students	From: 05/08/201	16 To: 06/08/2016					
Special Instructions: test1 Updated By: ZAINAB LATIF Last Modified Date: 06/07/2016 09:57 AM ***Event's Dates & Times = 2 Day(s)*** <u>Event Date From Time To Time Action</u> 06/08/2016 03:00 PM 04:00 PM Update Cancel 06/09/2016 10:00 AM 11:00 AM Delete Edit 99:99 Type A for 99:99 Type A for 199:99 Type A for 199:99 Type A for 100 PM Update Cancel 99:99 Type A for 99:99 Type A for 100 PM Update Cancel 99:99 Type A for 199:99 Type A for 100 PM Update Cancel 100 First Previous Next Last	Students can regist	er for this event F	rom: 05/08/201	16 To: 06/08/2016	Lock Dates				
Special Instructions: Updated By: ZAINAB LATIF Last Modified Date: 06/07/2016 09:57 AM ***Event's Dates & Times= 2 Day(s)*** <u>Event Date From Time To Time Action</u> 06/08/2016 03:00 PM 04:00 PM Update Cancel 06/09/2016 10:00 AM 11:00 AM Delete Edit 99:99 Type A for 99:99 Type A for 10 PM Update Cancel 99:99 Type A for 99:99 Type A for 10 PM Update Cancel 99:99 Type A for 99:99 Type A for 10 PM Update Cancel 99:99 Type A for 99:99 Type A for 10 PM Update Cancel 10 First Previous Next Last	This is a Public ev	ent							
Event's Dates & Times= 2 Day(s) ***Event's Dates & Times= 2 Day(s)*** ***Event's Instructors= 1 Instructor(s)*** Image: Structure of the str	Special Instruction	s: test1			0				
Event Date From Time To Time Action 06/08/2016 03:00 PM 04:00 PM Update Cancel VM/DD/YVY 99:99 AM/PM 99:99 AM/PM Delete Edit 06/09/2016 10:00 AM 11:00 AM Delete Edit 99:99 Type A for 99:99 Type A for 99:99 Type A for Previous Next	Updated By: ZAIN	IAB LATIF	∨ La	st Modified Date: 0	6/07/2016 09:57 AI	м			
Event Date From Time To Time Action 06/08/2016 03:00 PM 04:00 PM Update Cancel VM/DD/YVY 99:99 AM/PM 99:99 AM/PM Delete Edit 06/09/2016 10:00 AM 11:00 AM Delete Edit 99:99 Type A for 99:99 Type A for 99:99 Type A for Previous Next									
06/08/2016 03:00 PM 04:00 PM Update Cancel MM/DD/YYYY 99:99 AM/PM 99:99 AM/PM Update Cancel 06/09/2016 10:00 AM 11:00 AM Delete Edit 99:99 Type A for 99:99 Type A for Service First Previous 99:99 Type A for 99:99 Type A for Clear First Previous	***Event's Date	es & Times= 2	Day(s)***			***Event's Instructors	= 1 Instructor(s)***		
MM/DD/YYYY 99:99 AM/PM 99:99 AM/PM Opdate Callet 06/09/2016 10:00 AM 11:00 AM Delete Edit 9:99 Type A for 99:99 Type A for Second First Previous Next Last	Event Date	From Time	To Time	Action		Instructor Name	Instructor Email	Primary/ Assistant	Action
06/09/2016 10:00 AM 11:00 AM Delete Edit 99:99 Type A for 99:99 Type A for 99:99 Type A for Delete Clear				Update Cance		ZAINAB LATIF	zainab.latif@tn.gov	*Primary*	Delete Edit
00/09/2010 10.00 Alvi 11.00 Alvi Delete Lui Image: State of the	And the second second second second			Doloto Edit		-	N/A	×	
99:99 Type A for 99:99 Type A for locat Cloar	00/09/2016	10.00 AM	11.00 AM				14.1		insert clear
		99:99 Type A for	99:99 Type A for		2		First Previous	s Next Last	

Note: if you change the first day of the event and the Lock Dates checkbox was unchecked, the event visibility and registration dates are going to be changed as well

Event's Info	rmation	
	his Event click on Edit Event OR Cancel Event	1
Program Title:	Trapper Education Classroom Course	~
Location Info.:	WOODWARD AVE CHURCH OF GOD Address: 507 Woodward Av, ATHENS, TN 37303.	0
Event Capacity:	20 Students	
Wait List Capacity:	20 Students	
	visible to students From: 5/1/2016 To: 6/1/2016 er for this event From: 5/1/2016 To: 6/1/2016	Lock Dates
This is a Public eve	ent	
Special Instructions	test1	0
Updated By: ZAIN	AB LATIF Last Modified Date: 06/0	7/2016 09:57 AM

Event's Dates & Times= 2 Day(s)

06/01/2016 06/09/2016	03:00 PM	04:00 PM	Delete	Edit
06/00/2016	Contract of the second second			Luit
00/09/2010	10:00 AM	11:00 AM	Delete	Edit
			<-ADD N	New Date
MM/DD/YYYY	99:99 Type A for AM/ P for PM	99:99 Type A for AM/ P for PM	Insert	Clear

First Previous Next Last

Event's Instructors= 1 Instructor(s)

Instructor Name	Instructor Email	1	Action			
ZAINAB LATIF	zainab.latif@tn.gov	*Primary*	Delete	Edit		
1	1		<-ADD New Instruct			
	N/A	~	Insert	Clear		

To change an instructor or their role in the event (Primary or Assistant). Click on the Edit button, make your changes then click on the Update button to save your changes or click on the Cancel button to discard them. Note: you can change an assistant instructor to Primary to change the primary instructor of the event, but you cannot change the primary instructor to an assistant instructor.

Instructor Name	Instructor Email	Primary/ Assistant	Action
ZAINAB LATIF	zainab.latif@tn.gov	*Primary*	Delete Edit
RANDY HUSKEY	zainab.latif@tn.gov	Assistant V	Update Cancel
~	N/A	~	<-ADD New Instructor
	First Previous	Next Last	

Event's Instructors= 2 Instructor(s)

- To add a student to the event, enter the student information at the last record in the Registered Students section and click on the **Insert** button to register the student or click on **Clear All Fields** to discard the changes. Once the student is registered, the system will send him/her a registration confirmation email.
 - Notes:
 - If the student has an account in Real system, you can populate the student information from Real by entering the student Date of Birth, Social Security Number, and Confirm SSN, then click on the CLICK HERE button. You can make any changes before you click on the Insert button.
 - If the student does not have an account in Real; when you enter the Zip Code, the system will populate the city and state. You can change them if you want before you click on the Insert button.
 - The **Will Attend?** Checkbox is used to know who has confirmed his/her registration. You can check the checkbox to confirm student's registrations for those who don't have access to computers.

Required F	ield	Date of Birth	Social Security Number*	First Name*	MI	Last Name*	Suffix	Gender*	Ethnicity*	Street Address*	Zip Code*	City*	State*	Phone No.*	Emai
Cancel Registration	Edit	02/02/2001	100100100	bb		aa		Male	African American	111 hhh	37211	Nashville	TN	555-220-2020	Zainab,Latif
Cancel Registration	Edit	06/06/1996	22222225	kpkp		pkpk		Male	African American	111 hhh	37211	Nashville	TN	615-202-0202	zainab.latif@
Cancel Registration	Edit	07/07/1997	123456786	pp		mm	1000	Male	African American	2914 KELL RD	37221	Nashville	TN	202-020-2020	Zainab.Latif
Cancel Registration	Edit	08/08/1998	123456788	ZAINAB		LATIF		Female	Caucasian	123 Hogan Rd	37211	Nashville	TN	615-202-1212	Zainab.Latif
Cancel Registration	Edit	01/01/2001	555555554	ZZ		xx		Female	ASIAN	110 Edmondson Pike	37221	Nashville	TN	555-555-5555	Zainab.Latif
nsert Clear All	Fields	01/01/1990	123123123	John		Brown	V	MALE V	Caucasian V	123 Edmondson Pike	37211	Nashville	TN V	615-202-4585	zainab.latif@tn.g
DD New Studen	t->	MM/DD/YYYY	999999999 (9 digits, no dashes) Confirm SSN* 123123123 **If the student has never been assigned a SSN, please call: 615- 781-6338								99999				Confirm En zainab.latif@tn.g

After you click on the Insert button:

Required F	ield	Date of Birth	Social Security Number*	First Name*	MI	Last Name*	Suffix	Gender*	Ethnicity*	Street Address*	Zip Code*	City*	State*	Phone No.*	Emai
Cancel Registration	Edit	02/02/2001	100100100	bb		aa		Male	African American	111 hhh	37211	Nashville	TN	555-220-2020	Zainab.Latif
Cancel Registration	Edit	01/01/1990	123123123	John		Brown		Male	Caucasian	123 Edmondson Pike	37211	Nashville	TN	615-202-4585	zainab.latif@
Cancel Registration	Edit	06/06/1996	22222225	kpkp		pkpk		Male	African American	111 hhh	37211	Nashville	TN	615-202-0202	zainab.latif@
Cancel Registration	Edit	07/07/1997	123456786	pp		mm		Male	African American	2914 KELL RD	37221	Nashville	TN	202-020-2020	Zainab.Latif
Cancel Registration	Edit	08/08/1998	123456788	ZAINAB		LATIF		Female	Caucasian	123 Hogan Rd	37211	Nashville	TN	615-202-1212	Zainab.Latif
Cancel Registration	Edit	01/01/2001	555555554	ZZ		xx		Female	ASIAN	110 Edmondson Pike	37221	Nashville	TN	555-555-5555	Zainab.Latif
Insert Clear All I	Fields						~	~	×				~		
DD New Studen	t>	MM/DD/YYYY	999999999 (9 digits, no dashes) Confirm SSN* **If the student has never been assigned a SSN, olease call: 615-								99999			999-999-9999	Confirm Em

The registration confirmation email that the student will receive:

Event Registration Confirmation

TWRA.HunterEducation-NOREPLY@tn.gov Sent: Tue 6/7/2016 11:18 AM To: Zainab Latif Retention Policy: All Folders (90 days) Expires: 9/5/2016

Congratulations, you are now registered for: Trapper Education Classroom Course

LOCATION & SCHEDULE Meeting On: 06/01/2016 03:00 PM - 04:00 PM, 06/09/2016 10:00 AM - 11:00 AM

Located at: WOODWARD AVE CHURCH OF GOD Address: 507 Woodward Av, ATHENS, TN 37303. County: McMinn- Region: 3 Phone#: 423-745-1618.

Special Instructions for All Students: test1

Instructed by: ZAINAB LATIF

Cancellation Policies: You must cancel your registration before ,06/01/2016 at 03:00 PM.

Minimum-Age Policy: All registrants for this event must be 9 years of age by 06/01/2016. The course is offered free of charge to anyone interested regardless of age; however, you must be nine years of age or older in order to become a certified hunter education graduate.

Please login to your account to confirm your registration https://twra.state.tn.us/HunterEdEventRegistration/StudentLogin.aspx

Thank you and have a nice day!

- To Edit any student information or to move them to another event (so you don't have to enter their information again):
- Click on the Edit button (on the right or left side of the student record). Change the student information then click on the Update button (on the right or left side of the student record) to save your changes or Cancel to discard them.

•Required Field	Date of Birth*	Social Security Number	First Name*	MI	Last Name*	Suffic	Gender*	Ethnicity*	Street Address*	Zip Code*	City*	State*	Phone No.*	Email Address*	Will			Action
Cancel Registration Edit	02/02/2001	100100100	00		60		Male	African American	111 hhh	37211	Nastville	TN	555-220-2020	Zainab.Latif@tn.oov	Attend		Ect	Cancel Registratio
Cancel Registration Doll	01/01/1990	123123123	John		Brown		Male	Caucasian	123 Edmondson Pike	37211	Nastville	TN	615-202-4585	zainab.latif@tn.gov			Ees	Cancel Registrate
Uptele Cancel	08/08/1998	222222225	koko	_	okok	~	MALE V	African American 🔍	111 888	37211	Name	TN V		zeineb.let/@in.gov		1831 - Trapper Education Classroom Course - WOODWARD AVE ChuRCH OF GOD - 2016-01-01 02:00 PM To 04:00 PM (Ave: 14 01:20)	Updale	Cancel
	MM/DD/YYYY	000000000 (3 sight, no dashes)								99999				Confirm Email Address*		Nove Student to Another Event		
														zeineb letif@in.gov				
		222222225																
		entired a SSU shear roll \$15-																
		781-6538																
Cancel Registration Edit	07/07/1997	123456786	PP		mm		Male	African American	2914 KELL RD	37221	Nastville	TN	202-020-2020	Zeineb.Latif@tn.gov			Eet	Cancel Registratio
Cancel Registration Edit	08/08/1998	123456788	ZAINAB		LATIF		Female	Caucasian	123 Hogen Rd		Nastville	TN	615-202-1212	Zeineb.Letif@tn.gov			Set.	Cancel Registratio
Cancel Registration Bill	01/01/2001	555555554	22		300		Female	ASIAN	110 Edmondson Pike	37221	Nastville	TN	555-555-5555	Zeineb.Latif@tn.gov			Ect	Cancel Registratio
Insert Cear Al Palds				-	1	~	· ·	×	-	1		×					insert	Clear All Pields
OD New Student->	MM/DD/YYYY	000000000 (0 sight, no dashes)								99999			999-999-9999	Confirm Email Address*				
		Confirm SSN*													-			
		and the student has never been																
		antered a 22% share tell \$12-																
		781-6538																
Note: When You A	idd a New Studen	t, To Populate The Stude	nt's Information F	From R	REAL, Enter the Stu	udent's	a Date of E	lirth and Social Se	ecurity# Then CLICK HERE									
										Test P	evicus Next Last	-						

• If you want to **move the student to another event**, click on the **Edit** button and select the new event from the drop down list (the last field) then click on the **Update** button (on the right or left side of the student record) to save your changes or **Cancel** to discard them. Once you save your changes, the student will disappear from your event and appear in the new event's registered student. Also the system will send the registration confirmation email with the information of the new event.

City*	State*	Phone No.*	Email Address*	Will Attend?			Action
Nashville	TN	555-220-2020	Zainab.Latif@tn.gov			Edit	Cancel Registration
Nashville	TN	615-202-4585	zainab.latif@tn.gov			Edit	Cancel Registration
Nashville	TN 🗸		zainab.latif@tn.gov		1633 - Hunter Education Classroom Course - ACADEMY SPORTS AND OUTDOORS - 2016-07-01 02:00 PM To 03:00 PM (Avial: 30 Of 30) 🔽	Update	e Cancel
		999-999-9999	Confirm Email Address* zainab.latif@tn.gov		Move Student to Another Event		
Nashville	TN	202-020-2020	Zainab.Latif@tn.gov			Edit	Cancel Registration
Nashville	TN	615-202-1212	Zainab.Latif@tn.gov			Edit	Cancel Registration
Nashville	TN	555-555-5555	Zainab.Latif@tn.gov			Edit	Cancel Registration
	~	999-999-9999	Confirm Email Address*			Insert	Clear All Fields

To cancel a student registration, click on the Cancel Registration button (on the left or right side of the student record); a confirmation message will pop up click on OK to cancel the student registration or click on Cancel to keep the student in the registered students list. Once you cancel the student registration, the system will send an email to the student to let them know that their registration for that event has been cancelled.

If the waiting list was not empty, the system will send a registration request email to the first person in the waiting list.

Insert Clear							Delete	Edit		TUCKER SMI	IH	zainab.la	tif@tn.gov	Assistant	
ADD New Date>	MM/DD	YYYYY 99:99 AM/PI	4	99:99 AM/PM	Message from	n webpage	and a	Const.		×		- N/A			_
	First	Previous Next La	ist												
					l 🕜 4	Are You Certain	You Want to C	ancel the S	Student Re	gistration?	Previous	Next L	.ast		
**Registered Stu	dents	= 2 of 20 Student(s)*	**	Registration						·					
Required Fi	eld	Date of Birth	Soc	ial Security				0	ĸ	Cancel	Suffix	Gender*	Ethni	city*	Street A
Cancel Registration	Edit	01/01/1990	991	234567				_				Male	Caucasian	1	123 Edmondson Pi
Cancel Registration	Edit	05/05/2005	123	321123	_	Nancy	_	_	Nason	1		Female	African An	nerican	456 HWY 45
Insert Clear All F	ields													~	
DD New Student	>	MM/DD/YYYY	**	Confirm S Confirm S If the student has igned a SSN, plea 781-6538	SN* never been se call: 615-										
													F	irst Prev	ious Next Last

If you click OK:

Required	Field	Date of Birth	Social Security Number*	First Name*	MI	Last Name*	Suffix	Gender*	Ethnicity*	Street Address*
Cancel Registratio	n Edit	01/01/1990	991234567	John		Brown		Male	Caucasian	123 Edmondson Pike
Insert Clear	All Fields				Í.		~	×	~	
DD New Stud	ent>	MM/DD/YYYY	999999999 (9 digits, no dashes) Confirm SSN* "*"If the student has never been assigned a SSN, please call: 615- 781-6538							

The email that the student will receive after his/her registration is cancelled:

Event Cancellation Confirmation

Randy.Huskey@tn.gov Sent: Tue 2/23/2016 2:07 PM To: Zainab Latif Retention Policy: All Folders (90 days) Expires: 5/23/2016

You Registration has been Cancelled for: Hunter Education Classroom Course

LOCATION & SCHEDULE Meeting On: 03/20/2016 02:00 PM - 03:00 PM

Located at: Academy Sports and Outdoors Address: 2220 Hamilton Place Blvd, Chattanooga, TN 37421. County: Hamilton- Region: 3. Room# classroom. Phone#: 423-852-1214.

Thank you and have a nice day!

After the registration is cancelled and if the waiting list was not empty, a registration request email will be sent to the first person joined the waiting list. you can see the email that will be sent and how the person can register for the event from <u>Automatic Tasks – Waiting List</u>.

To send group emails to registered students, click on the "Click Here" button at the top of the students list besides ">>to Send a Group Email to Registered Students & Instructors".

nnicity*	Street Addr
✓ 2018 EII	ll Rd
V 732 MOL	OUNT PARAN RD
✓ 5669 Tui	Fumbling Creek I
✓ 555 test	st rd
✓ 732 MOL	OUNT PARAN RD
~ ~	
Ī	en CLICK HERE

A new window will be displayed in the page in order to enter the email subject and the email body. By default the event information is going to be included in the email body, you can add your message in the first line before the event information.

After you finish, click the "Send Email" button to send your email, or click on "No, Don't Send" to disregard your message.

