
Tennessee Hunter Education Events Management & Registration System User Guide

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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: (9 digits 999999999)

AND Date of Birth: x (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:

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.



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

Tennessee Hunter Education Event Management System
*** Manage Profile ***

Edit Instructor's Info.

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: Approved
 Email Address: dany.green@tn.gov
 User Name: DCgreen0907
 Password: *****
 Comments: this is test

Certification Status*	Certification Original Date*	Last Certification Date*	Certification Type*	Required Field *
Probationary	02/04/2015	02/25/2015	Bow Hunter Safety	Edit
Active	02/17/2015	02/17/2015	Hunter Safety	Edit
		N/A		<- ADD New Certificate Insert Clear

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.

Tennessee Hunter Education Event Management System
 *** Manage Profile ***

Save Changes
Cancel

*** Required Field**

TWRA ID*: 99999999 (9 digit)

Date of Birth*: MMDDYYYY

TWRA Instructor No. *: 99999999 (9 digit)

First Name*:

Middle Initial:

Last Name*:

Suffix:

Gender*:

Address*:

Zip Code*: 99999 (5 digit)

City*:

State*:

County*:

Region*:

Cell Phone: 999-999-9999

Home Phone: 999-999-9999

Work Phone: 999-999-9999

Instructor Type*:

User Role*:

TWRA Employee?*:

Status*:

Email Address:

User Name*:

Comments:

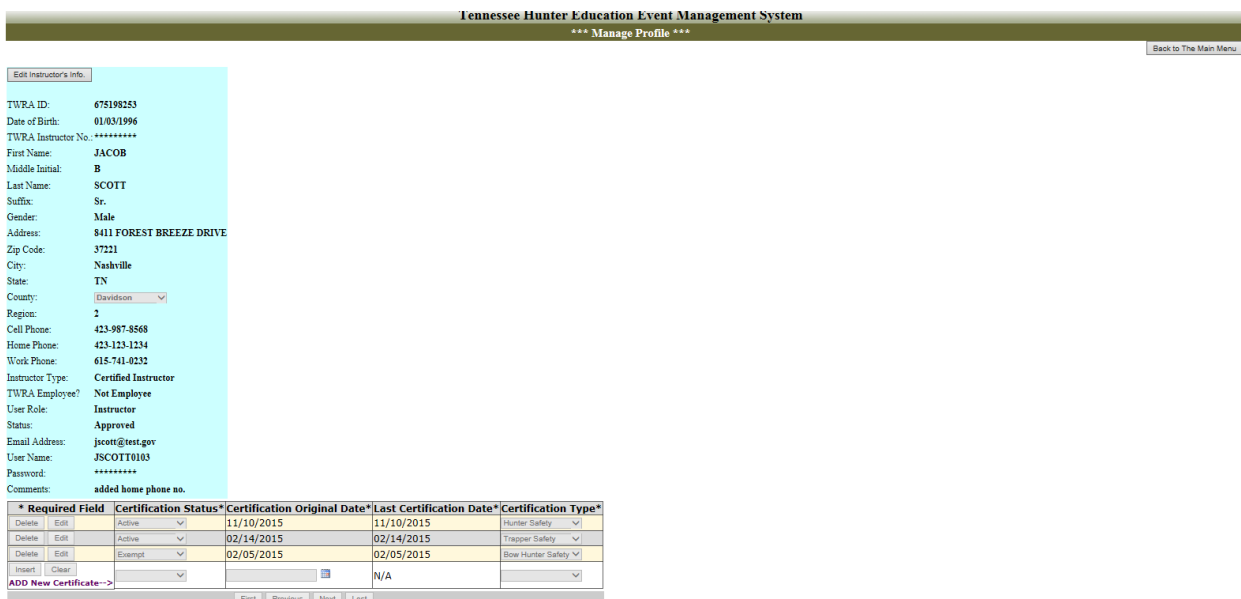
- **To go back** to the main menu page, click on the **Back to The Main Menu** button.
- **To log out** of the system, click on **Log Out** button at the top right of the page.

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.



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.



❖ **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*: 075198253 99999999 (9 digits)

Date of Birth*: 01/03/1990 MMDDYYYY

TWRA Instructor No.*: 412795678 99999999 (9 digits)

First Name*: JACOB

Middle Initial: B

Last Name*: SCOTT

Suffix: Sr. ▾

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 ▾

TWRA Employee?*: Not Employee ▾

Status*: Approved ▾

Email Address: jscott@test.gov

User Name*: JSCOTT0103 Generate User Name Reset Password

Comments: added home phone no.