Event's Dates	& Times= 3 I	Day(s)				***Event's Instructor	***Event's Instructors (Sorted by Last Nam
Event Date	From Time	To Time	Ac	tion		Instructor Name	Instructor Name Instructor Email
07/16/2017	08:00 AM	09:00 AM	Delete	Edit		HUSKEY, RANDY	HUSKEY, RANDY zainab.latif@tn.gov
07/17/2017	07:00 AM	10:00 AM	Delete	Edit		ALLEN, JOEY	ALLEN, JOEY
07/18/2017	07:00 AM	08:00 AM	Delete	Edit			▼ N/A
	99:99 Type A for	99:99 Type A for AM/ P for PM	<-ADD I Add	New Da Clear	te		First Previou
	First Previous	Next Last	t				
Send Group En	1ail to All Inst	ructors & Stu	dents				
Email Subject							
Testing							
Email Body P	lease Edit the	message belov	<i>v</i> :				
Hello, This is test				^			
Program Title:	Bowhunter Edu	cation Field 1	Day				
LOCATION & SCHE	DULE			×			
Send Email	No, Don't Send						

Registered Students= 5 of 7 Student(s) **Registration Status: Open.** >> To Send a Group Email to Registered Students & Instructors **CLICK HERE**

	Required Field	Date of Birth	Social Security Number*	Last Name*	First Name*	Middle Name Suffi	Citizen?*
C	Cancel Registration Edit	12/10/1997	****	ADAMS	EMILY	L	Yes

To add a person to the waiting list, enter their information in the last record of the Wait List section, and click on Insert to save or Clear to discard your changes. Once you save, the system will send an email to the person to let him/her know that they have been added to that event's waiting list.

Notes:

- The Joined Date is the date and time when the person joined the waiting list. It's assigned by the system and cannot be updated.
- The Registration Request Date is the date and time when the system sent the registration request email to the person to register for the class.
- People in the Wait List section are ordered by their Joined Date oldest to newest.

First Name*	Last Name*	Phone No.*	Email Address*	City*	Joined Date	Registration Request Date	Required Fie
aa	bb	615-202-4548	zainab.latif@tn.gov	Chattanooga	06/07/2016 11:47:41	07/25/2016 11:30:20	Delete Edit
Sam	Lowery	615-985-2012	zainab.latif@tn.gov	Nashville			<-ADD a Person
		999-999-9999					the Wait List
							Insert Clear

***Wait List= 2 of 20 *** Wait List Status: Open. Click Here to Send Registration Request Email to Next Student in the Waiting List

First Name*	Last Name*	Phone No.*	Email Address*	City*	Joined Date	Registration Request D	ate Requir	ed Field
aa	a bb		zainab.latif@tn.gov	Chattanooga	06/07/2016 11:47:41	07/25/2016 11:30:20 Delete	Delete	Edit
Sam	Lowery	615-985-2012	zainab.latif@tn.gov	Nashville	06/07/2016 11:49:58		<-ADD a	Person to
	2	999-999-9999					Insert	Clear

When you click on the 'Click Here to Send Registration Request Email to Next Student in the Waiting List' button the system will send an email to the first student joined the waiting list but didn't receive a registration request email yet (Registration Request Date is empty). The email the person will get:

Event Registration Confirmation

TWRA.HunterEducation-NOREPLY@tn.gov Sent: Tue 6/7/2016 11:50 AM To: Zainab Latif Retention Policy: All Folders (90 days) Expires: 9/5/2016

Although this event is full, we can contact you when others cancel or if more room is available. The instructor will either call or send an e-mail as the event is available for new student registrations.

You joined the Wait List for: Trapper Education Classroom Course

LOCATION & SCHEDULE Meeting On: 07/01/2016 03:00 PM - 04:00 PM, 07/02/2016 10:00 AM - 11:00 AM

Located at: WOODWARD AVE CHURCH OF GOD Address: 507 Woodward Av, ATHENS, TN 37303. County: McMinn- Region: 3 Phone#: 423-745-1618.

Special Instructions for All Students: test1

Instructed by: ZAINAB LATIF

Cancellation Policies: You must cancel your registration before ,07/01/2016 at 03:00 PM.

Minimum-Age Policy: All registrants for this event must be 9 years of age by 07/01/2016. The course is offered free of charge to anyone interested regardless of age; however, you must be nine years of age or older in order to become a certified hunter education graduate.

Thank you and have a nice day!

To edit a person information in the Wait List section, click on the Edit button on the right side of the person's record, make your changes then click on the Update button to save your changes or Cancel to discard them.

***Wait List= 2 of 2	20 *** Wait List S	tatus: Open.				
First Name*	Last Name*	Phone No.*	Email Address*	City*	Joined Date	Required Field *
aa	bbb	β15-202-4548 ×	zainab.latif@tn.gov	Chattanooga	6/7/2016 11:47:41 AM	Update Cancel
		999-999-9999 Invalid phone number	r			
Sam	Lowery	615-985-2012	zainab.latif@tn.gov	Nashville	06/07/2016 11:49:58	Delete Edit
						<-ADD a Person to
		999-999-9999				the Wait List Insert Clear
			First Previous Next Last			

To remove a person from the waiting list, click on the Delete button on the right side of the person's record, a confirmation message will pop up click on OK to remove the person from the waiting list or click on Cancel to keep the person in the waiting list.

*Note: When Yo	u Add a New Stud	**If the student ha assigned a SSN, ple 781-65 ent, To Populate	Message from webpage Are You Certain You Want to Delete? Birth and Social First			
***Wait List= 2 of 2 First Name*	20 *** <mark>Wait List S</mark> Last Name*	tatus: Open. Phone No.*	Email Address*	City*	OK Cancel	First Pre
aa	bb	520-212-5212	zainab.latif@tn.gov	Chattanooga	06/07/2016 11:47:41	· · · · · · · · · · · · · · · · · · ·
Sam	Lowery	615-985-2012	zainab.latif@tn.gov	Nashville	06/07/2016 11:49:58	Delete Edit
		999-999-9999				<-ADD a Person to the Wait List Insert Clear
			First Previous Next Last	<u></u>	1	

Note: all lists of the four sections (Event's Dates & Times, Event's Instructors, Registered Students, and Wait List) only **display 10 records**, if you have more than 10 records and want to see the next 10 records click on the **Next** button at the bottom. You can also navigate to the previous page, first page, and last page using the **Previous, First, and Last** buttons at the bottom of each section.

To cancel the event, click on the Cancel Event button, you will get a warning message that says "Unscheduling the event is PERMANENT and will remove all class details, including the class roster. Once unscheduled, nothing can be recovered. Are You Certain You Want to Cancel the Event?" if you click on OK, the Cancel event section will appear under the Event information. Enter Reason of Cancellation (it's a required field), the system generates an email message with the event information, you can edit that message or add anything to it. When you click on "Yes, Cancel This Event" button, the Event Status will be changed to Cancelled, and an email will be sent to all registered students and administrators. Or if you click on No, Don't Cancel button, the event will not be cancelled and remain Active.

		*** Manage Event ***
Event's Inform	nation	
Edit Event Can	cel Event ID: 64 Event Status: Active	Message from webpage
Program Title:	Hunter Education Classroom Course	Unscheduling the event is PERMANENT and will remove all class details, including the class roster. Once unscheduled, nothing can be
Location Info.:	Academy Sports and Outdoors Address: 2220 Hamilton Place Blvd, Chattanooga, TN	recovered. Are You Certain You Want to Cancel the Event?
Event Capacity:	20 Students	OK Cancel
Wait List Capacity:	20 Students	
This event will be vis	ible to students From: 02/20/2016 To: 03/20/2016	
Students can register	for this event From: 02/20/2016 To: 03/20/2016	Dates
This is a Public even	t	
Special Instructions:	this is test	0
Updated By: JACOB	SCOTT V Last Modified Date: 02/23/2016 11:18 AM	

after y	you click on OK,	Enter the Reason of	of Cancellation	and write	your message:
	, •••. •• • •,			••	, • • • • • • • • • • • • • • • • • • •

Event's Inform	ation	
Edit Event Cance	el Event ID: 64 Event Status: Active	Send Event Info. to Instructors & Students
Program Title:	Hunter Education Classroom Course	
Location Info.:	Academy Sports and Outdoors Address: 2220 Hamilton Place Blvd, Chattanooga, TN	
Event Capacity:	20 Students	
Wait List Capacity:	20 Students	
This event will be visit	ble to students From: 02/20/2016 To: 03/20/2016	
Students can register for	or this event From: 02/20/2016 To: 03/20/2016	
This is a Public event		
Special Instructions:	this is test	
Updated By: JACOB	SCOTT V Last Modified Date: 02/23/2016 02:34 PM	
Cancel Event		
Reason of Cancel	lation	
	*This Field is Required	
An email will be s	ent to all students You can Edit the message they receive below:	
	unter Education Classroom Course	
LOCATION & SCHEDU	JLE	
Meeting On: 03/20/2016 02:0	00 PM - 03:00 PM	
Located at: Acade	emv Sports and Outdoors	
Yes, Cancel This Eve	nt No, Don't Cancel	

If you click on Yes, Cancel This Event, you will get the last confirmation message...

Event's Inform	ation					
Edit Event Canc	el Event ID: 64 Event Status: Active Send Event Info. to Instructors & Students					
Program Title:	Hunter Education Classroom Course					
Location Info.:	Academy Sports and Outdoors Address: 2220 Hamilton Place Blvd, Chattanooga, TN					
Event Capacity:	20 Students					
Wait List Capacity:	20 Students					
This event will be visi	ble to students From: 02/20/2016 To: 03/20/2016					
Students can register f	or this event From: 02/20/2016 To: 03/20/2016					
This is a Public event						
Special Instructions:	this is test O Are You Certain You Want to Cancel the Event?					
Updated By: JACOB						
Cancel Event	OK Cancel					
Reason of Cancel	lation					
This is Test	\bigcirc					
The class above t	that you were scheduled for was					
cancelled by the						
	ESSAG GOES HERE!!!					
We sincerely apo:	logize for any inconvenience.					
Yes, Cancel This Eve	No, Don't Cancel					

If you click OK, the event will be cancelled...

Event's Inform	ation					Back to Events		
The Event Has Bee	The Event Has Been Cancelled!							
Event ID: 64 E	vent Status: Cancelled							
Program Title:	Hunter Education Classroom Course 🗸 🗸							
Location Info.:	Academy Sports and Outdoors Address: 2220 Hamilton Place Blvd, Chattanooga, TN							
Event Capacity:	20 Students							
Wait List Capacity:	Wait List Capacity: 20 Students							
This event will be visible to students From: 02/20/2016 To: 03/20/2016								
Students can register for this event From: 02/20/2016 To: 03/20/2016								
This is a Public event								
Special Instructions:								
Updated By: JACOB SCOTT V Last Modified Date: 02/23/2016 02:34 PM								
Event's Dates a	***Event's Dates & Times= 1 Day(s) ***Event's Instructors= 2 Instructor(s)***							
Action	Event Date From Time To Time	Action	Instructor Name	Instructor Email	Primary/ Assistant			
Delete Edit	03/20/2016 02:00 PM 03:00 PM	Delete Edit	JACOB SCOTT	jscott@test.gov	*Primary*			

Action		Event Date	From Time	To Time		
Delete	Edit	03/20/2016	02:00 PM	03:00 PM		
Insert	Clear					
ADD Ne	w Date>	MM/DD/YYYY	99:99 AM/PM	99:99 AM/PM		
First Previous Next Last						

Action		Instructor Name Instructor Email		Primary/ Assista	
Delete	Edit	JACOB SCOTT	jscott@test.gov	*Primary*	
Delete	Edit	TUCKER SMITH	zainab.latif@tn.gov	Assistant	
Insert	Clear		N/A	×	
ADD New Instructor>			N/A	~	
		First Previous	Next Last		

The email that registered students will receive...

Your Class Has Been Cancelled

TWRA.HunterEducation-NOREPLY@tn.gov Sent: Wed 3/30/2016 3:18 PM To: Zainab Latif Retention Policy: All Folders (90 days) Expires: 6/28/2016

Program Title: Hunter Education Classroom Course

LOCATION & SCHEDULE Meeting On: 03/20/2016 02:00 PM - 03:00 PM

Located at: Academy Sports and Outdoors Address: 2220 Hamilton Place Blvd, Chattanooga, TN 37421. County: Hamilton- Region: 3. Room# classroom. Phone#: 423-852-1214.

The class above that you were scheduled for was cancelled by the instructor.

THE INSTRUCTOR MESSAG GOES HERE!!!

We sincerely apologize for any inconvenience.

Thank you for your understanding, Adam Andy

The email that Administrators will receive (with the reason of cancellation)...

A Class Has Been Cancelled

TWRA.HunterEducation-NOREPLY@tn.gov Sent: Wed 3/30/2016 3:18 PM To: jscott@test.gov; BH TWRAPROGRAMMERS; Zainab Latif Retention Policy: All Folders (90 days) Expires: 6/28/2016

The Instructor's Reason of Cancellation: This is Test

Message sent to Registered Student(s):

Program Title: Hunter Education Classroom Course

LOCATION & SCHEDULE Meeting On: 03/20/2016 02:00 PM - 03:00 PM

Located at: Academy Sports and Outdoors Address: 2220 Hamilton Place Blvd, Chattanooga, TN 37421. County: Hamilton- Region: 3. Room# classroom. Phone#: 423-852-1214.

The class above that you were scheduled for was cancelled by the instructor.

THE INSTRUCTOR MESSAG GOES HERE!!!

We sincerely apologize for any inconvenience.

Thank you for your understanding, Adam Andy

- You can view cancelled events from the Manage Events page when you query on Status "Cancelled", however, you will not be able to make any changes to cancelled events.
- > To go back to the Manage Events page, click on **Back to Events** button.

		***]	Manage Events ***				
							Back to The Main Menu
*** Schdule a New Event ***							
* Search Event(s): To query f	or a specific Event(s), enter the creteria in	the fields below then click on the Q	uery button. To cancel t	he query click on the Clear button.			
Event ID:	Program:	~	Lo	ocation:	~	County:	~
Dates From:	To:		Instructor Name (Part or F	Full Name):		Status: Cancelled	\sim
Search Clear							
Sort Events: Please click on	the column header to sort by that column	in ascending order, click again for o	descending order.				
Action Event I	D Program Title	Location Name	County	Date and Time	Enrollment	Primary Instructor	Status
Results View 64	Hunter Education Classroom Course	Academy Sports and Outdoors	Hamilton 🗸	03/20/2016 02:00 PM To 03:00 PM	0 Of 20	JACOB SCOTT	Cancelled
Results View 60	Trapper Education Classroom Course	Academy Sports and Outdoors	Hamilton V	02/03/2016 01:00 PM To 02:00 PM	0 Of 15	JACOB SCOTT	Cancelled
*** Total Events= ? ***				~			

If you click on the View button for any cancelled event:

					*** Manage E	vent ***				
Event's Inform	nation								В	ack to Events
Event ID: 60	Event Status: Cance									
	Event Status: Cance	elled								
Program Title:	Trapper Education	1 Classroom Cou	rse	\sim						
Location Info.:	Academy Sports Address: 2220		Blvd, Chattar	looga, TN						
Event Capacity:	15 Students									
Wait List Capacity:	20 Students									
This event will be vis	sible to students From	n: 01/03/2016 T	o: 02/03/2016	Lock Dates						
Students can register	for this event From:	01/03/2016 T	o: 02/03/2016	LICCK Dules						
This is a Public even	t									
Special Instructions:	this is event	test		\bigcirc						
Updated By: JACO	B SCOTT V Last	Modified Date:	01/14/2016 10:3	1 AM						
Event's Dates	& Times= 2 Dave	(s)			***Event's Instructors	= 1 Instructor(s)***				
Action	Event Date	From Time	To Time		Action	Instructor Name	Instructor Emai	Primary/ Assistant		
Delete Edit			02:00 PM		Delete Edit	JACOB SCOTT	jscott@test.gov	*Primary*		
Delete Edit	02/04/2016		10:00 AM		Insert Clear					
Insert Clear	02,01,2010		10100101		ADD New Instructor	· ·	N/A	~		
ADD New Date>	MM/DD/YYYY	99:99 AM/PM	99:99 AM/PM			First Previous	Next Last			
	First Previous	Next Last								
TTALES OF						ivacy Protection Act (COPPA)				CURED
				For General Infor For Technical Assist	mation Contact: Randy Huskey (6 ince Contact: TWRA HelpDesk (6	15) 781-6583 Randy Huskey@ 15) 781-6648 TWRA Helpdes	tn.gov k@tn.gov			Entrust

> To enter the results for the event click on the Results button:

								*** R	esults ***						(
															 Ba
Event Inform	ation: II	comple	ata			Se	end Resi	ults for Approva	1						
Event Inform Hunter Education C			nt ID: 1633 Event State	us: Activ	P										
Location: ACADEM 5929 Hwy 153, HIXS	Y SPORTS /	AND OUTE			-										
Required field															
Class Start Date*: [ه	MDD YYYY	This Field is I	Required! Class End		MDDYYYY	This Field	is Required	I During School Ho	ours* This Field is R	equired!					
otal Class Hours*:		This Field is I	Required! + Total Range	Hours*:		This Field	is Required	!! = Total Hours Tau	ght*:						
Comments:									0						
Save Event Info.	Cancel														
nstructors In Required field	iformati	on: Inc	•						Students Res *Required field	ults: Incon	-				
Instructor Name	TWRA ID	Primary?	Date* MM/DD/YYYY	Prep Hrs*	In-Class Hrs*	Field Hrs*	Admin Hrs*		Student Name	Date of Birth	Written Exam*	Firing Exam*	Final Grade*	No Show	
	007574452	Ver							pkpk, kpkp	06/06/1996	~	~	~		
AINAB LATIF	007574452	Yes	*Required					Delete	xx, zz	01/01/2001	~	~	~		
RANDY HUSKEY	482530490	No						Delete	mm, pp	07/07/1997	~		~		
ALLEN YORK	696410232	No						Delete	Save Students Resu		tudents Resu				
~								<-ADD New Record Insert Clear	Current page only First Page Previo) (curre us Page 1 Next	Page Las				
Save Instructors Info (current page only)	(CL	r Instructors i irrent page o						Inden. Ciedi	Those age 11000	do rago 1 Hon	Lac	er ugo			

- You should complete all three sections before you send the results to administrators for approval.
- Event Information section: Fill out the fields in the event information section (all fields are required except the Comments field), then click on Save Event Info button. If you have filled all required fields, the status will be changed to Complete!

		*** Results ***		
	Send Results for A	pproval		
Event Information: Incomplete				
Trapper Education Classroom Course Event ID: 26 Event Status: Active				
Location: Sec Test 123 tst, Chattanooga, TN 37416				
*Required field				
Class Start Date*: 12/15/2015 Class End Date*: 12/20/2015 During Sc سلامی کی	chool Hours* Yes ∨			
Total Class Hours*: 7 + Total Range Hours*: 3 = Total Ho	ours Taught*: 10			
Comments:	Û			
Save Event Info. Cancel				
Instructors Information: Incomplete *Required field		dents Results: Incom uired field	plete	 _
Instructor Name TWRA ID Primary? Prep In-Class Field Hrs* Hrs* Hrs*	Hrs*	dent Name Date of Birth	Written Firin Exam* Exam	

After you click on **Save Event Info** button:

	*** Results ***
	Send Results for Approval
Event Information: Complete! The event information has been saved successfully.	
Trapper Education Classroom Course Event ID: 26 Event Status: Active	
Location: Sec Test 123 tst, Chattanooga, TN 37416	
*Required field	
Class Start Date*: 12/15/2015 Class End Date*: 12/20/2015 During So MMDDYYYY MMDDYYYY	chool Hours* Yes 🗸
Total Class Hours*: 7.00 + Total Range Hours*: 3.00 = Total Ho	urs Taught*: 10.00
Comments:	\bigcirc
Save Event Info. Cancel	
Instructors Information: Incomplete *Required field Instructor Name TWRA ID Primary? Prep In-Class Field	Students Results: Incomplete *Required field Admin Student Name Date of Birth

- Instructor Information Section: enter the Date and the number of hours that the instructor spent in that day for all instructors in the current page (maximum 10 instructor), then click on Save Instructor Info button. If there are more than 10 instructors click on Next Page button, enter the dates with instructors' hours and click on Save Instructors Info button again and so on.
- You can add a new record for another date in the last record. Just enter the instructor information and then click on the Insert button at the left.
 Note: you have to enter and save the information for the listed instructors first before you insert a new record.
- If all hours were zeroes for any instructor, you have to **delete** that instructor by clicking on the **Delete** button, then click **OK** to the confirmation message.
- If you have filled all required fields, the status will be changed to **Complete!**

Instructor Name	TWRA ID	Primary?	Date* MM/DD/YYYY	Prep Hrs*	In-Class Hrs*	Field Hrs*	Admin Hrs*	
JACOB SCOTT	675198253	Yes	12/15/2015	1	3	2	1	Delete
BILL BOB	553653924	No	12/15/2015	0	0	0	0	Delete
JACOB SCOTT	675198253	Yes	12/16/2015	2	1	2	3	Delete
BILL BOB	553653924	No	12/16/2015	5	0	1	0	Delete
ADD New Record Insert Clear								
Save Instructors Info. (current page only) Clear Instructors Hours (current page only)								
First Page Previous Page 1 Next Page Last Page								

Instructors Information: Incomplete

*Required field Please Delete records highlighted in pink since all the hours

After you Delete records highlighted in pink or change their hours that section will be complete!

Instructors Information: Complete!

Instructor Name	TWRA ID	Primary?	Date* MM/DD/YYYY	Prep Hrs*	In-Class Hrs*	Field Hrs*	Admin Hrs*	
JACOB SCOTT	675198253	Yes	12/15/2015	1	3	2	1	Delete
JACOB SCOTT	675198253	Yes	12/16/2015	2	1	2	3	Delete
BILL BOB	553653924	No	12/16/2015	5	0	1	0	Delete
~								<-ADD New Record Insert Clear
Save Instructors Info. (current page only) Clear Instructors Hours (current page only)								
First Page Previous Page 1 Next Page								

*Required field

Students Results Section: either enter the Written and Firing Exams grades or check the No Show checkbox if the student has not showed up to the class. The Final Grade will be populated by the system, it will be S only if both grades were S. when you complete the current page (maximum 20 students) click on Save Students Results. If there are more than 20 students click on Next Page button at the bottom, enter the students' results and click on Save Students Results button again and so on.

Students Results: Complete!

*Required field

Students Results have been saved successfully.

Student Name	Date o	of Birth	Writt Exan			ring am*		inal ade*	No Show
Smith, John	05/05/	1975	S N		U	~	U	~	
James, Mary	08/02/	1966				~		~	
hh, <mark>k</mark> k	02/02/	2001	s 、	 Image: A start of the start of	S	~	S	~	
Save Students Reso (current page only		clear Stu (currer			S				
First Page Previo	us Page	1 Next	Page	Last	Page	•			

- When the three section status become Complete! Click on Send Results for Approval button, and then click OK to the confirmation message. The system will send an email to all regional administrators to ask them approve the results for that event.

1 ennessee	Hunter Education Event Management System
	*** Results ***
Event Information: Complete!	Results for Approval
Trapper Education Classroom Course Event ID: 26 Event Status: Active	
Location: Sec Test 123 tst, Chattanooga, TN 37416	
*Required field	
Class Start Date*: 12/15/2015 Class End Date*: 12/20/2015 During School H	lessage from webpage
Total Class Hours*: 7.00 + Total Range Hours*: 3.00 = Total Hours Tau	Are You Sure You Want to Send the Results for Approval?
Comments: This is test Save Event Info. Cancel	OK Cancel

Instructors Information: Complete! *Required field

TWRA ID	Primary?	Date* MM/DD/YYYY	Prep Hrs*	In-Class Hrs*	Field Hrs*	Admin Hrs*		
575198253	Yes	12/15/2015	1	3	2	1	Delete	
575198253	Yes	12/16/2015	2	1	2	3	Delete	
553653924	No	12/16/2015	5	0	1	0	Delete	
						-	<-ADD Ne	w Record
							Insert	Clear
5	75198253 75198253	75198253 Yes 75198253 Yes	MM/DD/YYYY 75198253 Yes 12/15/2015 75198253 Yes 12/16/2015	MM//DD/YYYY Hrs* 75198253 Yes 12/15/2015 1 75198253 Yes 12/16/2015 2	MM/DD/YYYY Hrs* Hrs* 75198253 Yes 12/15/2015 1 3 75198253 Yes 12/16/2015 2 1	MM/DD/YYYY Hrs* Hrs* Hrs* Hrs* 75198253 Yes 12/15/2015 1 3 2 75198253 Yes 12/16/2015 2 1 2	MM/DD/YYYY Hrs* Hrs*	MM/DD/YYYY Hrs* H

First Page Previous Page 1 Next Page Last Page

Students Results: Complete!

Student Name	e Date of Birth		1.000			Firing Exam*		inal ade*	No Show
Smith, John	05/05	/1975	S	~	U	~	U	~	
James, Mary	08/02	/1966		~		~		~	
hh, kk	02/02	/2001	S	~	S	~	S	~	
Save Students Res (current page only				ts Resul ge only)	ts				

 First Page
 Previous Page
 1
 Next Page
 Last Page

After you click on **OK:**

				*** Results ***
Event Inform				Event Sent
		stem administrators! Course Event ID: 26 Event State	Bosults Waiting Annuoval	
Location: Sec Test 123 tst, Chattanoog: *Required field				
Class Start Date*:	10/15/2015	Class End Date*: 12/20/2015	During School Hours* Yes ∨	
Characteristics and the second second	MM/DD/YYYY	MMDD/YYYY		
Total Class Hours*:	7.00	+ Total Range Hours*: 3.00	= Total Hours Taught*: 10.00	
Comments:	This is te	st	0	
Save Event Info.	Cancel			

Instructors Information: Complete! *Required field

Instructor Name	TWRA ID	Primary?	Date* MM/DD/YYYY	Prep Hrs*	In-Class Hrs*	Field Hrs*	Admin Hrs*	
JACOB SCOTT	675198253	Yes	12/15/2015	1	3	2	1	Delete
JACOB SCOTT	675198253	Yes	12/16/2015	2/16/2015		2	3	Delete
BILL BOB	553653924	No	12/16/2015	6	0	1	0	Delete
~ ~				1	1	C		-ADD New Record
Save Instruc		7/	ear Instrcturs Hou current page only	25				

First Page Previous Page 1 Next Page Last Page

Students Results: Complete! *Required field

Student Name	Date	of Birth	1.222	ritten am*	Firing Exam*		Final Grade*		No Show
Smith, John	05/05	5/1975	S	~	U	~	U	~	
James, Mary	08/02	2/1966		~	-	~		~	V
hh, kk	02/02	2/2001	S	~	S	~	S	~	
Save Students Rest (current page only				its Resul ge only)	ts				

The email the will be sent to administrators:

Event Results are Waiting for Your Approval

jscott@test.gov Sent: Tue 2/23/2016 3:41 PM To: BH TWRAPROGRAMMERS; Zainab Latif Retention Policy: All Folders (90 days) Expires: 5/23/2016

The event results is waiting for your approval to be completed

Event ID: 26

Program Title: Trapper Education Classroom Course

LOCATION & SCHEDULE Meeting On: 12/15/2015 08:00 AM - 10:00 AM

Located at: Sec Test Address: 123 tst, Chattanooga, TN 37416. County: Hamilton- Region: 3

Special Instructions for All Students: test

Instructed by: JACOB SCOTT

Cancellation Policies: You must cancel your registration before ,12/15/2015 at 08:00 AM.

Minimum-Age Policy: All registrants for this event must be 9 years of age by 12/15/2015. The course is offered free of charge to anyone interested regardless of age; however, you must be nine years of age or older in order to become a certified hunter education graduate.

Thank you and have a nice day!

- Once the event's results are approved, the Event's Status will be changed to Complete! You can still view the event information and the results of the completed events from the Manage Events page when you query on Status "Completed", however, you will not be able to make any changes to complete events.
- To go back to the Manage Events page, click on Back to Events button.

*** Manage Events ***										
								Back to The Main Menu		
*** Schdule a New B	Event ***									
* Search Event(s): 1	Fo query for	a specific Event(s), enter the creteria in	n the fields below then click on the Q	uery button. To cancel	the query click on the Clear button.					
Event ID:		Program:	~	L	ocation:	~	County:	~		
Dates From:		То:		Instructor Name (Part or	Full Name):		Status: Completed	\checkmark		
Search Clear	1				·					
Search										
* Sort Events: Pleas	e click on tl	e column header to sort by that column	in ascending order, click again for	descending order.						
* Sort Events: Pleas Action	<mark>se click on tl</mark> Event ID		<mark>1 in ascending order, click again for e</mark> Location Name	<mark>descending order.</mark> County	Date and Time	Enrollment	Primary Instructor	Status		
1				County	Date and Time 12/06/2015 06:00 PM To 07:00 PM	Enrollment	Primary Instructor	Status Completed		
Action	Event ID	Program Title	Location Name	County Davidson V			-			
Action Results View	Event ID 55	Program Title Hunter Education Classroom Course	Location Name NSCC	County Davidson ~ Davidson ~	12/06/2015 06:00 PM To 07:00 PM	1 Of 1	JACOB SCOTT	Completed		
Action Results View Results View	Event ID 55 56	Program Title Hunter Education Classroom Course Hunter Education Classroom Course	Location Name NSCC NSCC	County Davidson V Davidson V Davidson V	12/06/2015 06:00 PM To 07:00 PM 11/25/2015 01:00 PM To 02:00 PM	1 Of 1 1 Of 2	JACOB SCOTT JACOB SCOTT	Completed Completed		
Action Results View Results View Results View	Event ID 55 56 61	Program Title Hunter Education Classroom Course Hunter Education Classroom Course Hunter Education Classroom Course	Location Name NSCC NSCC my loc 308	County Davidson V Davidson V Davidson V Davidson V	12/06/2015 06:00 PM To 07:00 PM 11/25/2015 01:00 PM To 02:00 PM 02/04/2016 10:00 AM To 11:00 AM	1 Of 1 1 Of 2 0 Of 5	JACOB SCOTT JACOB SCOTT JACOB SCOTT	Completed Completed Completed		

If you click the View button:

							***	Manage Event ***						
*Event's Inform	ation***													Back to Ever
Event ID: 26 E	vent Status: Complete	h												
gram Title:	Trapper Education Cla		~											
cation Info.:	Sec Test	Chattanooga, TN 37416	. 0											
ent Capacity:	20 Students	onation ga, in strat												
it List Capacity:	20 Students													
is event will be visi	ble to students From: 1	1/15/2015 To: 12/15/2015	_											
dents can register f	or this event From: 1	1/15/2015 To: 12/15/2015	Lock Dates											
is is a Public event														
ecial Instructions:	test		0											
dated By: Adam A	ndy 🗸 Last Mo	dified Date: 02/24/2016 0	8:21 AM											
Event's Dates	& Times= 1 Day(s)					***Eve	nt's Instruc	tors= 1 Instructor(s)						
Action	Event Date Fr		-			2.00	Action		ame Instructor Email Primary/ A	eristant				
		:00 AM 10:00 AM	-			Delete	Edit	JACOB SCOTT	jscott@test.gov *Primary*	ssistant				
nsert Clear	10					Insert	Clear		- N/A	~				
DD New Date>		9 AM/PH 99:99 AM/PH				ADD No	w Instruct							
	irst Previous Nex							First Pro	vious Next Last					
Registered Stud	lents= 3 of 20 Stude	nt(s)*** Registratio	n Status: Closed.			_			1					
Required Fie	ld Date of Bir	th Social Security	/ Number* Fir	st Name* MI	Last Name*	Suffi	Gender	Ethnicity*	Street Address*	Zip Code*	City*	State'	Phone No.*	Email Address*
	Edit 05/05/1975	780965454	John		Smith		Male	African American	123 test dr	37221	Nashville	TN	6152012121	zainab.latif@tn.gov
ancel Registration	Edit 02/02/2001	852012321	kk		hh		Female	ASIAN	222 jijijijiji	37221	Nashville	TN	6152020121	zainab.latif@tn.gov
	Edit 08/02/1966	963021213	Mary		James	_	Female	ASIAN	456 test pike	37209	Nashville	TN	615-203-1252	zainab.latif@tn.gov
nsert Clear All Fi						~		~		99999		~	999-999-9999	Confirm Email Address*
D New Student-	-> MM/DD/TTTT	Sessesses (9 digit Confirm								99999			999-999-9999	Confirm Email Address*
		**If the student ha												
		assigned a SSN, ple 781-65												
								First Pre	ious Next Last					
	20 *** Wait List													
	First Name*	Last Name*	Phone No.*	Email Ac	idress*	City*	Joi	ned Date						
Required Field														
Insert Clear			000 000 0000											
			999-999-9999											

If you click the Results button:

	Send Results for A
Event Information:	
Trapper Education Classroom Course Event ID: 26 Event Status: Complet	ed
Location: Sec Test 123 tst, Chattanooga, TN 37416	
*Required field	
	School Hours* Yes 🗸
MMDDYYYY Total Class Hours*: 7.00 + Total Range Hours*: 3.00 = Total H	lours Taught*: 10.00
This is test	A A A A A A A A A A A A A A A A A A A
Comments:	<u> </u>
Save Event Info. Cancel	

Instructors Information: *Required field

~ Kequire	ea neia						
	Instructor Name	TWRA ID	Primary?	Prep Hrs*	In-Class Hrs*	Field Hrs*	Admin Hrs*
Delete	JACOB SCOTT	675198253	Yes	1	3	1	1
	structors Info. nt page only)	Clear Instrctu (current pag					
First Par	Previous Page	1 Next Pag	e Last Pa	ane			

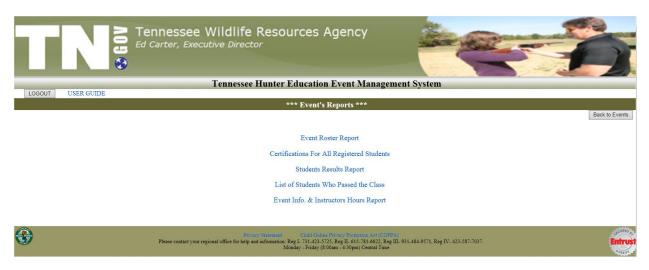
First Page Previous Page 1 Next Page Last Page

Students Results: *Required field

Date of Birth	Written Exam*	Firing Exam*	Final Grade*	No Show
05/05/1975	s 🗸	U V	U V	
08/02/1966	~	~	~	•
02/02/2001	s 🗸	s 🗸	s 🗸	
		S		
	05/05/1975 08/02/1966 02/02/2001 ults Clear Si	Date of Birth Exam* 05/05/1975 S 08/02/1966 02/02/2001 S ilts Clear Students Result	Date of Birth Exam* Exam* 05/05/1975 S V V 08/02/1966 V V V 02/02/2001 S S V uits Clear Students Results V V	Date of Birth Exam* Exam* Grade* 05/05/1975 S U U U 08/02/1966 Image: Clear Students Results S S Image: Clear Students Results

 First Page
 Previous Page
 1
 Next Page
 Last Page

> To run the reports of an event click on the Reports button...



Every event has five reports: To print any report, please follow the steps at the top of the report's page...

1. Event Roster Report: this report displays the registered students and their information.

If you want to export the report to excel spreadsheet, click on the export button "the disk icon" (second button from the right) and then select **Excel**...

		Ed Car	lessee ter, Exec		ife Resources	s Agency			-	-	-	
		_	_	Tenne	ssee Hunter Educat	tion Event Ma	nageme	nt System		_	_	
LOGOUT U	SER GUIDE				*** Event	Roster Report *	**					
					Docura	Roster Report					Back to	Reports Main Menu
4 4 1 of 1 ▷	▶1 Φ	Find Net	d 🖳 💮									
Student Name	Suffix	Date of Birth		Ethnicity	Street Address	City	State	Zip Code	Email Address	Phone No.	Will Attend?	
kpkp pkpk		06/06/1996	M: PDF Word	African American	111 hhh	Nashville	TN	37211	zainab.latif@tn.gov	6152020202	No	
pp mm		07/07/1997	Male	African American	2914 KELL RD	Nashville	TN	37221	Zainab.Latif@tn.gov	202-020-2020	No	
zz xx		01/01/2001	Female	ASIAN	110 Edmondson Pike	Nashville	TN	37221	Zainab.Latif@tn.gov	555-555-5555	No	
Total: 3 Students	· ·					·						
*				For Tech	nical Assistance Contact: TWRA Hel	Daline Privacy Protection pDesk (615) 781-6648 ay (8:00am - 4:30pm) Cer	TWRA_Helpde	esk@tn gov				Entrust

A small window will appear at the end of the screen to ask whether you want to just **Open** the report without saving, **Save** the report and then open it, or **Cancel** the export to excel operation.

p mm 07/07/1997 Male African 2914 KELL RD Nashville TN 37221 Zainab.Latif@tn.gov 202-020-2020 No		6152020202	zainab.latif@tn.gov	27244			Street Address	Ethnicity	Gender	Date of Birth	Suffix	tudent Name
American American Image: Constraint of the second	No			37211	TN	Nashville	111 hhh		Male	06/06/1996		pkp pkpk
otal: 3 Students	10	202-020-2020	Zainab Latif@tn.gov	37221	TN	Nashville	2914 KELL RD		Male	07/07/1997		op mm
	No	555-555-5555 1	Zainab.Latif@tn.gov	37221	TN	Nashville	110 Edmondson Pike	ASIAN	Female	01/01/2001		ZZ XX
				and Damper	ntral Time	ay (8:00am - 4:30pm) Cen	Monday - Frid					Contraction of the second s

2. Certifications For All Registered Students: this report displays the information needed for the orange certifications for all students who registered to the class.