If you click on the Reset Password button:

User Name*:	<input type="text" value="JSCOTT0103"/>	<input type="button" value="Generate User Name"/>
New Password*:	<input type="password" value="•••••"/>	
Confirm New Password*:	<input type="password" value="•••••"/>	
Comments:	<input type="text" value="added home phone no."/> <input type="text"/>	

- **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.

Find Location(s)

Location Name:
Address: Zip code: 99999 (5 digits)
City: State: County: Region:
Room: Phone No.: 999-999-9999 Location Capacity: Students
Special Instructions:

*** 17 Records Found ***
 1 2 3

<p>Location Name: Academy Sports and Outdoors Address: 2220 Hamilton Place Blvd Zip code: 37421 City: Chattanooga State: TN County: Hamilton Region: 3 Room: classroom Phone No.: 423-852-1214 Location Capacity: 20 Students Special Instructions: <input type="text"/> Updated By: JACOB SCOTT Last Modified Date: 12/03/2015 <input type="button" value="Edit"/></p>
<p>Location Name: Emp Loc Address: 123 testing, bldg# 4002 Zip code: 37211 City: Nashville State: TN County: Davidson Region: 2 Room: 100 Phone No.: 615-741-0232 Location Capacity: 60 Students Special Instructions: test6251 Updated By: JACOB SCOTT Last Modified Date: 01/15/2016 <input type="button" value="Edit"/></p>

- **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:

Address: Zip code: 99999 (5 digits)

City: State: County: Region:

Room: Phone No.: 999-999-9999 Location Capacity: Students

Special Instructions:

***** 7 Records Found *****

<p>Location Name: First Test</p> <p>Address: 123 Hogan Road, Bldg# 3060 Zip code: 37211</p> <p>City: Nashville State: TN County: Davidson Region: 2</p> <p>Room: 35 Phone No.: 615-541-2121 Location Capacity: 30 Students</p> <p>Special Instructions: test update loc</p> <p>Updated By: JACOB SCOTT Last Modified Date: 12/14/2015</p> <p><input type="button" value="Edit"/></p>
<p>Location Name: test 1119</p> <p>Address: 1119 hogan dr Zip code: 37211</p> <p>City: Nashville State: TN County: Davidson Region: 2</p> <p>Room: 20 Phone No.: 615-201-2112 Location Capacity: 20 Students</p> <p>Special Instructions: test edit new loc</p> <p>Updated By: Adam Andy Last Modified Date: 11/19/2015</p> <p><input type="button" value="Edit"/></p>

- **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*:

Address*: Zip code*: 99999 (5 digits)

City*: State*: County*: Region*:

Room: Phone No.: 999-999-9999 Location Capacity*: Students

Special Instructions:

- **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 Instructions:

Updated By: Last Modified Date: 06/24/2015

*****Create New Location*****

* Required Field


Location Name*:

Address*: Zip code*: 99999 (5 digits)

City*: State*: County*: Region*:

Room: Phone No.: 999-999-9999 Location Capacity*: Students

Special Instructions:


[Privacy Statement](#)
[Child Online Privacy Protection Act \(COPPA\)](#)

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

Special Instructions:

Updated By: Last Modified Date: 06/24/2015

*****Create New Location*****

* Required Field

Location Name*:


Address*: Zip code*: 99999 (5 digits)

City*: State*: County*: Region*:

Room: Phone No.: 999-999-9999 Location Capacity*: Students

Special Instructions:

The New Location has been sent to system administrators for approval!

 [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@tn.gov
Monday - Friday (8:00am - 4:30pm) 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.

Tennessee Wildlife Resources Agency
Ed Carter, Executive Director

Tennessee Hunter Education Event Management System

LOGOUT USER GUIDE

*** Manage Events ***

*** Schedule a New Event *** *** View All Events Report ***

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.