ZACHARY A AUNCHMAN

3. Students Results Report: this report includes two sections, the first section displays the students' results, and the second section displays the event's totals.

		Ed Cart		Wildlife Itive Directo		rces	Agency				5	
				Tennessee	Hunter E	ducatio	on Event Ma	nageme	nt System	n		
LOGOUT US	ER GUIDE				*** **	udanta T	Results Report	***				
14 4 1 of 1	ÞI 4	Find Next	L . ()		51	udents r	cesuns Report					Back to Reports Main Menu
Student Name	Date of Birth	Gender	Ethnicity	Written Exam	Firing Exam	Final Gra	ide No Show					
kpkp pkpk	06/06/1996	Male	African American	S	S	s						
op mm	07/07/1997	Male	African American	U	S	U						
ZZ XX	01/01/2001	Female	ASIAN				Yes					
*** Event Totals ***		-										
Enrolled Passed	Failed	No Show	Females 2	Males Unkr	iown Cau	asian A	African American	Hispanic	Asian	Native American	Other	
3	1 1	1	1	2	0	0		2	0	1	0	0
B					ry Statement istance Contact: 1 Mor	WRA HelpD	ne Privacy Protection . esk (615) 781-6648 (8:00am - 4:30pm) Cen		nk@tn.gov			Entru

4. List of Students Who Passed the Class: this report displays the information of students who passed the class.



5. Event Info. & Instructors Hours Report: this report includes three sections. The first section displays the event's hours information (from the results page), the second section displays the instructors hours, and the third section displays the event's totals.

				Wildlif Sutive Dire		ources	s Agency	/		-		5		
				Tenness	ee Hunte	r Educat	ion Event N	lanagem	ent System	i.	_			
LOGOUT	ER GUIDE													
					Lvent Inio	rmation an	d Instructors	Hours Kep	bort ***				Back to	Reports Main Menu
4 4 1 of 1 ▷	Þi 4	Find M	lext 🔍 - 🚱											
*** Event Informatio	on ***													
Program Title		Location			Class Start Date	Class End Date	During School Hours?	Total Class Hours	Total Ranger Hours	Total Hours	Comments			
Hunter Education Classroo	om Course	ACADEMY SP Hwy 153, HIXS	ORTS AND OUTI ON, TN 37343	DOORS: 5929	06/01/2016	06/03/2016	Yes	7.00	4.00	11.00	testing			
*** Instructors Hour	***													
Instructor Name	Primary?	Date	Admin Hours	Prep Hours	In Class H	lours Field	Hours							
ZAINAB LATIF	Yes	06/01/2016	2	1	2		1							
ZAINAB LATIF	Yes	06/02/2016	2	3	2		1							
RANDY HUSKEY	No	06/01/2016	2	0	0		4							
*** Event Totals ***	0									-				
Enrolled Passed	Failed	No Show	Females	Males U	Jnknown	Caucasian	African American	Hispanic	Asian	Nativ	e American	Other		
3	1	1	1 1	2	0	0	1	2	V	1	0		2	

- > To open the user guide, click on USER GUIDE link at the top left of the page.
- > **To log out** of the system, click on **Log Out** button at the top left of the page.

C. If you are an Administrator: you can do everything instructors can do, plus you can:

- Add new instructors to the system.
- Edit any instructor profile and reset their passwords.
- Approve new locations, new events, and events results.

	ennessee Wildlife Resources Agency	
	Tennessee Hunter Education Event Managemen	nt System
	*** Main Menu ***	
Hi, Adam	Manage Instructor Profile Manage Locations Manage Events	
\$	Privacy Statement Child Online Privacy Protection Act (COPPA) For General Information Contact: Randy Huskey (61) 781-658 Randy Huskey For Technical Assistance Contact: TWA Heigherk (61) 781-6648 TWR/ENG Monday - Friday (8:00am - 4:30pm) Central Time	2 m gov

 Manage Instructor Profile: from this page you can see all instructors exist in the system (10 instructors per page). You can go to the next page or the last page by clicking on the Next or Last links at the bottom.

d New Instruct	F	*** Manage Awards Gifts *** rs by that column in ascending orde	r,	
gain for desc TWR∤	ending order. A ID Instructor Name (Fin	rst, Last) County	Region	Status
	Adam Andy	Davidson	2	Approved
	BILL BOB	OUT OF STATE	1	Approved
w	BOBBY JOE	Davidson	1	Approved
w	BRIAN JOHNS	Davidson	2	Approved
w	Dany Green	Davidson	2	Approved
w	DAVID MARKS	Davidson	1	Approved
W/	FRANK MARKS	Davidson	2	Approved
w	JACOB SCOTT	Davidson	2	Approved
w	JAMES DORAN	Davidson	2	Approved
w	Jana Scott	Hamilton	0	Approved
bi		Next Last		

* To cancel the query click on the Clear button.

Searc	h		~	~
Clear	Enter Full TWRA Number	Enter part or full name		

2

> To add a new instructor to the system, click on Add New Instructor button.

* Note: You can only ad	instructors who have an account in REAL system.
Save New Instructor	Cancel
* Required Field	
TWRA ID*:	999999999 (9 digin)
Date of Birth*:	NMIDD Y111Y
TWRA Instructor No.*	999999999 (9 digin)
Please enter TWRA I	D, Date of Birth, and Instructor No., then click on:
Get Profile From REAL	to populate the instructor's profile.
First Name*:	
Middle Initial:	
Last Name*:	
Suffix:	×
Gender*:	×
Address*:	
Zip Code*:	99999 (5 digits)
City*:	
State*:	~
County*:	~
Region*:	
Cell Phone:	993-993-9999
Home Phone:	999-999-9999
Work Phone:	000-000-0000
Instructor Type*:	~
User Role*:	~
TWRA Employee?*	~
Status*:	~ ~
Email Address:	
User Name*:	Generate User Name
Password*:	
Confirm Password*:	
Comments:	0

The instructor must have an account in Real in order to be added to this system. If the instructor does not have a Real account, they have to create an account in Real first then you add them to this system.

- To add a new instructor, enter the instructor's TWRA ID, Date of Birth, and TWRA Instructor No. "SSN" then click on the Get Profile From Real button.
- If the system did not find the instructor's profile in Real, the Save New Instructor button will remain disabled, so you cannot add the instructor to the system.

		*** Manage Profile ***
		ek (TWRA ID, Date of Birth, and Instructor No.) values, or add the instructor in Real first and try again later.
-	d instructors who have an	account in KLAL system.
Save New Instructor	Cancel	
* Required Field		
TWRA ID*:	000005550	99999999 (9 digits)
Date of Birth*:	05/05/1975	MMDDYYYY
TWRA Instructor No.*	*: 123550123	999999999 (9 digits)
	D, Date of Birth, and In to populate the instr	nstructor No., then click on: uctor's profile.
First Name*:		
Middle Initial:		
Last Name*:		
Suffix:	\checkmark	
Gender*:	\checkmark	
Address*:		
Zip Code*:		99999 (5 digit)
City*:		
State*:	\sim	
County*:	\checkmark	
Region*:		
Cell Phone:		999-699-9999
Home Phone:		000-0000
Work Phone:	<u>-</u> -	999-9999
Instructor Type*:		✓

 If the system found the instructor's profile in Real, the instructor personal information will be populate it. You can make any necessary changes to the instructor information and fill out the other required fields before you save. When you complete click on Save New Instructor button or click Cancel to discard your changes.

				*** M	lanage Profile ***
Diseas shealt the inf	annation below and	males any n	accowishing as hafens you savel		
Save New Instructor	Cancel	таке апу по	cessary changes before you save!		
* Required Field	Cancer				
TWRA ID*:		9999999999 (9 digits)			
Date of Birth*:	01/29/1984	MMDDYYYY			
TWRA Instructor No.*	:	9999999999 (9 digits)	If you entered TWRA ID, Date of Birth	, and Instructor No., click on:	Get Profile From REAL
First Name*:	SCOTT]			
Middle Initial:	M	1			
Last Name*:	JOHN				
Suffix:		1			
Gender*:	Male V				
Address*:	123 Hamilton St]			
Zip Code*:	37402	99999 (5 digits)			
City*:	CHATTANOOGA]			
State*:	TN ¥				
County*:	Hamilton 🗸				
Region*:	3				
Cell Phone:	423-123-5201 ×	999-999-9999			
Home Phone:		999-999-9999			
Work Phone:		999-999-9999			
Instructor Type*:		~			
User Role*:	~	22			
TWRA Employee?*	~				
Status*:	~				
Email Address:					
User Name*:	SJOHN0129	Generate Us	r Name		
Password*:					
Confirm Password*:					
Comments:			\bigcirc		

- Notes:
- If the Instructor Type was Uncertified Instructor, you can only select Assistant for the User Role.

Instructor Type*:	UNCERTIFIED INSTRUCTO	OR 🗸
User Role*:	ASSISTANT	

- Email address is required for administrators.

Instructor Type*:	CERTIFIED INSTRU	JCTOR	~			
User Role*:	ADMINISTRATOR	~				
TWRA Employee?*	EMPLOYEE	~				
Status*:	APPROVED	~				
Email Address:					This Field is Re	quired for Ad

- **The system will generate a User Name** for the instructor; however, you can change it if you want. The default user name format is: first letter of the instructor's first name + Last name + 2 digits DOB month + 2 digits DOB day. You can always let the system generate the default user name by clicking on **Generate User Name** button.

User Name*:	SJOHN0129	Generate User Name	
-------------	-----------	--------------------	--

After you finish, click on **Save New Instructor** button:

r -			*** Manage Profile ***
Save New Instructor	Cancel		
	Cancel		
* Required Field TWRA ID*:	_	9999999999 (9 digits)	
Date of Birth*:			
	01/29/1984	MMDD YYYY	
TWRA Instructor No.*		9999999999 (9 digits)	If you entered TWRA ID, Date of Birth, and Instructor No., click on: Get Profile From REAL
First Name*:	SCOTT		
Middle Initial:	М		
Last Name*:	JOHN		
Suffix:			
Gender*:	Male 🗸		
Address*:	123 Hamilton St]	
Zip Code*:	37402	99999 (5 digits)	
City*:	CHATTANOOGA]	
State*:	TN 🗸		
County*:	Hamilton 🗸		
Region*:	3		
Cell Phone:	423-123-5201	999-999-9999	
Home Phone:	<u></u> -	999-999-9999	
Work Phone:		999-999-9999	
Instructor Type*:	CERTIFIED INSTRUCTOR	~	
User Role*:			
TWRA Employee?*	EMPLOYEE 🗸		
Status*:	APPROVED V		
Email Address:	zainab.latif@tn.gov		
User Name*:	SJOHN0129	Generate Us	er Name
Password*:	•••		
Confirm Password*:	•••		
Comments:			$\hat{}$

Once the instructor is saved the system will display their record and the certifications section to enter their certifications.

Edit Instructor's Info.	
TWRA ID:	
Date of Birth:	01/29/1984
TWRA Instructor No).: ********
First Name:	SCOTT
Middle Initial:	М
Last Name:	JOHN
Suffix:	
Gender:	Male
Address:	123 Hamilton St
Zip Code:	37402
City:	CHATTANOOGA
State:	TN
County:	Hamilton V
Region:	3
Cell Phone:	423-123-5201
Home Phone:	<u></u>
Work Phone:	<u></u>
Instructor Type:	Certified Instructor
TWRA Employee?	Employee
User Role:	Instructor
Status:	Approved
Email Address:	zainab.latif@tn.gov
User Name:	SJOHN0129
Password:	*****
Comments:	
* Required F	ield Certificatio
Insert Clear	
ADD New Certific	ate>

First Previous Next Last

To add new certification for the instructor, enter the new certification information in the last record of the certification section and click on **Insert** button to save your changes or **Clear** to discard them.

* Required Field	Certification Status*	Certification Orig	jinal Date*	Last Certification Date*	Certification Type*
Insert Clear ADD New Certificate>	Active	02/24/2016]	N/A	Hunter Safety 🗸
		First Previous	Next Last		

After you click Insert:

* Required Field	Certification Status*	Certification Original Date*	Last Certification Date*	Certification Type*
Delete Edit	Active 🗸	02/24/2016	02/24/2016	Hunter Safety 🗸
Insert Clear ADD New Certificate>			N/A	×
		First Previous Next Last		

Notes:

- You can only enter the **Certification Original Date** when you insert new certificate, you **will not be able** to update that field in the future.
- You **can only enter one record** for each certifications, the system doesn't allow two records with the same certification type. If you want to change the date or the status of the certification, you can edit these fields.
- To go back to the list of instructors' page, click on Back to Previous Page button at the top right of the page.

To sort the list of instructors by any column in ascending order, click on the column header once. To sort in descending order click on the column header again.

ick again for descending TWRA ID	Instructor Name (First, Last)	County	Region	Status
View	Adam Andy	Davidson	2	Approved
View	BILL BOB	OUT OF STATE	1	Approved
View	BOBBY JOE	Davidson	1	Approved
View	BRIAN JOHNS	Davidson	2	Approved
View	Dany Green	Davidson	2	Approved
View	DAVID MARKS	Davidson	1	Approved
View	FRANK MARKS	Davidson	2	Approved
View	JACOB SCOTT	Davidson	2	Approved
View	JAMES DORAN	Davidson	2	Approved
View	Jana Scott	Hamilton	0	Approved
	Next Last	t		

To send group emails to instructors, click on "Send Group Email" button at the bottom of the page.

```
*** List of Instructors ***
```

* Please click on the column header to sort instructors by that column in ascending order, click again for descending order.

	TWRA ID	Instructor Name (Last, First)	County	Region	Status			
View	230325359	ABBOTT, PETER	Blount	4	Approved			
View	206798530	ABSHER, JIMMY	Sullivan	4	Approved			
View	272595968	ACTON, RICHARD	Marion	3	Approved			
View	560896862	ADAMS, BILLY	Lawrence	2	Approved			
View	177529948	ADAMS, JAMES	Davidson	2	Approved			
View	63026884	ADEN, DALE	Carroll	1	Approved			
View	753277888	ADKINS, DAVID	Montgomery	2	Approved			
View	7737604	ADKINS, GEORGE	Maury	2	Approved			
View	555846138	ADKINS, JUDY	Hamblen	4	Approved			
View	291240760	ADKISSON, JACK	McMinn	3	Approved			
		Next Last						
	l Instructors= 1848			•				
		r, enter the criteria in the fields below on the Clear button.	then click on the Query	button.				
Search			_					
Clear V								
	Add New Instructor	Send Group Email	Manage Awards Gifts	Rep	ports			

Enter the email subject, and enter your message. When you finish, click on one of the **send** buttons **based on the region**, or click on "Send the email to ALL Instructors" if you want to send the **email to all regions**.

*** Send Group Emails to Instructors ***					
	Back to Instructors List				
Enter Email Subject: Testing					
Enter Your Message:					
Hello everyone, This is Test] Thanks, Zainab					
Send The Email to Region 1 Instructors Send The Email to Region 2 Instructors					
Send The Email to Region 3 Instructors Send The Email to Region 4 Instructors					
Send The Email to ALL Instructors Clear All Fields					

If you want to **start a new email**, click on "Clear All Fields". **When you finish**, click on "Back to Instructors List".

To query for any instructor or list of instructors, enter your search criteria in the pink box at the bottom of the page, then click on Search button. To cancel your query and display all instructors again click on the Clear button.

*** Add N	New Instructor	*** Reports ***	*** Manage Awards G	Gifts ***	
	k on the colun for descending	nn header to sort instructors by that	column in ascending ord	ler,	
	TWRA ID	Instructor Name (First, Last)	County	Region	Status
View	1	JACOB SCOTT	Davidson	2	Approved
View		Jana Scott	Hamilton	0	Approved
View		SCOTT JOHN	Hamilton	3	Approved
* To query t		** or, enter the creteria in the fields bel k on the Clear button.	ow then click on the Que	ery button.	
Search		sc		✓	Approved
Clear Er	nter Full TWRA Numbe	r Enter part or full name			

To view any instructor profile click on the View button on the left side of the instructor record.

ip Code: 37402 ity: CHATT tate: TN county: Hamilto region: 3 iell Phone: 423-123 lome Phone: Vork Phone: tork Phone: structor Type: Certifie WRA Employee? Employ fser Role: Instruct tatus: Approv mail Address: zainab. fser Name: SJOHN assword: ******* comments: * Required Field Cu Delete Edit Ar Insert Clear DD New Certificate>		
bate of Birth: 01/29/1: WRA Instructor No.: ******** irst Name: SCOTT fiddle Initial: M ast Name: JOHN uffix: JOHN uffix: Hamilton ip Code: 37402 fity: CHATT tate: TN founty: Hamilton agion: 3 fell Phone: tork Phone: work Phone:	dit Instructor's Info.]
bate of Birth: 01/29/1: WRA Instructor No.: ******** irst Name: SCOTT fiddle Initial: M ast Name: JOHN uffix: JOHN uffix: Hamilton ip Code: 37402 fity: CHATT tate: TN founty: Hamilton agion: 3 fell Phone: tork Phone: work Phone:	THA ID.	-
WRA Instructor No.: ****** irst Name: SCOTI fiddle Initial: M ast Name: JOHN uffix: iender: Male ddress: 123 Har ip Code: 37402 ity: CHATI tate: TN founty: Hamilto egion: 3 cell Phone: 423-123 fome Phone: fork Phone: tructor Type: Certifie WRA Employee? Employ for Role: Instruct tatus: Approv mail Address: zainab. for Name: SJOHN assword: ******* iomments: * Required Field Cr Delete Edit Ar Insert Clear DD New Certificate>		01/00/2007
irst Name: SCOTT fiddle Initial: M ast Name: JOHN uffix: eender: Male ddress: 123 Har ip Code: 37402 ity: CHATT tate: TN county: Hamilto egion: 3 cell Phone: 423-123 forme Phone: tork Phone: tork Phone: structor Type: Certifie WRA Employee? Employ fser Role: Instruct tatus: Approv mail Address: zainab. fser Name: SJOHN assword: ******* comments: * Required Field Cr Delete Edit Ar Insert Clear CDD New Certificate>	and a second of the	New York Control of Co
fiddle Initial: M ast Name: JOHN uffix: eender: Male ddress: 123 Har ip Code: 37402 Gity: CHATT tate: TN county: Hamilto egion: 3 cell Phone: 423-123 fome Phone: Vork Phone: vork Phone: structor Type: Certifie WRA Employee? Employ fser Role: Instruct tatus: Approv mail Address: zainab. fser Name: SJOHN assword: *******		
ast Name: JOHN uffix: iender: Male ddress: 123 Hai ip Code: 37402 ity: CHATT tate: TN founty: Hamilto egion: 3 fell Phone: 423-123 fome Phone: structor Type: Certifie WRA Employee? Employ fser Role: Instruct tatus: Approv mail Address: zainab. fser Name: SJOHN assword: ******* fomments: * Required Field Cr Delete Edit A Insert Clear DD New Certificate>		
utfix: sender: Male iddress: 123 Har ip Code: 37402 ity: CHATT tate: TN iounty: Hamilton iounty:	ware and the second	
Male iender: Male iddress: 123 Har ip Code: 37402 ity: CHATT tate: TN iounty: Hamilton iounty: Hamilton		JOHN
address: 123 Har ip Code: 37402 ip Code: 37402 ity: CHATT tate: TN iounty: Hamilton iounty:		
ip Code: 37402 ity: CHAT) tate: TN county: Hamilto egion: 3 cell Phone: 423-123 come Phone: Vork Phone: structor Type: Certifie WRA Employee? Employ fser Role: Instruct tatus: Approv mail Address: zainab. fser Name: SJOHN assword: ******* comments: * Required Field Cu Delete Edit Ar Insert Clear DD New Certificate>		
ity: CHAT: ity: TN itate: TN iounty: Hamilto legion: 3 iell Phone: 423-123 iome Phone:	200 C 20 C	123 Hamilton St
tate: TN ounty: Hamilto egion: 3 cell Phone: 423-123 fome Phone: structor Type: Certifie WRA Employee? Employ for Role: Instruct tatus: Approv mail Address: zainab. for Name: SJOHN assword: ******* formments: * Required Field Co Delete Edit Ar Insert Clear DD New Certificate>		
Hamilton Lounty: Hamilton Legion: 3 Idell Phone: 423-123 Lome Phone: Mork Phone: Mork Phone: Instructor Type: Certifie WRA Employee? Employ Ser Role: Instructor tatus: Approv mail Address: zainab. Ser Name: SJOHN assword: ******* Comments: * * Required Field C Delete Edit ADD New Certificate>		CHATTANOOGA
egion: 3 ell Phone: 423-123 fome Phone: Nork Phone: nstructor Type: Certifie WRA Employee? Employ Ser Role: Instruct tatus: Approv mail Address: zainab. Ser Name: SJOHN assword: ******* fomments: * Required Field Cr Delete Edit Ar Insert Clear DD New Certificate>		
Verificate 423-123 Iome Phone: Iome Phone: Iome Phone: Iome Phone: Instructor Type: Certifie WRA Employee? Employ WRA Employee? Employ Ser Role: Instructor tatus: Approv mail Address: zainab. Ser Name: SJOHN assword: ******* tomments: ******* Tomments: Ar Insert Clear ADD New Certificate> Ar		
Iome Phone:		
Vork Phone: Istructor Type: Certifie WRA Employee? Employ Ser Role: Instruct tatus: Approve mail Address: zainab. Ser Name: SJOHN assword: ******* comments: * Required Field Cont Delete Edit Ar Insert Clear DD New Certificate>		423-123-5201
Istructor Type: Certifie WRA Employee? Employ Iser Role: Instructatus: Approv mail Address: zainab. Iser Name: SJOHN assword: ******* Comments: * Required Field Co Delete Edit A Insert Clear		
WRA Employee? Employ Ser Role: Instruct tatus: Approve mail Address: zainab. Ser Name: SJOHN assword: ******* comments: * Required Field CA Delete Edit Au Insert Clear NDD New Certificate>		
iser Role: Instruct tatus: Approv mail Address: zainab. iser Name: SJOHN assword: ******* comments: * Required Field Cu Delete Edit Ar Insert Clear	Contraction of the second	Certified Instructor
tatus: Approv mail Address: zainab. Iser Name: SJOHN assword: ******* comments: * Required Field Cu Delete Edit Ar Insert Clear	Reading and a post of the second	Employee
mail Address: zainab. Ser Name: SJOHN assword: ******* comments: * Required Field Co Delete Edit Ar Insert Clear DD New Certificate>	er Role:	Instructor
Ser Name: SJOHN assword: ****** comments: * Required Field Cr Delete Edit Ar Insert Clear DD New Certificate>		Approved
assword: *******		zainab.latif@tn.gov
* Required Field Cr Delete Edit Ar Insert Clear Clear DD New Certificate> Creater Creater	er Name:	SJOHN0129
* Required Field Cd Delete Edit Addition Insert Clear Clear DD New Certificate> Control	sword:	******
Delete Edit Au Insert Clear ADD New Certificate>	mments:	
Insert Clear	* Required Fi	eld Certificatio
NDD New Certificate>	elete Edit	Active
Han //la and/ a sh 34550 /0 - 61		

- To make any changes to the instructor profile or to reset the password, click on Edit Instructors Info button.
- Change any field you want **except TWRA ID.**
- If you want the system to generate the user name (first letter of first name + last name + MMDD of birthdate), click on Generate User Name button.
- If you want to reset the password, click on the Reset Password button, and then enter the new password in both New Password, and Confirm New Password fields.
- When you finish, Click on the Save Changes button to save your changes, or click Cancel to discard them.

Save Changes	Cancel		
* Required Field	,		
TWRA ID*:		9999999999 (9 digits)	
Date of Birth*:	01/29/1984	MMDDYYYY	
TWRA Instructor No.*:		9999999999 (9 digits)	
First Name*:	SCOTT]	
Middle Initial:	М]	
Last Name*:	JOHN]	
Suffix:	II 🗸		
Gender*:	Male 🗸		
Address*:	123 Hamilton St]	
Zip Code*:	37402	99999 (5 digits)	
City*:	CHATTANOOGA]	
State*:	TN V		
County*:	Hamilton 🗸		
Region*:	3]	
Cell Phone:	423-123-5201	999-999-9999	
Home Phone:	423-852-0121	999-999-9999	
Work Phone:	423-202-1212	999-999-9999	
Instructor Type*:	Certified Instructor		
User Role*:	Instructor 🗸		
TWRA Employee?*	Employee 🗸		
Status*:	Approved V		
Email Address:	zainab.latif@tn.gov		
User Name*:	SJOHN0129	Generate User Name	Reset Password
Comments:			0

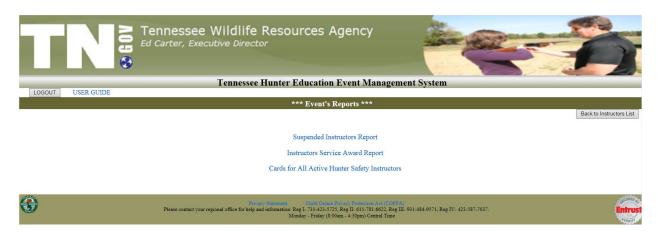
After you click on Save Changes:

Edit Instructor's Info TWRA ID: Date of Birth:						
	-					
	01/29/1984					
TWRA Instructor N						
First Name:	SCOTT					
Middle Initial:	м					
Last Name:	JOHN					
Suffix:	п					
Gender:	Male					
Address:	123 Hamilton St					
Zip Code:	37402					
City:	CHATTANOOGA					
State:	TN					
County:	Hamilton 🗸					
Region:	3					
Cell Phone:	423-123-5201					
Home Phone:	423-852-0121					
Work Phone:	423-202-1212					
Instructor Type:	Certified Instructo	r				
TWRA Employee?						
User Role:	Instructor					
Status:	Approved					
Email Address:	zainab.latif@tn.go	V				
User Name:	SJOHN0129					
Password:	*******					
Comments:		24				
* Required F)				n Status* Certification Original Date* Last Certification Date* Certification
Delete Edit	Active		~	✓ 02/24/2016		
ADD New Certific	ate>	_	~	✓	✓ N/A	✓ N/A

- First Previous Next Last
- **To edit a certification**, click on the **Edit** button at the left of the certification, make your changes then click on **Update** to save your changes or click **Cancel** to discard them.

* Req	uired Field	Certification Status*	Certification Original Date*	Last Certification Date*	Certification Type*
Update	Cancel	Exempt 🗸	02/25/2016	02/25/2016	Bow Hunter Safety 🗸
Delete	Edit	Active 🗸	02/24/2016	02/24/2016	Hunter Safety 🗸
Insert ADD New	Clear Certificate>	~		N/A	~
			First Previous Next Last		

To run the Instructors' Reports, click on the Reports button.
To print any report, please follow the steps at the top of the report's page...



1. Suspended Instructors Report: this report displays all instructors who have a certificate that has been suspended because the instructor didn't teach a class of that certification for the past two years.

	N 09	Tennessee Wildlife Reso Ed Carter, Executive Director	ources Agency	-	
-		Tennessee Hunter	Education Event Manage	ment System	
LOGOUT	USER GUIDE				
		*** Su	spended Instructors Report ***		
					Back to Reports Main Menu
14 4 1 of	1 ▷ ▷Ì Φ	Find Next 😽 🔹 🚯			
Suspension Date	Instructor Name	Certification Type	Certification Date	Last Class Taught Date	
06/06/2016	ZAINAB LATIF	Bow Hunter Safety	04/01/2013	NA	
B		Privacy Statement For Technical Assistance Contr	Child Online Privacy Protection Act (COP act: TWRA HelpDesk (615) 781-6648 TWRA F Monday - Friday (8:00am - 4:30pm) Central Time		Entrust

If you want to export the report to excel spreadsheet, click on the export button "the disk icon" (second button from the right) and then select **Excel**...

	Tennessee Wildlife Re Ed Carter, Executive Director	sources Agency		
	Tennessee Hur	ter Education Event Manage	ment System	
LOGOUT USER GUIDE				
	:	* Suspended Instructors Report *		
				Back to Reports Main Menu
14 4 1 of 1 ▷ ▷1 Φ	Find Next			
Suspension Date Instructor Name	C Excel Type	Certification Date	Last Class Taught Date	
06/06/2016 ZAINAB LATIF	B PDF afety	04/01/2013	NA	
\$	Word Privacy State For Technical Assistance	ment Child Online Privacy Protection Act (COP Contact: TWRA HelpDesk (615) 781-6648 TWRA H Monday - Friday (8:00am - 4:30pm) Central Time		Entrust

A small window will appear at the end of the screen to ask whether you want to just **Open** the report without saving, **Save** the report and then open it, or **Cancel** the export to excel operation.

		*** Suspe	nded Instructors Report ***			
						Back to Reports Main Menu
14 4 1 of	f1 ▷ ▷ .	Find Next 😽 🔹 🚱				
Suspension Date	Instructor Name	Certification Type	Certification Date	Last Class Taught Date		
06/06/2016	ZAINAB LATIF	Bow Hunter Safety	04/01/2013	NA		
③		Privacy Statement For Technical Assistance Contact: TV Mond	Child Online Privacy Protection Act (COP VRA HelpDesk (615) 781-6648 TWRA_H ay - Friday (8:00am - 4:30pm) Central Time	PA) leipdesk@in.gov		Entrust
<	_	Do you want to open or save SuspendedInsRep.xlsx from localhost?		Open Save 🔻	Cancel ×	>

2. Cards for All Active Hunter Safety Instructors: this report is used to print and send all instructors who have Active Hunter Safety certification a renewal card. You can send a renewal card for an individual instructor from the Instructor Profile Page.

	*** Active Hunter Safety Instructors Cards ***								
		Back to Reports Main Menu							
	Please Note: To Print the card(s), click on the Export drop down menu (the blue disk icon, third button from right)> Select PDF> save the file to your computer> Attach the pdf file to an email and send it to WRA_ITPrint_Request@tn.gov to print and send the card(s) to the instructor(s).								
14	4 1 of 27 > >1 4 100% V Find Next 4. 3								
	PETER ABBOTI								

3. Service Awards Report: this report displays all instructors who should receive an award this year. If you want to filter the report by region, enter the region number and then click on Run Report button. To pull all records click on Clear Parameters.

*** Event Information and Instructors Hours Report ***

Search by Region: 1	Run Re	port Clear Parameters			
1 4 1 of 1 ▶ ↓	\$	Find Next 🔍	• ③		
Instructor Name	Region	Certification Type	Certification Orginal Date	Award Year	Gift
BRANDON S GAVROCK	1	HUNTER SAFETY	10/23/2011	5	TEST5
JAMES M CANADA	1	HUNTER SAFETY	10/23/2011	5	TEST5
JAY P CORBITT	1	HUNTER SAFETY	10/26/2011	5	TEST5
RICHARD O LYLE	1	HUNTER SAFETY	10/26/2011	5	TEST5
TIM A WARD	1	HUNTER SAFETY	10/26/2011	5	TEST5
JEFFREY W PEACH	1	HUNTER SAFETY	11/01/2008	8	TEST8
MATTHEW C PARKER	1	HUNTER SAFETY	05/05/2008	8	TEST8
BRADLEY R DAVIDSON	1	HUNTER SAFETY	03/19/2006	10	TEST10
CHAD E WHITLOCK	1	HUNTER SAFETY	03/19/2006	10	TEST10
DONALD M DILL	1	HUNTER SAFETY	03/19/2006	10	TEST10
FRANK P PHILLIPS	1	HUNTER SAFETY	03/25/2006	10	TEST10
FRANKLIN A SIWIK	1	BOW HUNTER SAFETY	03/18/2006	10	TEST10
KEVIN R HOOFMAN	1	HUNTER SAFETY	07/14/2006	10	TEST10
MICHAEL A KILLION	1	HUNTER SAFETY	03/19/2006	10	TEST10
MICHAEL L BATES	1	BOW HUNTER SAFETY	03/18/2006	10	TEST10
WILLIAM D BRASHER	1	HUNTER SAFETY	03/19/2006	10	TEST10
WOODROW W HARTSFIELD	1	HUNTER SAFETY	03/19/2006	10	TEST10
Total: 17 Instructor(s)	·				

> To setup the Instructor's Awards Gifts click on Manage Awards Gifts

		_
R GUIDE		
Gift	Act	ion
	Edit	Delete
	Edit	Delete
	Edit	Delete
0	Edit	Delete
ic	Insert	Clear
		Gift Act Edit Edit Edit

To insert a new record, enter the Award Year and the Gift at the last record and then click on the Insert button.

*** 4 Records Found *	***			
AwardYear	Gift	A	\cti	on
5	gift5	Edit] [Delete
7	gift7	Edit] [Delete
8	test8	Edit] [Delete
10	test10	Edit] [Delete
20	gift 20 ×	Insert		Clear
First	Previous Next Las	t		

To edit a record, click on the Edit button to make your changes and then click on the Update button.

*** 5 Records Found *	* * *		
AwardYear	Gift	Ac	tion
5	gift5	Edit	Delete
7	gift7	Edit	Delete
8	update gift β ×	Update	Cancel
10	test10	Edit	Delete
20	gift 20	Edit	Delete
		Insert	Clear
Firs	t Previous Next La	ast	

To delete a record, just click on the Delete button and then click on OK for the confirmation message.

To go back to the Instructors list page, click on Back to Instructors List button at the upper right of the page.

II. Manage Locations: administrators can search for locations, enter new locations, and edit locations as in <u>(Certified Instructors Section)</u>. Plus admins can approve new locations and delete locations.

After the instructor created a new location, all regional administrators will receive an email asking them to approve the new location. Instructors cannot see the location or assign it to events until is approved.

New Location is Waiting Approval

jscott@test.gov Sent: Fri 2/19/2016 11:30 AM To: BH TWRAPROGRAMMERS; Zainab Latif Retention Policy: All Folders (90 days) Expires: 5/19/2016

The Location below is waiting for your approval to be activated:

Location Name: This is Test

Address: 123 test

Zip code: 37221

City: Nashville

State: TN

County: Davidson

Region: 2

Location Capacity: 80 Students.

Room: 101

Phone No.: 615-202-0202

Special Instructions: this is test

> To approve new locations:

1. Select **Waiting Approval** for **Location Status** in the pink box at the top of the page then click on the **Search** button.

*** Manage Locations ***	
	Back to The Main Menu
Find Location(s)	
Location Name: Location Status: Walny Approval	
Address: Zip code: 99999 (5 digits)	
City: State: County: Region:	
Room: Phone No.:	
Special Instructions:	
Search Display All Locations	
**** 2 Records Found *** First Previous 1 Next Last	
Location Name: This is Test Approve Location	
Address: 123 test Zip code: 37221	
City: Nashville State: TN County: Davidson V Region: 2	
Room: 101 Phone No.: 615-202-0202 Location Capacity: 80 Students	
Special Instructions: this is test	
Updated By: JACOB SCOTT V Last Modified Date: 02/19/2016	
Edit Delete	

2. **To approve the location** click on **Approve Location** button. Once the location is approved, the system will send an email to all administrators and instructors to let them know that the location has been approved.

Note: you can edit the location before you approve it if you want to.

Find Location(s)	
Location Name:	Location Status: Waiting Approval V
Address:	Zip code: 999999 (5 digits)
City: State: County:	✓ Region:
Room: Phone No.: 999-999-9999	Location Capacity: Students
Special Instructions:	0
Search Display All Locations	
	*** 2 Records Found ***
The activated Location has been sent to all instructors and system	
The activated Location has been sent to all instructors and system	administrators!
•	administrators!
Location Name: This is Test	administrators! First Previous 1 Next Last
Location Name: This is Test	administrators! First Previous 1 Next Last
Location Name: This is Test Approximate Approximate Approximate Approximate Approximate Address: 123 test Address: 123 test City: Nashville State: TN County: Davidson v Room: 101 Phone No.: 615-202-0202 Location v	administrators! First Previous 1 Next Last proved Zip code: 37221
· Location Name: This is Test Address: 123 test City: Nashville State: TN County: Davidson v	administrators! First Previous 1 Next Last proved Zip code: 37221 Region: 2
Location Name: This is Test App Address: 123 test City: Nashville State: TN County: Davidson Room: 101 Phone No.: 615-202-0202 Location of Special Instructions: this is test	administrators! First Previous 1 Next Last proved Zip code: 37221 Region: 2

The email that all instructors and administrators will receive after the location is approved:

New Location Has Been Approved

zainab.latif@tn.gov Sent: Tue 2/23/2016 10:25 AM To: BH TWRAPROGRAMMERS; dany.green@tn.gov; jscott@test.gov; Zainab Latif Retention Policy: All Folders (90 days) Expires: 5/23/2016

The Location below has been approved and activated:

Location Name: This is Test

Address: 123 test

Zip code: 37221

City: Nashville

State: TN

County: Davidson

Region: 2

Room: 101

Phone No.: 615-202-0202

Location Capacity: 80 Students

Special Instructions: this is test

To delete a location, click on the Delete button at the bottom of the location then click OK to the confirmation message.