Event ID: Program: Location: County: Event Region:
 Dates From: To: Instructor Name (Part or Full Name): Status:

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
Reports Results View	1663	Bowhunter Education Field Day	4TH AVE. CHURCH OF CHRIST	Williamson	05/25/2017 09:00 AM To 10:00 AM	3 Of 10	RANDY HUSKEY	Active

*** Total Events= 1 ***

Privacy Statement Child Online Privacy Protection Act (COPPA)
 Please contact your regional office for help and information: Reg I- 731-423-3723, Reg II- 615-781-6622, Reg III- 931-484-9571, Reg IV- 423-587-7037.
 Monday - Friday (8:00am - 4:30pm) Central Time

Trusted by EnTrust

- ❖ 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 Events Report ***

[Back to The Events Page](#)

***Please Note: To Print the report, click on the Export drop down menu (the blue disk icon, third button from right) -> Select Excel -> Open the file or save it to your computer -> From MS Excel go to File -> Print -> Select Landscape Orientation -> And change the No Scaling option (the last option) to Fit All Columns on One Page -> Click on the Print button.**

Report Search Parameters:

Program: Location: County: Event Region:
 Dates From: To: Instructor Name (Part or Full Name): Status: Active

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 09:0 07/19/2016 06:30 PM To 09:0 07/20/2016 06:30 PM To 09:0 07/21/2016 06:30 PM To 09:0 07/22/2016 06:30 PM To 09:0
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 08:3 07/12/2016 06:00 PM To 08:3 07/14/2016 06:00 PM To 08:3 07/15/2016 06:00 PM To 08:3
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 09:0 07/22/2016 06:00 PM To 09:0 07/23/2016 09:00 AM To 03:0
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 09:0 07/19/2016 06:00 PM To 09:0 07/21/2016 06:00 PM To 09:0 07/25/2016 06:00 PM To 09:0
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 - Assistant	08/02/2016 06:30 PM To 09:0 08/04/2016 06:30 PM To 09:0 08/09/2016 06:30 PM To 09:0 08/11/2016 06:30 PM To 09:0

- **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 Information*****

***Required Field**

Program Title*:

Location Info.*:

Address: 5929 Hwy 153, HIXSON, TN 37343.

Event Capacity*:

Wait List Capacity*: (Enter 0 to DISABLE wait list)

This is a event

Special Instructions

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 Events

Send Event for Approval

To Edit or Cancel this Event click on OR

Event ID: 1633 Event Status: **New**

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 is a Public event

Special Instructions: this is test

Updated By: ZAINAB LATIF Last Modified Date: 06/06/2016 03:36 PM

Event's Dates & Times= 0 Day(s)

Event Date	From Time	To Time	Action
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			

Event's Instructors= 0 Instructor(s)

Instructor Name	Instructor Email	Primary/ Assistant	Action
	N/A		<-ADD New Instructor Insert Clear
First Previous Next Last			

- **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 Hunter Education Event Management System

LOGOUT USER GUIDE

*** Manage Event ***

Event's Information Back to Events

Send Event for Approval

To Edit or Cancel this Event click on OR

Event ID: 1633 Event Status: **New**

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 visible to students From: 6/1/2016 To: 7/1/2016 Lock Dates

Students can register for this event From: 6/1/2016 To: 7/1/2016

This is a Public event

Special Instructions: this is test

Updated By: ZAINAB LATIF Last Modified Date: 06/06/2016 03:36 PM

Event's Dates & Times= 1 Day(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			

Event's Instructors= 0 Instructor(s)

Instructor Name	Instructor Email	Primary/ Assistant	Action
	N/A		<-ADD New Instructor Insert Clear
First 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*****

Event ID: 1633

***Required Field**

Program Title*:

Location Info.*:

Event Capacity*:

Wait List Capacity*: (Enter 0 to DISABLE wait list)

This event will be visible to students From: To: **Lock Dates**

Students can register for this event From: To:

This is a event

Special Instructions

- **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*	<input type="button" value="Delete"/> <input type="button" value="Edit"/>
ALLEN YORK		Assistant	<input type="button" value="Delete"/> <input type="button" value="Edit"/>
<input type="text" value=""/>	N/A	<input type="text" value=""/>	<-ADD New Instructor <input type="button" value="Insert"/> <input type="button" value="Clear"/>
<input type="button" value="First"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="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 send 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 Information*****
An email has been sent to system administrators!

Event Sent

To Edit or Cancel this Event click on OR

Event ID: 1633 Event Status: **Event Waiting Approval**

Program Title:

Location Info.:

Event Capacity: 30 Students
 Wait List Capacity: 20 Students

This event will be visible to students From: 06/01/2016 To: 07/01/2016 **Lock Dates**

Students can register for this event From: 06/01/2016 To: 07/01/2016

This is a **Public** event

Special Instructions:

Updated By: Last Modified Date: 06/07/2016 09:25 AM

*****Event's Dates & Times= 1 Day(s)*****

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

*****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
<input type="button" value="N/A"/> <input type="button" value="Insert"/> <input type="button" value="Clear"/> <input type="button" value="<-ADD New Instructor"/>				
<input type="button" value="First"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="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.