Location Name: This is Test			
Address: 123 test	Zip code: 37221	Message from webpage	
City: Nashville State: TN County:	Davidson V Region: 2	Are You Certain You Want to Delete?	
Room: 101 Phone No.: 615-202-0202	Location Capacity: 80 Students	Are rou Certain You want to Delete?	
Special Instructions: this is test	0	OK Cancel	
Updated By: Adam Andy	Last Modified Date: 02/23/2016		
Edit Delete			
a			

Note: if you try to delete a location that's already been used for any event, you will get an error message and the location will not be deleted.

		*** 18 Records Found ***
ERR	ROR: You Cannot Delete this Location Because It has been Used by Some Events.	
		First Previous 1 2 3 Next Last
•		
	Location Name: Academy Sports and Outdoors	
	Address: 2220 Hamilton Place Blvd Zip code: 37421	
	City: Chattanooga State: TN County: Hamilton V Region: 3	
	Room: classroom Phone No.: 423-852-1214 Location Capacity: 20 Students	
	Special Instructions:	
	Updated By: JACOB SCOTT V Last Modified Date: 12/03/2015	
	Edit Delete	
•		

- Manage Events: administrators can schedule new events, edit events, cancel events, and enter event's results as in (Certified Instructors Section).
- > To approve/ reject new events:
 - 1. Select **Event Waiting Approval** for the **Status** field in the pink box at the top of the page, and click on the **Search** button.

	ew All Events Report *** REAL	Exception Report ***				Ba	k to The Main Menu	
10		Exception Report				Da	K to The wall Menu	
Search Event(s): To query for a specific Event(s), enter the criteria in the fields below then click on the Search button. To cancel the query click on the Clear button. Event ID: Program: V Location: V County: Event Region:								
Dates From: Instructor Name (Part of Fall Name); Status: Event Waiting Approval V								
Search Clear								
_	header to sort by that column in ascen	ding order, click again for descending or	der.					
vent ID	Program Title	Location Name	County	Date and Time	Enrollment	Primary Instructor	Status	
656	Hunter Education Field Day	BARTLETT RANGE	Shelby V	07/31/2016 02:00 PM To 06:00 PM	0 Of 90	DAVID ANDERSON	Event Waiting Approval	
647	Hunter Education Classroom Course	BURLISON COMMUNITY CENTER Tipton 08/02/2016 06:30 PM 0 OF 100 JUDY ADKINS		JUDY ADKINS	Event Waiting Approval			
		4TH AVE. CHURCH OF CHRIST	Williamson 🗸	05/04/2017 07:00 AM To 08:00 AM	0 Of 10	RANDY HUSKEY	Event Waiting Approval	
	olumn vent ID 656 647	olumn header to sort by that column in ascen vent TD Program Title 656 Hunter Education Field Day 647 Hunter Education Classroom Course Darkenter Education Classroom Course	To: Instructor Name (Per or Fall Name): Olumn header to sort by that column in ascending order, click again for descending or vent D Program Title Location Name 656 Hunter Education Field Day BARTLETT RANGE 647 Hunter Education Classroom ATH AVE CHIDCH OF CHRIST 662 Bowhunter Education Classroom ATH AVE CHIDCH OF CHRIST	To: Instructor Name (part of Fall Name): olumn header to sort by that column in ascending order, click again for descending order. vent ID Program Title Location Name County 656 Hunter Education Field Day BARTLETT RANGE Shelby V 647 Hunter Education Classroom Course BURLISON COMMUNITY CENTER Tipton V 642 Bowhunter Education Classroom ATH AVE CHURCH OF CHIPTST Willingeron V	To: Instructor Name (Part or Fall Name): Stat Stat olumn header to sort by that column in ascending order, click again for descending order. vent Location Name County Date and Time Office Fall Name): Stat Note and Time D'// 12/16/02:00 PM G666 Hunter Education Field Day BARTLETT RANGE Shelby 07/31/2016 02:00 PM 666 Hunter Education Classroom Course BURLISON COMMUNITY CENTER Tipton 05/04/2017 07:00 660 Mathematication Classroom ATH ALTE CHITECH OF CHIPIST Withingtone 05/04/2017 07:00	To: Instructor Name (Parce Full Name): Status: Event Walti Status: Event Walti olumn header to sort by that column in ascending order, click again for descending order. vent Location Name County Date and Time Enrollment intel Location Name County Date and Time Enrollment Of 731/2016 02:00 PM o Of 90 666 Hunter Education Field Day BARTLETT RANGE Shelby 07/31/2016 02:00 PM o Of 90 647 Hunter Education Classroom Course BURLISON COMMUNITY CENTER Tipton 05/04/2017 07:00 0 Of 100 Gov/hunter Education Classroom 4TH ALTE CHIPCH OF CHIPST Williempon 05/04/2017 07:00 0 Of 10	To: Instructor Name (wree Fall Name): Status: Event Waiting Approval ▼ olumn header to sort by that column in ascending order, click again for descending order. . . . vent ID Program Title Location Name County Date and Time Enrollment Primary Instructor 656 Hunter Education Field Day BARTLETT RANGE Shelby 07/31/2016 02:00 PM To 06:00 PM 0 Of 90 DAVID ANDERSON 647 Hunter Education Classroom Course BURLISON COMMUNITY CENTER Tipton 08/02/2016 06:30 PM To 09:00 PM 0 Of 100 JUDY ADKINS 642 Bowhunter Education Classroom 4TH AVE CHURCH OF CHENET With someon 05/04/2017 07:00 0.06 10 PANDY HUSKEY	

2. Click on the **View** button at the left side of the event that you want to approve.

	*** Manage Event ***	
Event's Information		Exit to Events
Approve the Event Send It Back to the Instructor		
To Edit or Cancel this Event click on Edit Event OR Cancel Event		
Event ID: 1662 Event Status: Event Waiting Approval		
Program Title: Bowhunter Education Classroom Course		
Location Info.: 4TH AVE. CHURCH OF CHRIST Address: 112 4th Ave. No., FRANKLIN, TN 37064.		
Event Capacity: 10 Students		
Wait List Capacity: 20 Students		
This event will be visible to students From: 04/04/2017 To: 05/04/2017		
Students can register for this event From: 04/04/2017 To: 05/04/2017		
This is a Public event		
Special Instructions:		
Share Link:		
Updated By: RANDY HUSKEY Last Modified Date: 06/05/2017 10:55 AM		
****Event's Dates & Times= 2 Day(s)***	****Event's Instructors (Sorted by Last Name)= 1 Instructor(s)***	
Event Date From Time To Time Action	Instructor Name Instructor Email Primary/ Assistant Action	
05/04/2017 07:00 AM 08:00 AM Delete Edit	HUSKEY, RANDY zainab.latif@tn.gov *Primary* Delete Edit	

Event Date	110m Thine	To Thic		1011
05/04/2017	07:00 AM	08:00 AM	Delete	Edit
05/05/2017	07:00 AM	08:00 AM	Delete	Edit
	99:99 Type A for	99:99 Type A for		lew Date
MM/DD/YYYY	AM/ P for PM	AM/ P for PM	Add	Clear
	First Previous	Next Last		

HUSKEY, RANDY	zainab.latif@tn.gov	*Primary*	Delete Edit		
- _	N/A	~	<-ADD New Instructor Add Clear		
	First Previous	Next Last			

- 3. If you want to send the event back to the instructor, click on **Send It Back to The Instructor** button and enter your notes to the instructor in the **Notes to the Instructor** field, and then click on the **Send the Event Back to the Instructor** button. The system will send an email to the primary instructor and the regional administrators with the event's information and your notes. The event status is going to be changed to New in order for the instructor to be able to edit the event and send it again for approval.
- 4. Click on the **Approve the Event** button to approve the event. After the event is approved, the system will send an email to all administrators and the primary instructor to let them know that the event has been approved and activated.

Note:

- You can edit the event information, event's dates and times, or event's instructors before you approve the event.
- When administrators schedule a new event, they can approve the event directly.

*** Manage Event ***						
Event's Information	Baci	to Events				
An email has been sent to the primary instructor and system administrators!						
Event Approved						
To Edit or Cancel this Event click on Edit Event OR Cancel Event	Send Event Info. to					
Event ID: 1633 Event Status: Active	Instructors & Students					
Program Title: Hunter Education Classroom Course V						
Location Info.: ACADEMY SPORTS AND OUTDOORS Address: 5929 Hwy 153, HIXSON, TN 37343.						
Event Capacity: 30 Students						
Wait List Capacity: 20 Students						
This event will be visible to students From: 06/01/2016 To: 07/01/2016						
Students can register for this event From: 06/01/2016 To: 07/01/2016 → Lock Dates						
This is a Public event						
Special Instructions: this is test						
Updated By: ZAINAB LATIF V Last Modified Date: 06/07/2016 09:29						
AM						
Event's Dates & Times= 1 Day(s)	***Event's Instructors= 2 Instructor(s)***					
Event Date From Time To Time Action	Instructor Name Instructor Email Primary/Assistant Action					
07/01/2016 02:00 PM 03:00 PM Delete Edit	ZAINAB LATIF zainab.latif@tn.gov *Primary* Delete Edit					

Event Date	FIU	in rime	1011	me	ACTION			
07/01/2016	02:0	0 PM	Delete	Edit				
MM/DD/VVVV	99:99 AM/ P 1	Type A for for PM	99:99 Type AM/ P for Pf	A for	<-ADD N Insert	New Date Clear		
	First	Previous	Next	Last				

Instructor Name	Instructor Email	Primary/ Assistant	Action					
AINAB LATIF	zainab.latif@tn.gov	*Primary*	Delete Edit					
LEN YORK		Assistant	Delete Edit					
-	N/A	v	<-ADD New Instructor Insert Clear					
First Previous Next Last								

The email that the primary instructor and the regional administrators will receive after the event is approved:

An Event Has Been Approved

zainab.latif@tn.gov Sent: Tue 6/7/2016 9:13 AM To: Zainab Latif; Zainab Latif Retention Policy: All Folders (90 days) Expires: 9/5/2016

Event ID: 1633

Program Title: Hunter Education Classroom Course

LOCATION & SCHEDULE Meeting On: 07/01/2016 02:00 PM - 03:00 PM

Located at: ACADEMY SPORTS AND OUTDOORS Address: 5929 Hwy 153, HIXSON, TN 37343. County: Hamilton- Region: 3. Room# classroom.

Special Instructions for All Students: this is test

Instructed by: ZAINAB LATIF

Cancellation Policies: You must cancel your registration before ,07/01/2016 at 02:00 PM.

Minimum-Age Policy: All registrants for this event must be 9 years of age by 07/01/2016. The course is offered free of charge to anyone interested regardless of age; however, you must be nine years of age or older in order to become a certified hunter education graduate.

Thank you and have a nice day!

> To approve/ reject the results for an event:

1. Select **Results Waiting Approval** for the **Status** field in the pink box at the top of the page, and click on the **Search** button.

*** Manage Events ***							
						В	ack to The Main Menu
*** Schdule a New Event ***							
Search Event(s): To query fo	r a specific Event(s), enter the creteria in	the fields below then click on the Q	uery button. To cancel t	he query click on the Clear button.			
Event ID:	Program:	~	Lo	ocation:	~	County:	~
Dates From:	To:		Instructor Name (Part or I	Full Name):		Status: Results Waiting /	Approval 🔽
Search Clear							
* Sort Events: Please click on the column header to sort by that column in ascending order, click again for descending order.							
Action Event ID	Program Title	Location Name	County	Date and Time	Enrollment	Primary Instructor	Status
Results View 26	Trapper Education Classroom Course	Sec Test	Hamilton V	12/15/2015 08:00 AM To 10:00 AM	3 Of 20	JACOB SCOTT	Results Waiting Approval
** Total Events= 1 ***							

2. Click on the **Results** button at the left side of the event.

*** Results ***										
										Exit to Events
				Approve	Results	Se	nd it Ba	ck to the Instructor		
Event Informa										
Trapper Education (Classroom Co	urse Eve	ent ID: 1638 Event Sta	itus: Resu	lts Waitii	ig Appro	val			
Location: CLEVELA 3535 Adkisson Drive										
*Required field										
Class Start Date*:	06/01/2017 MDD YYYY	Class	End Date*: 06/05/2017 MM/DD/YYYY	During	School Ho	urs* No	~			
Total Class Hours*:	18.00	+ Total Ran	nge Hours*: 7.00	= Total I	Hours Taug	tht*: 25.00				
Comments:	test				\langle					
Save Event Info.	Cancel									
Instructors In (Sorted by Last Nam			mplete!						Students Results: Complete! (Sorted by Last Name) *Required field	
Instructor Name	TWRA ID	Primary?	Date* MM/DD/YYYY	Prep Hrs*	In-Class Hrs*	Field Hrs*	Admin Hrs*		Student Name Date of Birth Written Exam* Firing Grade* Show	
HUSKEY, RANDY	482530490	Yes	06/01/2017	1.20	2.20	0.50	0.30	Delete	00, II 09/09/1999 S V S V S V	
LATIF, ZAINAB	007574452	No	06/01/2017	1.00	2.00	1.50	0.50	Delete	Save Students Results Clear Students Results	
ANTCZAK, PAUL	604197186	No	06/01/2017	1.50	3.00	2.00	1.00	Delete	(current page only) (current page only) First Page Previous Page 1 Next Page Last Page	
~								<-ADD New Record Insert Clear	Inollaye Ilenuuslaye Leanidye	
Save Instructors Info. (current page only)		Instructors F rent page or								
First Page Previou	is Page 1 N	ext Page	Last Page							

3. If you want to send the results to the instructor, click on **Send It Back to The Instructor** button and enter your notes to the instructor in the **Notes to the Instructor** field, and then click on the **Send the Event Back to the Instructor** button. The system will send an email to the primary instructor and the regional administrators with the event's information and your notes. The event status is going to be changed to Active in order for the instructor to be able to edit the event and send it again for approval.

- 4. Click on the **Approve Results** button and then click **OK** to the confirmation message to approve the results. Once the results are approved the system is going to do the following based on the program type:
- I. If the program is Bowhunter Education or Trapper Safety, the system is going to change the event's status to Completed, and the system will send an email to the primary instructor and all administrators to let them know that the results have been approved and the event is completed.
- II. If the program is Hunter Education Classroom Course or Field Day, the system will:
 - a. Display the following confirmation message "(Number of students) student(s) have been sent to REAL. An email has been sent to the primary instructor and system administrators!"
 - b. Change the event status to "Sent To REAL".
 - c. Send the records of the students who passed the event to REAL system in order to update the Hunter Ed Certification Date in their real customer account if it's already exists, if not a new customer account will be created for the student.
 - d. **Send an email** to the primary instructor and all administrators to let them know that the results have been approved and the number of students sent to REAL.

The Administrators have to do the following steps in order to mark the event as "Completed":

- a. **Run the REAL Exception Report** the following day. Usually Brandt processes the transferred data at 8:00 pm.
- b. When you run the REAL Exception Report, the system is going to change the status of the events that have been sent to Brandt as "Completed" if all students in the event are processed successfully by Brandt. Otherwise the event status will remain as "Sent To REAL". Note: once the event's status is changed to Complete, the event will be available for read only and nothing can be changed.
- c. If one or more students failed to be updated in REAL, check the **error message in the Notes** column **if it says**:
 - "The student has more than one record in REAL. Please merge the student records in REAL...", then:
 - ➢ Open the student's account in REAL → Merge the accounts into one account.
 - ➢ Open the Event Manager → Go to the Manage Events Page → Search for the event → Click View → Click on the "Just Updated Real!" button on the left of the student record.
 - "Either the Birth Date or the SSN is not correct...", then contact the student and confirm his/ her information.

- \succ If the student's information needs to be corrected in REAL \rightarrow then correct the student's REAL account. And then Open the Event Manager \rightarrow Go to the Manage Events Page \rightarrow Search for the event \rightarrow Click on the "Just Updated Real!" button on the left of the student record.
- If the student's information needs to be corrected in Event Manager then: Go to the Manage Events Page \rightarrow Search for the event \rightarrow Click View \rightarrow Click on Edit button \rightarrow correct the student's information \rightarrow then click on Save Changes button.
- d. After you complete correcting the failed records, go to the Manage Events Page \rightarrow Search for the event \rightarrow Click View \rightarrow and then click on "Click Here to Re-Transfer Updated Students to REAL" button. Now all records that you edited in our system or REAL have been re-transferred to Brandt. Please remember, if you update the student's account in REAL, you have to click on Just Updated Real!" button in order to re-transfer the student record to Brandt.

Note: you can also change the score of a student to 'S' and click on "Re-transfer Updated Students to REAL" button in the Results page.

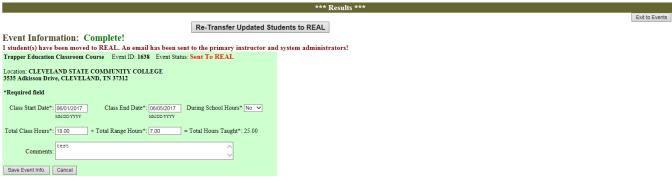
After you click on the **Approve Results** button:

*** Results ***						
Approve Results Send It Back to the Instructor	Exit to Events					
Event Information: Complete!						
Trapper Education Classroom Course Event ID: 1638 Event Status: Results Waiting Approval						
Location: CLEVELAND STATE COMMUNITY COLLEGE 3535 Adkisson Drive, CLEVELAND, TN 37312						
*Required field						
Class Start Date*: 06/01/2017 Class End Date*: 06/05/2017 During School Hours* No V Message from webpage						
Total Class Hours*: 18.00 + Total Range Hours*: 7.00 = Total Hours Taught*: 25.00	ve the Results?					
Comments:	Cancel					
Save Event Info. Cancel						
	ents Results: Complete! by Last Name) "Required field					

Instructor Name	TWRA ID	Primary?	Date* MM/DD/YYYY	Prep Hrs*	In-Class Hrs*	Field Hrs*	Admin Hrs*	
HUSKEY, RANDY	482530490	Yes	06/01/2017	1.20	2.20	0.50	0.30	Delete
LATIF, ZAINAB	007574452	No	06/01/2017	1.00	2.00	1.50	0.50	Delete
ANTCZAK, PAUL	604197186	No	06/01/2017	1.50	3.00	2.00	1.00	Delete
~								<-ADD New Record Insert Clear
Save Instructors Info. (current page only) Clear Instructors Hours (current page only)								
First Page Previou	us Page 1 N	lext Page	Last Page					

Student I	lame	Date	e o	fE	Birth	Wri Exa			iring cam*		inal rade*	No Show
oo, II		09/0	9/:	19	99	S	~	s	~	s	~	
Save Students Results (current page only)			C		tudents int page		s					
First Page Previous Page			ge	1	Next	Page	Last	Pag	e			

After you click OK:



Instructors Information: Complete!