- **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.

- **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 Information*****

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 visible to students From: 05/08/2016 To: 06/08/2016 Lock Dates

Students can register for this event From: 05/08/2016 To: 06/08/2016

This is a Public 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.

Event's Information

To Edit or Cancel this Event click on OR

Event ID: 1631 Event Status: **Active**

Program Title:

Location Info.:

Event Capacity: 20 Students
Wait List Capacity: 20 Students

This event will be visible to students From: 05/08/2016 To: 06/08/2016 Lock Dates

Students can register for this event From: 05/08/2016 To: 06/08/2016

This is a **Public** event

Special Instructions:

Updated By: Last Modified Date: 06/07/2016 09:57 AM

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

Event Date	From Time	To Time	Action
06/08/2016	03:00 PM	04:00 PM	<input type="button" value="Update"/> <input type="button" value="Cancel"/>
MM/DD/YYYY	99:99 AM/PM	99:99 AM/PM	
06/09/2016	10:00 AM	11:00 AM	<input type="button" value="Delete"/> <input type="button" value="Edit"/>
			<input type="button" value="<-ADD New Date"/>
MM/DD/YYYY	99:99 Type A for AM/ P for PM	99:99 Type A for AM/ P for PM	<input type="button" value="Insert"/> <input type="button" value="Clear"/>
	First	Previous	Next
			Last

Event's Instructors= 1 Instructor(s)

Instructor Name	Instructor Email	Primary/ Assistant	Action
ZAINAB LATIF	zainab.latif@tn.gov	*Primary*	<input type="button" value="Delete"/> <input type="button" value="Edit"/>
<input type="text"/>	N/A	<input type="text"/>	<input type="button" value="<-ADD New Instructor"/>
			<input type="button" value="Insert"/> <input type="button" value="Clear"/>
	First	Previous	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 Information

To Edit or Cancel this Event click on OR

Event ID: 1631 Event Status: **Active**

Program Title:

Location Info.:

Event Capacity: 20 Students
Wait List Capacity: 20 Students

This event will be visible to students From: 5/1/2016 To: 6/1/2016 Lock Dates

Students can register for this event From: 5/1/2016 To: 6/1/2016

This is a **Public** event

Special Instructions:

Updated By: Last Modified Date: 06/07/2016 09:57 AM

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

Event Date	From Time	To Time	Action
06/01/2016	03:00 PM	04:00 PM	<input type="button" value="Delete"/> <input type="button" value="Edit"/>
06/09/2016	10:00 AM	11:00 AM	<input type="button" value="Delete"/> <input type="button" value="Edit"/>
			<input type="button" value="<-ADD New Date"/>
MM/DD/YYYY	99:99 Type A for AM/ P for PM	99:99 Type A for AM/ P for PM	<input type="button" value="Insert"/> <input type="button" value="Clear"/>
	First	Previous	Next
			Last

Event's Instructors= 1 Instructor(s)

Instructor Name	Instructor Email	Primary/ Assistant	Action
ZAINAB LATIF	zainab.latif@tn.gov	*Primary*	<input type="button" value="Delete"/> <input type="button" value="Edit"/>
<input type="text"/>	N/A	<input type="text"/>	<input type="button" value="<-ADD New Instructor"/>
			<input type="button" value="Insert"/> <input type="button" value="Clear"/>
	First	Previous	Next
			Last

- **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.

Event's Instructors= 2 Instructor(s)

Instructor Name	Instructor Email	Primary/ Assistant	Action	
ZAINAB LATIF	zainab.latif@tn.gov	*Primary*	Delete	Edit
RANDY HUSKEY	zainab.latif@tn.gov	Assistant	Update	Cancel
	N/A		<-ADD New Instructor	
			Insert	Clear
<input type="button" value="First"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Last"/>				

➤ **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.

***Registered Students= 5 of 20 Student(s) **Registration Status: Open.**

Required Field	Date of Birth	Social Security Number*	First Name*	MI	Last Name*	Suffix	Gender*	Ethnicity*	Street Address*	Zip Code*	City*	State*	Phone No.*	Email					
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	222222225	kpkp		pkpk		Male	African American	111 hhh	37211	Nashville	TN	615-202-0202	Zainab.Latif@t					
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 Fields	01/01/1990			123123123		John		Brown			MALE	Caucasian	123 Edmondson Pike	37211	Nashville	TN	615-202-4588	Zainab.Latif@tn.go
ADD New Student-->	MM/DD/YYYY	999999999 (9 digits, no dashes) Confirm SSN* 123123123								99999			999-999-9999	Confirm Emz Zainab.Latif@tn.go					

Note: When You Add a New Student, To Populate The Student's Information From REAL, Enter the Student's Date of Birth and Social Security# Then [CLICK HERE](#)

After you click on the Insert button:

Registered Students= 6 of 20 Student(s) **Registration Status: Open.**
The student is registered. A confirmation email has been sent to the student's email address.

Required Field	Date of Birth	Social Security Number*	First Name*	MI	Last Name*	Suffix	Gender*	Ethnicity*	Street Address*	Zip Code*	City*	State*	Phone No.*	Email					
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	615-202-4588	Zainab.Latif@t					
Cancel Registration Edit	06/06/1996	222222225	kpkp		pkpk		Male	African American	111 hhh	37211	Nashville	TN	615-202-0202	Zainab.Latif@t					
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 Fields	01/01/1990			123123123		John		Brown			MALE	Caucasian	123 Edmondson Pike	37211	Nashville	TN	615-202-4588	Zainab.Latif@tn.go
ADD New Student-->	MM/DD/YYYY	999999999 (9 digits, no dashes) Confirm SSN* 123123123								99999			999-999-9999	Confirm Emz Zainab.Latif@tn.go					

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*	Suffix*	Gender*	Ethnicity*	Street Address*	Zip Code*	City*	State*	Phone No.*	Email Address*	Will Attend?	Action
Course Registration	06/01/2001	000000000	John		Smith		Male	African American	111 Main	37211	Nashville	TN	615-202-2020	Zainab.Latif@tn.gov	<input type="checkbox"/>	Edit Cancel Registration
Course Registration	01/01/1990	12323123	John		Brown		Male	Caucasian	123 Edmondson Pike	37211	Nashville	TN	615-202-4555	Zainab.Latif@tn.gov	<input type="checkbox"/>	Edit Cancel Registration
Course Registration	07/07/1997	123456789	John		Smith		Male	African American	2014 KELL RD	37221	Nashville	TN	202-020-2020	Zainab.Latif@tn.gov	<input type="checkbox"/>	Edit Cancel Registration
Course Registration	08/08/1998	123456789	JANET		LATIF		Female	Caucasian	123 Hogan Rd	37211	Nashville	TN	615-202-1111	Zainab.Latif@tn.gov	<input type="checkbox"/>	Edit Cancel Registration
Course Registration	01/01/2000	000000000	John		Smith		Male	Caucasian	118 Edmondson Pike	37221	Nashville	TN	615-202-2020	Zainab.Latif@tn.gov	<input type="checkbox"/>	Edit Cancel Registration
ADD New Student													***-***-****	Confirm Email Address*	<input type="checkbox"/>	Insert Clear All Fields

- 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	<input type="checkbox"/>		Edit Cancel Registration
Nashville	TN	615-202-4585	zainab.latif@tn.gov	<input type="checkbox"/>		Edit Cancel Registration
Nashville	TN	6152020202	zainab.latif@tn.gov	<input type="checkbox"/>	1633 - Hunter Education Classroom Course - ACADEMY SPORTS AND OUTDOORS - 2016-07-01 02:00 PM To 03:00 PM (Aval: 30.01.30)	Update 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	<input type="checkbox"/>		Edit Cancel Registration
Nashville	TN	615-202-1212	Zainab.Latif@tn.gov	<input type="checkbox"/>		Edit Cancel Registration
Nashville	TN	555-555-5555	Zainab.Latif@tn.gov	<input type="checkbox"/>		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.

Message from webpage

Are You Certain You Want to Cancel the Student Registration?

OK Cancel

Required Field	Date of Birth	Social Security	First Name	MI	Last Name*	Suffix	Gender*	Ethnicity*	Street Address*
Cancel Registration Edit	01/01/1990	991234567	John		Brown		Male	Caucasian	123 Edmondson Pike
Cancel Registration Edit	05/05/2005	123321123	Nancy		Nason		Female	African American	456 HWY 45

ADD New Student--> MM/DD/YYYY 999999999 (9 digits, no dashes) Confirm SSN*
**If the student has never been assigned a SSN, please call: 615-781-6538

If you click OK:

Registered Students= 1 of 20 Student(s) Registration Status: Open.
The Student's Registration Has Been Cancelled. A Cancellation Confirmation Email Has Been Sent To The Student's Email Address (if available)

Required Field	Date of Birth	Social Security Number*	First Name*	MI	Last Name*	Suffix	Gender*	Ethnicity*	Street Address*
Cancel Registration Edit	01/01/1990	991234567	John		Brown		Male	Caucasian	123 Edmondson Pike

ADD New Student--> 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 [Automatic Tasks – Waiting List](#).