Instructor Name	TWRA ID	Primary? Date* MM/DD/YYYY		Prep Hrs*	In-Class Hrs*	Field Hrs*	Admin Hrs*		
HUSKEY, RANDY	482530490	Yes	06/01/2017	1.20	2.20	0.50	0.30	Delete	
LATIF, ZAINAB	007574452	No	06/01/2017	1.00	2.00	1.50	0.50	Delete	
ANTCZAK, PAUL	604197186 No		06/01/2017	1.50	3.00	2.00	1.00	Delete	
~								<-ADD New Record Insert Clear	
Save instructors Info. Clear instructors Hours (current page only) (current page only)									

Students Results: Complete! (Sorted by Last Name) *Required field

Student Name	Date	of Birth	Written Exam*	Firing Exam*	Final Grade*	No Show
00, II	09/09	/1999	s 🗸	s 🗸	s 🗸	
Save Students Resi (current page only		tudents Result int page only)	s			

First Page Previous Page 1 Next Page Last Page

First Page Previous Page 1 Next Page Last Page

The email that the system will send:

From To: Cc:	Zainab Laŭf, Zainab Laŭf	Sent: Mon 6/5/2017 12:02	2 PM
Subj			
Th	he students who passed the event below have been sent to REAL in order to update their Hunter Certification Date.		
N	lumber of students transferred to REAL system= 1		
	dministrators, Please run the REAL Exception Report in order for the system to mark the event as Complete if all students of that event have been processed successfully by Brandt. Otherwise, please correct the failed records and ser gainEvent ID: 1638	nd the class to REAL	
Pr	rogram Title: Trapper Education Classroom Course		
M 08 08 08 08 08 08 08 08 08 08 08 08 08	OCATION & SCHEDULE Aceting On: 8/01/2016 06:00 PM - 09:00 PM, 8/02/2016 06:00 PM - 09:00 PM, 8/04/2016 06:00 PM - 09:00 PM, 8/06/2016 08:30 AM - 02:00 PM coated at: CLEVELAND STATE COMMUNITY COLLEGE didress: 353 Adkisson Drive, CLEVELAND, TN 37312. ounty: Bradley- Region: 3		
Ev	vent Capacity: 75		
w	Valt List Capacity: 20		
Th	his event is visible to students From: 7/1/2016 12:00:00 AM To: 8/6/2017 12:00:00 AM		
St	tudents can register for this event From: 7/1/2016 12:00:00 AM To: 8/6/2017 12:00:00 AM		
Th	his is a Public event		

To run the REAL Exception Report, go to the Manage Events page and then click on "*** REAL Exception Report ***" button.

Once you click on the "*** REAL Exception Report ***" button, **the system is going to check** all events Sent to REAL. **If all students** in the event are **processed successfully** by Brandt, the event **status will be changed** in the system from "Sent To REAL" to "**Completed**". Otherwise, the event status will remain as "Sent To REAL".

Note: Only Completed events can be viewed by the event's primary and assistant instructors. The "Sent to REAL" events are only visible to administrators.

						*** R	EAL Exception Rep	ort ***		
										Exit Report
Report Se	arch Paramet									
Transfer I	Date From: 🗾		To:	Pr Pr	ocessed Dat	e From:	To:	Processed Record Status?	✓ Event ID: Re	egion:
Run Rep	ort Clear S	Search Parameter	'S							
Landscap *Note: By twice for o	e Orientation default the re descendant or	> And change port is sorted b der	e the No Scaling by Processed Dat	option (the last o te (descendant), F	ption) to Fi	t All Columns on Or	e Page> Click on the P	xcel> Open the file or save it to your computer> Fi rint button. u want to change the sorting, just click on the little arr	2	
IA A Region \$	1 of 2 ? ♪ Event ID ≎	▶I ♦ Last Name ≑	Find First Name ≑	Next	Suffix \$	Date of Birth ≑	Processed Date 🕏	Notes 🖯	Transfer Date ⊖	Class Da
4	1643	Burton	Wilson	v	ш	05/03/1982	06/05/2017 10:15 AM	Either the Birth Date or the SSN is not correct. Please check with the student, correct the student record, and re-transfer to REAL.	06/02/2017 02:44 PM	05/03/20
4	1643	cc	vvn		Sr.	05/05/2006	06/05/2017 10:15 AM	Successful Update to customer: 1000585711	06/02/2017 10:54 AM	05/03/20
4	1643	aa	lolo	с		02/02/1990	06/03/2017 10:15 AM	Successful Update to customer: 1000585711	06/02/2017 10:15 AM	05/03/20
4	1643	cc	vvn		Sr.	05/05/2006	06/03/2017 10:15 AM	Either the Birth Date or the SSN is not correct. Please check with the student, correct the student record, and re-transfer to REAL.	06/02/2017 10:15 AM	05/03/20
	1804	Underwood	Jett	Dwayne		08/16/2006	06/01/2017 05:38 PM	Either the Birth Date or the SSN is not correct. Please check with the student, correct the student record, and re-transfer to REAL.	05/19/2017 11:28 AM	08/14/20
	1804	Clemons	Colton	Garrett		06/27/2001	06/01/2017 05:38 PM	Either the Birth Date or the SSN is not correct. Please check with the student, correct the student record, and re-transfer to REAL.	05/19/2017 11:28 AM	08/14/20
	2267	Sullivan	Jacob			10/05/1998	06/01/2017 05:38 PM	Either the Birth Date or the SSN is not correct. Please check with the student, correct the student record, and re-transfer to REAL.	05/19/2017 11:28 AM	05/17/20
	1804	carter	lucas			08/20/2002	06/01/2017 05:38 PM	Either the Birth Date or the SSN is not correct. Please check with the student, correct the student record, and re-transfer to REAL.	05/19/2017 11:28 AM	08/14/20

By default the report is sorted by Processed Date (descendant), Region, Event ID, Last Name, and First Name. However, you can click on the little arrows on the column headers to sort by any column you like. Click once for ascending order, twice for descending order.

✗ Important Notes:

- **Processed Date:** is the date when Brandt processed the student record.
- **Notes:** notes from Brandt on whether the record have been processed successfully or failed.
- Transferred Date: is the date that you transferred the student record to REAL.
- You can filter the report data using the search parameters at the top of the report page. You can search by Transfer Date (from, to), Processed Date (from, to), Status (Successful, Failures, or Not Processed), Event ID, and Region.
- > **To print the report**, follow the highlighted steps above the report in order to export the report to Excel and print it from there.
- **To Exist the report**, click on the Exit Report button at the top right of the page.
- > To log out of the system, click on Log Out button at the top right of the page.

D. If you are a Chief Administrator: you can do everything administrators do, the only difference is that Chief administrators have access to the Manage Programs page.

TN	Tennessee Wildlife Resources Agency Ed Carter, Executive Director	
	Tennessee Hunter Education Event Managemen	nt System
	*** Main Menu ***	Log Out
Hi, BRIAN	Manage Instructor Profile Manage Programs Manage Locations Manage Events	
③	Protect Statement Calif. Child Online France 2nterfue Act (CADPA). For General Information Contact. Randy, Hukley (615) 781-6543 2004; Hukley For Technical Assistance Contact. TWRA HelpDeck (615) 781-6648 2004; Alegol Mondey - Frady (800m - 4.30pm). Certarl Time	ätt av et ga gev

Manage Programs: this page is used to setup a new program. Edit or delete existing programs.

			*** Ma
*** 5 Reco	ords Foun	***	
	ction	Program Title	Certification Type
Delete	Edit	Bowhunter Education Classroom Course	Bow Hunter Safety 🗸
Delete	Edit	Bowhunter Education Field Day	Bow Hunter Safety V
Delete	Edit	Hunter Education Classroom Course	Hunter Safety V
Delete	Edit	Hunter Education Field Day	Hunter Safety V
Delete	Edit	Trapper Education Classroom Course	Trapper Safety 🗸
Insert	Clear		
ADD Nev	v Progran	n>	`
		First Previous Next Last	

To inset a new program, enter the new program title and the certification type that instructors must have to teach that class. When you finish click on the Insert button to save the new program or click on Cancel to discard your changes.

5 Kec	oras rouna		
A	ction	Program Title	Certification Type
Delete	Edit	Bowhunter Education Classroom Course	Bow Hunter Safety 🗸
Delete	Edit	Bowhunter Education Field Day	Bow Hunter Safety 🗸
Delete	Edit	Hunter Education Classroom Course	Hunter Safety 🗸 🗸
Delete	Edit	Hunter Education Field Day	Hunter Safety V
Delete	Edit	Trapper Education Classroom Course	Trapper Safety 🗸 🗸
Insert ADD Nev	Clear v Program>	This is a New Progarm	Hunter Safety

To edit a program, click on the Edit button and after you make your changes click on Update to save your changes or Cancel to discard them.

0 1000	orus round		
A	ction	Program Title	Certification Type
Delete	Edit	Bowhunter Education Classroom Course	Bow Hunter Safety 🗸
Delete	Edit	Bowhunter Education Field Day	Bow Hunter Safety 🗸
Delete	Edit	Hunter Education Classroom Course	Hunter Safety V
Delete	Edit	Hunter Education Field Day	Hunter Safety V
Update	Cancel	This is the Updated Progarm ×	Bow Hunter Safety 🗸
Delete	Edit	Trapper Education Classroom Course	Trapper Safety 🗸
Insert	Clear		~
ADD Nev	v Program>		· · · · ·
		First Previous Next Last	

*** 6 Records Found ***

> To delete a program, click on the Delete button and then click OK for the confirmation message.

A	Action	Program Title	Certific	Message from webpage
Delete	Edit	Bowhunter Education Classroom Course	Bow Hunte	
Delete	Edit	Bowhunter Education Field Day	Bow Hunte	Are You Certain You Want to Delete?
Delete	Edit	Hunter Education Classroom Course	Hunter Sa	V
Delete	Edit	Hunter Education Field Day	Hunter Sa	
Delete	Edit	This is the Updated Progarm	Bow Hunte	OK Cancel
Delete	Edit	Trapper Education Classroom Course	Trapper Sa	ety 🗸
Insert	Clear			~

Note: you cannot delete a program that has already been used in events, if you tried to do so you will get the following error:

	*** 5 Records Found *** ERROR: You Cannot Delete this Program Because There are Events Assigned for that Program								
A	ction	Program Title	Certification	Туре					
Delete	Edit	Bowhunter Education Classroom Course	Bow Hunter Safety	~					
Delete	Edit	Bowhunter Education Field Day	Bow Hunter Safety	~					
Delete	Edit	Hunter Education Classroom Course	Hunter Safety	~					
Delete	Edit	Hunter Education Field Day	Hunter Safety	~					
Delete	Edit	Trapper Education Classroom Course	Trapper Safety	~					
Insert	Clear			\checkmark					
ADD Nev	v Program>			<u> </u>					
	First Previous Next Last								

- To go back to the main menu click on Back to Main Menu button at the top right of the page.
- > To log out of the system, click on Log Out button at the top right of the page.

% Automatic tasks that run every day at 8:00 am by the system:

 Check Instructors Certifications: this task checks if there is an instructor who didn't teach a class for any certificate they have for more than two years to change the Certification Status to Probationary. The system will send an email to the instructor and to the regional administrators to let them know about the change.

Email sent by the system...

Hunter Education System - Certification Status Changed!

TWRA HunterEducation-NOREPLY <TWRA.HunterEducation-NOREPLY@tn.gov>

Extra line breaks in this message were removed.
 Sent: Wed 6/8/2016 7:00 AM
 To: Zainab Latif; Zainab Latif; Zainab Latif; Randy Huskey; Melinda Raymond Retention Policy: All Folders (90 days) Expires: 9/6/2016

Dear ZAINAB LATIF,

OUR REVIEW OF INSTRUCTOR RECORDS INDICATES THAT YOU HAVE NOT BEEN ACTIVELY INVOLVED IN A BOW HUNTER SAFETY CLASSES OVER THE PAST TWO YEARS.

LAST CERTIFICATION DATE IS:04/01/2013, AND THE LAST TIME YOU TAUGHT A BOW HUNTER SAFETY CLASS WAS ON NA

MINIMUM STANDARDS REQUIRE THAT YOU INSTRUCT OR ASSIST WITH AT LEAST ONE BOW HUNTER SAFETY CLASS EACH 24 MONTH PERIOD IN ORDER TO OBTAIN RE-CERTIFICATION. AS IS SOMETIMES THE CASE, OUR RECORDS MAYBE IN ERROR. IF SO, WE WOULD APPRECIATE IT IF YOU WOULD CONTACT YOUR REGINAL COORDINATOR OR THE NASHVILLE OFFICE CAN MAKE THE NECESSARY CORRECTIONS.

IF WE DO NOT HEAR FROM YOU WITHIN 14 DAYS, WE WILL REMOVE YOUR NAME FROM OUR LIST OF ACTIVE BOW HUNTER SAFETY INSTRUCTORS.

THANK YOU FOR YOUR HELP AND INTEREST IN THE HUNTER SAFETY EDUCATION PROGRAM AND PLEASE LET US KNOW IF WE CAN EVER BE OF SERVICE TO YOU.

RANDY HUSKEY, ADMINISTRATOR HUNTER SAFETY PROGRAM 2. Send Registration Confirmation Requests: this task sends an email to all students five days prior to the first day of class, and ask them to confirm their registration. It also asks them to cancel their registration if they know they are not going to attend the class. Once a student confirms his/her registration the Will Attend? Checkbox (in the Manage Events page → View Event → Registered Students section) will be checked.

Email sent by the system to all registered students...

Hunter Education Event-Confirm Your Registration ASAP!

TWRA HunterEducation-NOREPLY <TWRA.HunterEducation-NOREPLY@tn.gov> © Extra line breaks in this message were removed. Sent: Wed 6/8/2016 7:00 AM To: Zainab Latif Retention Policy: All Folders (90 days) Expires: 9/6/2016

Dear John,

Your class: Trapper Education Classroom Course is going to start in five days on:06/13/2016 Please login to your account to confirm your registration, or if you are unable to attend the class please login to your account to cancel your registration. Please click on the following link to login to your account:

https://twra.state.tn.us/HunterEdEventRegistration/StudentLogin.aspx

Event LOCATION & SCHEDULE Meeting On: Monday, Jun 13, 2016 03:00 PM - 04:00 PM

Saturday, Jul 02, 2016 10:00 AM - 11:00 AM

Located at: WOODWARD AVE CHURCH OF GOD 507 Woodward Av, ATHENS, TN 37303 Phone#: 423-745-1618

Thank you and see you soon!

3. Waiting List: this task checks all events (till the first day of class) to see if there is any available seat in the event and there is people in the waiting list. If it finds any, an email will be sent to the first person joined the waiting list and give them 24 hours to register. If the person didn't register within 24 hours, he/she will be removed from the waiting list and an email will be sent to the next person in the waiting list and so on.

The email that will be send to the person in the waiting list:

Hunter Education Event Registration TWRA HunterEducation-NOREPLY <TWRA.HunterEducation-NOREPLY@tn.gov> Extra line breaks in this message were removed. Sent: Thu 6/9/2016 9:00 AM To: Zainab Latif Retention Policy: All Folders (90 days) Expires: 9/7/2016 Dear aa, You placed yourself on a WAITLIST for Trapper Education Classroom Course . An open seat is now available and you must take action within 24 hours. If you fail to take action within 24 hours, you will be removed from the WAITLIST. LOCATION & SCHEDULE Meeting On: Saturday, Jul 02, 2016 10:00 AM - 11:00 AM Wednesday, Jul 13, 2016 03:00 PM - 04:00 PM Located at: WOODWARD AVE CHURCH OF GOD 507 Woodward Av, **ATHENS, TN 37303** Phone#: 423-745-1618

Please click on the following link to login to your account and Register: https://twra.state.tn.us/HunterEdEventRegistration/WaitListLogin.aspx

Thank you and have a nice day!

When the person click on the link in the email to register for the event, a login page will be displayed.

To login, the person has to put their email address and phone no. that they used when they joined the waiting list and then click on the Verify button...

Ed Carter, Execution	Wildlife Resources Agency	
	Tennessee Hunter Education Student Reg	istration
Identity Verification Email Address: zainab latif@tn gov Phone Number: 520-212-5212 × 900-000-0000 Verify		Go to Events
+	Child Online Privacy Protection Act (COPP For Technical Assistance Contact: TWRA HelpDesk (613) 781-6648 TWRA, He Monday - Friday (8:00am: 4:30pm) Central Time	

The system will verify that their login is correct and that they got an email from the system to register to the event in order to let them in...

	Tennessee Wildlife Resources Agency Ed Carter, Executive Director	
	Tennessee Hunter Education Student Reg	gistration
Manage Registration		Log Out
Welcome aa bb		
You joined the waiting list for: Trapper Education Classroom Course		
Class Started on: Saturday, Jul 02, 2016 10:00 Plus, 1 additional day) AM - 11:00 AM View Event Details & Register	
Located at: WOODWARD AVE CHURCH 507 Woodward Av ATHENS, TN 37303	OF GOD	
Cancellation Policies: Changes or cancellations	must be made before Saturday, Jul 02, 2016.	
First Previous Next Last		
③	Protocy Statement Child Online Protocolos. Act (COP For Technical Assistance Centext: TWRA: HelpDesk (615) 781-6648 TWRA; Je Mondory - Frady (Stoburs - 430pm) Central Time	

When the person clicks on **View Event Details & Register** button, the event details page will be displayed. Then when they click on the **Click Here to Register Now** button, the registration page will be displayed. When they complete their registration, they will receive a registration confirmation email (same steps as in the student's website).