- **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”.

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	Suffix	US Citizen?*	Gender*	Ethnicity*	Street Address
Cancel Registration Edit	12/10/1997	*****	ADAMS	EMILY	L		Yes	Female	WHITE	2018 Ell Rd
Cancel Registration Edit	05/29/2003	*****	ALBERTINI	JOHN	T		Yes	Male	WHITE	732 MOUNT PARAN RD
Cancel Registration Edit	02/10/1956	*****	BARGE	DANIEL	B	III	Yes	Male	OTHER	5669 Tumbling Creek Rc
Cancel Registration Edit	01/01/1990	*****	me	mo			No	Male	HISPANIC	555 test rd
Cancel Registration Edit	04/04/2002	*****	yy	jj	yy		Yes	Female	ASIAN	732 MOUNT PARAN RD
Add Clear All Fields	MM/DD/YYYY	999999999 (9 digits, no dashes) Confirm SSN*					Yes			
<small>**If the student has never been assigned a SSN, please call: 615-781-6538</small>										
*Note: To Populate The Student's Information From REAL (New Students Only), Enter the Student's Date of Birth, SSN and Confirm SSN Then 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 Day(s)*****

Event Date	From Time	To Time	Action	
07/16/2017	08:00 AM	09:00 AM	Delete	Edit
07/17/2017	07:00 AM	10:00 AM	Delete	Edit
07/18/2017	07:00 AM	08:00 AM	Delete	Edit
<input type="text"/>	<input type="text"/>	<input type="text"/>	<-ADD New Date	
MM/DD/YYYY	99:99 Type A for AM/ P for PM	99:99 Type A for AM/ P for PM	Add	Clear
First		Previous	Next	Last

*****Event's Instructors (Sorted by Last Name)= 2 Instruct**

Instructor Name	Instructor Email	Primary/ As
HUSKEY, RANDY	zainab.latif@tn.gov	*Primary*
ALLEN, JOEY		Assistant
<input type="text"/>	N/A	
First		Previous
Next		Last

Send Group Email to All Instructors & Students

Email Subject

Testing

Email Body... Please Edit the message below:

Hello,
This is test...|

Program Title: Bowhunter Education Field Day

LOCATION & SCHEDULE

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	Suffix	US Citizen?*
Cancel Registration	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.

***Wait List= 1 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 Date	Required Field *
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 to the Wait List Insert Clear
		999-999-9999					

First Previous Next Last

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

The student joined the waiting list. A confirmation email has been sent to the student's email address.

First Name*	Last Name*	Phone No.*	Email Address*	City*	Joined Date	Registration Request Date	Required Field *
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	06/07/2016 11:49:58		<- ADD a Person to the Wait List Insert Clear
		999-999-9999					

First Previous Next Last

- 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 20 *** Wait List Status: Open.

First Name*	Last Name*	Phone No.*	Email Address*	City*	Joined Date	Required Field *
aa	bbb	β15-202-4548 x 999-999-9999 Invalid phone number	zainab.latif@tn.gov	Chattanooga	6/7/2016 11:47:41 AM	Update Cancel
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

- **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.

Confirm SSN*

**If the student has never been assigned a SSN, please call: 615-781-6538

***Note: When You Add a New Student, To Populate The Student's Information F**

Birth and Social S First Pre

***Wait List= 2 of 20 *** Wait List Status: Open.

First Name*	Last Name*	Phone No.*	Email Address*	City*	Joined Date	Required Field *
aa	bb	520-212-5212	zainab.latif@tn.gov	Chattanooga	06/07/2016 11:47:41	Delete Edit
Sam	Lowery	615-985-2012	zainab.latif@tn.gov	Nashville	06/07/2016 11:49:58	Delete Edit
		999-999-9999				<p style="color: purple; font-size: small;"><-ADD a Person to the Wait List</p> Insert Clear

First Previous Next Last

Message from webpage

? Are You Certain You Want to Delete?

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 “Unscheduled 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 Information

Edit Event **Cancel Event** Event ID: 64 Event Status: **Active**

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 visible to students From: 02/20/2016 To: 03/20/2016 Lock Dates

Students can register for this event From: 02/20/2016 To: 03/20/2016

This is a **Public** event

Special Instructions: this is test

Updated By: JACOB SCOTT Last Modified Date: 02/23/2016 11:18 AM

Message from webpage

Unscheduled 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?

OK Cancel

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

*****Event's Information*****

Event ID: **64** Event Status: **Active**

Program Title:

Location Info.:

Event Capacity: **20** Students

Wait List Capacity: **20** Students

This event will be visible to students From: **02/20/2016** To: **03/20/2016** *Lock Dates*

Students can register for this event From: **02/20/2016** To: **03/20/2016**

This is a **Public** event

Special Instructions:

Updated By: Last Modified Date: **02/23/2016 02:34 PM**

Cancel Event

Reason of Cancellation

*This Field is Required

An email will be sent to all students... You can Edit the message they receive below:

LOCATION & SCHEDULE

Meeting On:
03/20/2016 02:00 PM - 03:00 PM

Located at: Academy Sports and Outdoors

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

Event's Information

Event ID: **64** Event Status: **Active**

Program Title:

Location Info.:

Event Capacity: **20** Students

Wait List Capacity: **20** Students

This event will be visible to students From: **02/20/2016** To: **03/20/2016**
 Lock Dates

Students can register for this event From: **02/20/2016** To: **03/20/2016**

This is a **Public** event

Special Instructions:

Updated By: Last Modified Date: **02/23/2016 02:34 PM**

Cancel Event

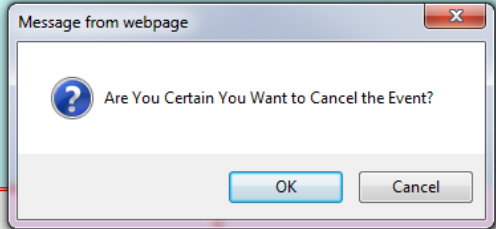
Reason of Cancellation

An email will be sent to all students... You can Edit the message they receive below:

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

THE INSTRUCTOR MESSAG GOES HERE!!!

We sincerely apologize for any inconvenience.



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

*****Event's Information*****

The Event Has Been Cancelled!

Event ID: **64** Event Status: **Cancelled**

Program Title:

Location Info.:

Event Capacity: **20** Students

Wait List Capacity: **20** Students

This event will be visible to students From: **02/20/2016** To: **03/20/2016**
 Lock Dates

Students can register for this event From: **02/20/2016** To: **03/20/2016**

This is a **Public** event

Special Instructions:

Updated By: Last Modified Date: **02/23/2016 02:34 PM**

*****Event's Dates & Times= 1 Day(s)*****

Action	Event Date	From Time	To Time
Delete Edit	03/20/2016	02:00 PM	03:00 PM
Insert Clear			
ADD New Date-->	MM/DD/YYYY	99:99 AM/PM	99:99 AM/PM
<input type="button" value="First"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Last"/>			

*****Event's Instructors= 2 Instructor(s)*****

Action	Instructor Name	Instructor Email	Primary/ Assistant
Delete Edit	JACOB SCOTT	jscott@test.gov	*Primary*
Delete Edit	TUCKER SMITH	zainab.latif@tn.gov	Assistant
Insert Clear		N/A	
ADD New Instructor-->			
<input type="button" value="First"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="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](#)

*** Schedule a New Event ***

* Search Event(s): To query for a specific Event(s), enter the criteria in the fields below then click on the Query button. To cancel the query click on the Clear button.

Event ID: Program: Location: County:
 Dates From: To: Instructor Name (Part or Full Name): Status:

* 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
<input type="button" value="Results"/> <input type="button" value="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
<input type="button" value="Results"/> <input type="button" value="View"/>	60	Trapper Education Classroom Course	Academy Sports and Outdoors	Hamilton	02/03/2016 01:00 PM To 02:00 PM	0 Of 15	JACOB SCOTT	Cancelled

*** Total Events= 2 ***

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

***** Manage Event *****

[Back to Events](#)

Event's Information

Event ID: 60 Event Status: **Cancelled**

Program Title:

Location Info.:

Event Capacity: 15 Students
 Wait List Capacity: 20 Students

This event will be visible to students From: 01/03/2016 To: 02/03/2016 Lock Dates
 Students can register for this event From: 01/03/2016 To: 02/03/2016

This is a Public event

Special Instructions:

Updated By: Last Modified Date: 01/14/2016 10:31 AM

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


Action	Event Date	From Time	To Time
Delete Edit	02/03/2016	01:00 PM	02:00 PM
Delete Edit	02/04/2016	08:00 AM	10:00 AM
Insert Clear	<input type="text"/>	<input type="text"/>	<input type="text"/>
ADD New Date-->	MM/DD/YYYY	99:99 AM/PM	99:99 AM/PM