Tennessee Hunter Education Student Registration	
Back to Previous Page	
Votre registria for: Trapper Education Classroom Course Registration Opin	
LOCATION & SCHEDULE	
Meeting on: *1 Days * Saturday, Jul 02, 2016 10:00 AM - 11:00 AM Wednesday, Jul 13, 2016 03:00 PM - 04:00 PM	Located at: WOODWARD AVE CHURCH OF GOD 507 Woodward Av ATHENS, TN 37303 Phone#: 427-43-1618
Special Instructions for All Students tett	
DETAILS	
Instructed by:	
Cancellation Policies You must cancel your registration before ,Saturday, Jul 02, 2016 at 10:00 AM.	
Minimum-Age Policy All registrants for this event must be 9 years of age by Saturday, Jul 02, 2016. The course is offered firee of charge to anyone interested regardless of age, however, you must be nine years of age or older in order to become a certified hum	ter education graduate.
ABOUT THE PROGRAM	
Overview Per state and federal statutes, your Social Security Number is required. If you wish to register for this course, but have never been issued a Social Security Number, please call 615-781-6538 for assistance.	
	Click Here to Register Now
Conclusion Forces Research Act CORA For Technical Assistance Concernet TWAR Allegible (c) 1174-441 TWAR allegible (c) 1074-441 TWAR	Entrus

After they click on the **Click Here to Register Now** button...

Tennessee Hunter Education Student Registration				
Please fill all required fields below, then click on Review & Confi	m to complete your registration	Back to Event's Details		
* Required Field				
Date of Birth*:	YTTY TOTAL			
Confirm Date of Birth*:				
Social Security#*:	99999999 () dapa, no sedano 1999 lave nove been noviged a 1203, junte cill (15-11-163)			
Confirm Social Security#*:	9999999 (d sign, so fasho)			
If you have a REAL account Click Here to Populate Your Information				
First Name*:				
Middle Name:				
Last Name*:				
Suffix:				
Gender*:				
Ethnicity*:				
Street Address*:				
Zip Code*:	9999			
City*:				
State*:				
Phone Number*:	99-99-1099			
Email Address*:				
Confirm Email Address*:				
Review & Confirm Cancel Registration				

4. Event Results Reminder: if the event was over and the instructor didn't submit the results in two weeks the system will send a reminder email to the primary instructor and regional administrators.

Email sent by the system...

Reminder to submit the events results!

TWRA HunterEducation-NOREPLY <TWRA.HunterEducation-NOREPLY@tn.gov>
Sent: Wed 6/8/2016 10:16 AM
To: Zainab Latif
Retention Policy: All Folders (90 days) Expires: 9/6/2016

Dear ZAINAB LATIF The results for the event below have not yet been submitted. The class has been over for 14 days, the last day of class was on 05/25/2016. Please complete the results for the event below and submit it ASAP!

Hunter Education Classroom Course

LOCATION & SCHEDULE Meeting On: Monday, May 23, 2016 02:00 PM - 03:00 PM

Tuesday, May 24, 2016 01:00 PM - 02:00 PM

Wednesday, May 25, 2016 04:00 PM - 06:00 PM

Located at: ACADEMY SPORTS AND OUTDOORS 5929 Hwy 153, Room#: classroom, HIXSON, TN 37343

If you have any questions about this please contact your administrator.

5. Recertifying Hunter Safety Instructors: this task changes the last certification date to the last day of the latest, completed Hunter safety class (classroom or field day) that they participated in as a primary or assistant instructor.

PART 2: The Event Registration System is opened for public where students can register for opened events, login to their account to update their information, and confirm or cancel their registration.

TN	Tennessee Wildlife Resources Agency Ed Carter, Executive Director	
	Tennessee Hunter Education Student Registration	
		Already Registered? Update Or Cancel Registration
Find Events Near You Zip Code: Miles A	Away: within 10 miles V Program: All Programs V Find Events Clear Program Title	
2016 August 17 Wednesday	Hunter Education Classroom Course Registration Open: 24 0f 25 seats remaining LOCATION & SCHEDULE STUART HEIGHTS BAPTIST CHURCH - SOODY CAMPUS Wednesday, Aug 17, 2016 06:00 PM - 07:00 PM Plus, 8 additional days	View Event
2016 September 01 Thursday	Hunter Education Field Day Registration Open: 28 Of 50 seats remaining LOCATION & SCHEDULE ZION BAPTIST CHURCH BROWNSVILLE, TN 38012 Thursday, Sep 01, 2016 05:30 PM - 09:30 PM	View Event

The first page lists all opened events **sorted by the event start date (oldest to newest).** The registration status (under the program name) is either:

- Registration Open with number of remaining seats.
- Full with wait list with number of remaining seats in the waiting list.
- Registration Closed, if the event registration dates older than today's date and today's date falls between event visibility dates. (the event's visibility and registrations dates are set in the Manage Events page → View Event)
- Students can search events within (10, 25, 50, 75, 100, 200) miles from the zip code entered in the Zip Code field, for the selected program. If no program is selected and the zip code field was empty all events will be displayed.

	Tennessee Hunter Education Student Registration	
	А	Iready Registered? Update Or Cancel Registration
Find Events Near You Zip Code: 37377	Miles Away: [within 25 miles V Program: Trapper Education Classroom Course V Find Events Clear	
Event Started on	Program Title	
2017 January 26 Thursday	Trapper Education Classroom Course Registration Open: 40 Of 40 seats remaining LOCATION & SCHEDULE MOUNT CARMEL BAPTIST CHURCH SIGNAL MOUNTAIN, TN 37377 Thursday, Jan 26, 2017 06:00 PM - 09:00 PM Plus, 2 additional days	View Event
		Agency Login
•	Privacy Starsmenn Child Online Privacy Protection: Act (COPPA) Please contact your regional office for help and information: Reg I: 731-423-5725, Reg II: 615-781-6622, Reg III: 931-484-9571, Reg IV- 423-587-7037. Monday - Friday (8:00am - 4:30pm) Central Time	

To view the event details either click on the View Event button or the number of additional day's link.

Tennessee Wildlife Resources Agency Ed Carter, Executive Director	
Tennessee Hunter Education Student Reg	istration
Back to Events	
You'te registring for: Trapper Education Classroom Course Registration Open: 30 Of 50 seats remaining	
LOCATION & SCHEDULE	
Meeting on: *1Days * Monday, Mar 07, 2016 06:22 AM - 12:00 PM Sunday, Mar 06, 2016 05:45 AM - 08:55 AM	Located at: TWRA-Classe 440 Hogan Rd, Room# 104-EE Nakovila, TN 3711 Phone# (5.4526.564)
About the Location this is test Edit Special Instructions for All Students Testing	
DETAILS	
Instructed by: Adam A Aady Cancellation Policies You must cancel your registration before, Monday, Mar 07, 2016 at 06:22 AM. Minimum. Age Policy All registration for this event must be 9 years of age by Monday. Mar 07, 2016. The course is offered free of charge to anyone interested regardless of age, however, you must be mine years of age or or All registration for this event must be 9 years of age by Monday. Mar 07, 2016.	older in order to become a certified hunter education graduate.
ABOUT THE PROGRAM	
Overview Per state and federal statutes, your Social Security Number is required. If you wish to register for this course, but have never been issued a Social Security Number, please call 615-781-6538 for assis	click Hare to Register Now

The event's details page contains the event's schedule, location, notes, primary instructor, and polices. If the person wants to register for that event (if registration opened), they can click on the **Register Now** button at the bottom right of the page.

To register for an event, the person should enter his/her information. If the person has an account in Real, after they confirm their social security number they can click on "Click Here to Populate your Information". When all required fields are filled, click on Review & Confirm button to complete the registration. The Review & Confirm is used to give a chance to the person to review their information on their email is right (since they are going to receive the registration confirmation on their email plus they will need their email to login to the system), and finally to remind them of the last day when they can cancel their registration (which is the first day of class). If the person doesn't want to proceed, they can cancel their registration, they have to check the "I understand the polices listed above" checkbox then click on the Complete Registration button.

Tennessee Hunter Education Student Registration

Back to Event's Details

Please f	ill all	required	fields	below.	then cl	ick on	Review d	& Confirm	to comp	lete 3	our reg	istration

* Required Field 09/09/1999 איזידי סס אמע ספונאנע D9/09/1999 איזידי סס אמע Date of Birth*: Confirm Date of Birth*: 101000000 999999999 (9 digin, no dashes) **'If you have never been assigned a SSN, please call 615-781-6538 Social Security#*: Confirm Social Security#*: 101000000 999999999 (9 digits, no dashes) If you have a REAL account Click Here to Populate Your Information First Name*: John Middle Name: Last Name*: Smith **~** Suffix: Gender*: Male V Ethnicity*: AFRICAN AMERICAN
 101 Bell Rd.

 37211

 yeese

 Nashville
 Street Address*: Zip Code*: City*: State*: TN 🗸 615-963-8520 999-999-9999 Phone Number*: zainab.latif@tn.gov zainab.latif@tn.gov Email Address*: Confirm Email Address*:

Review & Confirm Cancel Registration

After you click on Review & Confirm:

City*:	Nashville
State*:	TN V
Phone Number*:	615-963-8520 999-999-9999
Email Address*:	zainab.latif@tn.gov
Confirm Email Address*:	zainab.latif@tn.gov

To complete your registration, please review and accept the course policies below then click on the "Complete Registration" button ...

- · All the information above is correct.
- · Once registration is confirmed, an email will be sent to zainab.latif@tn.gov

You will need access to this email address in order to make changes

- to registrant details or cancel.
- Cancellations must be made prior to Monday, May 23, 2016

✓ I understand the polices listed above.

Complete Registration or Cancel This Registration

After you click on Complete Registration:

City*:	
State*:	
Phone Number*:	099-099-0099
Email Address*:	
Confirm Email Address*:	
	ncel Registration re now registered. A confirmation email has been sent to your email address. Thank you and have a nice day

The registration confirmation email the student will get:

Event Registration Confirmation

TWRA.HunterEducation-NOREPLY@tn.gov Sent: Wed 6/8/2016 11:25 AM To: Zainab Latif Retention Policy: All Folders (90 days) Expires: 9/6/2016

Congratulations, you are now registered for: Hunter Education Classroom Course

LOCATION & SCHEDULE Meeting On: Monday, May 23, 2016 02:00 PM - 03:00 PM, Tuesday, May 24, 2016 01:00 PM - 02:00 PM, Wednesday, May 25, 2016 04:00 PM - 06:00 PM

Located at: ACADEMY SPORTS AND OUTDOORS 5929 Hwy 153, Room#: classroom HIXSON, TN 37343

Special Instructions for All Students: this is test

Instructed by:

Cancellation Policies: You must cancel your registration before ,Monday, May 23, 2016 at 02:00 PM.

Minimum-Age PolicyAll registrants for this event must be 9 years of age by Monday, May 23, 2016. The course is offered free of charge to anyone interested regardless of age; however, you must be nine years of age or older in order to become a certified hunter education graduate.

Please login to your account to confirm your registration https://twra.state.tn.us/HunterEdEventRegistration/StudentLogin.aspx

Thank you and have a nice day!

> To go back to the event details page, click on the Back to Event's Details button.

> To go back to the list of events page, click on the Back to Events button.

If the student already registered to one or more events, he/she can login to their account to confirm/cancel registration, or update their information. To go to the login page, click on the Update or Cancel Registration button at the top right of the page.

		Already Registered? Update Or Cancel Registration
Event Started on	Program Title	
2015	Bowhunter Education Field Day Registration Open: 15 Of 20 seats remaining	
April 25 Saturday	LOCATION & SCHEDULE First Test Nashville, TN 37211 Saturday, Apr 25, 2015 06:00 PM - 07:00 PM Plus, 2 additional days	View Event

To login, the student has to enter his/her Email Address with the Date of Birth then click on the Verify button.

	e Wildlife Resources Agency
	Tennessee Hunter Education Student Registration
Identity Verification	
Email Address: zainab.latif@tn.gov	
Date of Birth: 01/01/1991 (אדעים סעמאס)	
Verify	
3	Privacy Statement Child Online Privacy Protection Act (COPPA) For Technical Assistance Contact: TWRA HelpDesk (615) 781-6648 TWRA Helpdesk@tn.gov Monday - Friday (8:00am - 4:30pm) Central Time

Note: the page displays up to five registrations. If the student has more than five registrations, they can go to the next page when they click on the **Next** button at the bottom left of the page. They can also navigate to the first, previous, and last pages by clicking on the **First, Previous, and Last** buttons.



On the Manage Registration page, if students want to:

Edit their personal information; they can click on Edit Student Information yellow button (at the top beside the student's name and date of birth). Make the changes they want then click on the Save Changes button at the top to save their changes or click on Cancel to discard them.

Please fill all required fiel Your Information has		Review & Confirm to comple sfully.	te your registration
Save Changes Cancel			
* Required Field			
First Name*:	Zainab		
Middle Name:			
Last Name*:	Latif		
Suffix:	~		
Date of Birth*:	01/01/1995	MMDDYYYY	
Confirm Date of Birth*:	01/01/1995	MMDD YYYY	
Gender*:	Female 🗸		
Ethnicity*:	CAUCASIAN	~	
Social Security#*:	181880080 **If you have never been assign	999999999 (9 digits, no dashes) ed a SSN, please call 615-781-6538	
Confirm Social Security#*:	181880080	999999999 (9 digits, no dashes)	
Street Address*:	123 Hogan Rd		
Zip Code*:	37211	99999	
City*:	Nashville		
State*:	TN ¥		
Phone Number*:	707-202-3300 ×	999-999-9999	
Email Address*:	zainab.latif@tn.gov		
Confirm Email Address*:	zainab.latif@tn.gov		

- **To go back** to the manage registration page, click on the **Back to Previous page** button at the top right of the page.

Confirm their registration for an event; they can click on the Confirm Your Registration blue button at the right of that event.



After you click on the **Confirm Your Registration** button:

Ed Carter, Executive Director	Agency
Tennessee Hunter Educa	tion Student Registration
	Log Out
Manage Registration Your Registration for Bowhunter Education Classroom Course has been Conf	rmed. Thank you!
Registered Student Name: Zainab Latif Date of Birth: 01/01/1991 Edit Student Information	
You're registred for: Bowhunter Education Classroom Course Registration Confirmed	
Class Started on: Friday, Sep 09, 2016 05:00 PM - 07:00 PM Plus, 1 additional day View Event Details	
Located at: TWRA-Classes 440 Hogan Rd Nashville, TN 37211	
Cancellation Policies: Changes or cancellations must be made before Friday, Sep 09, 2016.	
First Previous Next Last	
For General Information Contact: Randy Husks For Technical Assistance Contact: TWRA HelpDe	Finance Networks and COEPA (015) 781-638 EWAH Hules of Mager K015) 781-648 EWAH Hules of Mager K015) 781-648 EWAH Hules of Mager Entrust

View an event's details; they can click on the View Event Details green button at the right of that event.

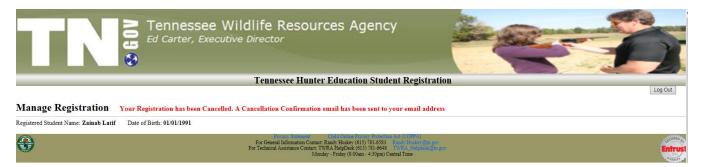
Tennessee Hunter Education Student Registration				
Back to Previous Page				
You're regisitring for: Bowhunter Education Classroom Course Registration Open: 5 Of 10 seats remaining				
LOCATION & SCHEDULE				
Meeting on: * 2 Days * Friday, Sep 09, 2016 05:00 PM - 07:00 PM Sunday, Sep 11, 2016 09:00 AM - 10:00 AM First Previous Next	Located at: TWRA-Classes 440 Hogan Rd , Room≢: 104-EE Nashville, TN 37211 Phone#: 615-852-6564			
About the Location this is test Edit				
DETAILS				
Instructed by: BRIAN S JOHNS				
Cancellation Policies You must cancel your registration before "Friday, Sep 09, 2016 at 05:00 PM.				
Minimum-Age Policy All registrants for this event must be 9 years of age by Friday, Sep 09, 2016. The course is offered free of c	harge to anyone interested regardless of age; however, you must be nine years of age or older in order to become a certified hunter education graduate.			
ABOUT THE PROGRAM				
Overview Per state and federal statutes, your Social Security Number is required. If you wish to register for this cours	e, but have never been issued a Social Security Number, please call 615-781-6538 for assistance.			

- **To go back** to the manage registration page, click on the **Back to Previous page** button at the top left of the page

Cancel their registration for an event; they can click on the Cancel Registration red button at the right of that event then click OK to the confirmation message.



If you click OK:



The email that the student will receive:

Event Cancellation Confirmation

Randy.Huskey@tn.gov Sent: Thu 3/3/2016 11:06 AM To: Zainab Latif Retention Policy: All Folders (90 days) Expires: 6/1/2016

You Registration has been Cancelled for: Bowhunter Education Classroom Course

Class Started on: Friday, Sep 09, 2016

Located at: TWRA-Classes 440 Hogan Rd Nashville, TN 37211

Thank you and have a nice day!

- **To logout**, click on the **Log Out** button at the top right of the page.
- To access the administrative site, click on the Agency Login at the bottom right of the page.

2016 January 24 Sunday	Hunter Education Classroom Course Registration Open: 28 Of 30 seats remaining LOCATION & SCHEDULE Academy Sports and Outdoors Chattanooga, TN 37421 Sunday, Jan 24, 2016 06:00 PM - 09:00 PM PWLs, 1 additional day	View Event
0		Agency Login
()	Privacy Statement Child Online Privacy Protection Act(COPPA) For General Information Contact Randy Huskey (615) 781-6583 Randy Hinkey gitti gov For Technical Assistance Contact TWAP Religibles (615) 781-6648 TWAP, Religibles (625) room Monday - Friday (8 50am - 4 30pm) Central Tune	Entrus

Production Links to Access The System:

Link to Hunter Education Event Manger System (For Administrators and Instructors):

https://twra.state.tn.us/HunterEdEventManager/

Links to Hunter Education Event Registration System (For Students – accessed by public):

Hunter Education Programs:

https://twra.state.tn.us/HunterEdEventRegistration/?progid1=1&progid2=2

Bowhunter Education Programs:

https://twra.state.tn.us/HunterEdEventRegistration/?progid1=3&progid2=4

Trapper Education:

https://twra.state.tn.us/HunterEdEventRegistration/?progid1=5&progid2=5

Link to Wait List Login Page to Register for Events (when a person receives an email about an available seat from the system):

https://twra.state.tn.us/HunterEdEventRegistration/WaitListLogin.aspx

Thank You!!!

Zainab Latif 06/15/2017