First Previous Next Last

Event's Instructors= 1 Instructor(s)

Action	Instructor Name	Instructor Email	Primary/ Assistant
Delete Edit	JACOB SCOTT	jscott@test.gov	*Primary*
Insert Clear	<input type="text"/>	<input type="text"/>	<input type="text"/>
ADD New Instructor-->	<input type="text"/>	N/A	<input type="text"/>

First Previous Next Last


 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@tn.gov



- To enter the results for the event click on the **Results** button:

*** Results ***

[Back to Events](#)

Send Results for Approval

Event Information: Incomplete
 Hunter Education Classroom Course Event ID: 1633 Event Status: **Active**
 Location: ACADEMY SPORTS AND OUTDOORS
 5929 Hwy 153, HIXSON, TN 37343

***Required field**
 Class Start Date*: This Field is Required! Class End Date*: This Field is Required! During School Hours* This Field is Required!
MM/DD/YYYY MM/DD/YYYY

Total Class Hours*: This Field is Required! + Total Range Hours*: This Field is Required! = Total Hours Taught*:
 Comments:

Save Event Info. Cancel

Instructors Information: Incomplete
***Required field**

Instructor Name	TWRA ID	Primary?	Date* MM/DD/YYYY	Prep Hrs*	In-Class Hrs*	Field Hrs*	Admin Hrs*
ZAINAB LATIF	007574452	Yes	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
RANDY HUSKEY	482530490	No	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
ALLEN YORK	696410232	No	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

Save Instructors Info. (current page only) Clear Instructors Hours (current page only)

First Page Previous Page 1 Next Page Last Page

Students Results: Incomplete
***Required field**

Student Name	Date of Birth	Written Exam*	Firing Exam*	Final Grade*	No Show
pkpk, kpkp	06/06/1996	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/>
xx, zz	01/01/2001	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/>
mm, pp	07/07/1997	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/>

Save Students Results (current page only) Clear Students Results (current page only)

First Page Previous Page 1 Next Page Last Page

✚ 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 Approval

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*: This Field is Required! Class End Date*: This Field is Required! During School Hours* This Field is Required!
MM/DD/YYYY MM/DD/YYYY

Total Class Hours*: + Total Range Hours*: = Total Hours Taught*: 10
 Comments:

Save Event Info. Cancel

Instructors Information: Incomplete
***Required field**

Instructor Name	TWRA ID	Primary?	Prep Hrs*	In-Class Hrs*	Field Hrs*	Admin Hrs*

Save Instructors Info. (current page only) Clear Instructors Hours (current page only)

First Page Previous Page 1 Next Page Last Page

Students Results: Incomplete
***Required field**

Student Name	Date of Birth	Written Exam*	Firing Exam*	Final Grade*	No Show

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 School Hours* Yes

Total Class Hours*: 7.00 + Total Range Hours*: 3.00 = Total Hours Taught*: 10.00

Comments: This is test

Save Event Info. Cancel

Instructors Information: Incomplete

*Required field

Instructor Name	TWRA ID	Primary?	Prep	In-Class	Field	Admin
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Students Results: Incomplete

*Required field

Student Name	Date of Birth	Written
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- **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!**

Instructors Information: **Incomplete**

*Required field

Please Delete records highlighted in pink since all the hours are zeros!

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
<input type="text"/>								<-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	

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

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	1	2	3	Delete
BILL BOB	553653924	No	12/16/2015	5	0	1	0	Delete
<input type="text"/>								<-ADD New Record Insert Clear

Save Instructors Info. (current page only)	Clear Instructors Hours (current page only)
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First Page	Previous Page	1	Next Page	Last Page
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- **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 of Birth	Written Exam*	Firing Exam*	Final Grade*	No Show
Smith, John	05/05/1975	S	U	U	<input type="checkbox"/>
James, Mary	08/02/1966				<input checked="" type="checkbox"/>
hh, kk	02/02/2001	S	S	S	<input type="checkbox"/>

Save Students Results (current page only)	Clear Students Results (current page only)
--	---

First Page	Previous Page	1	Next Page	Last Page
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- 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.

Send Results for Approval

Event Information: Complete!

Trapper Education Classroom Course Event ID: 26 Event Status: **Active**

Location: Sec Test
123 tst, Chattanooga, TN 37416

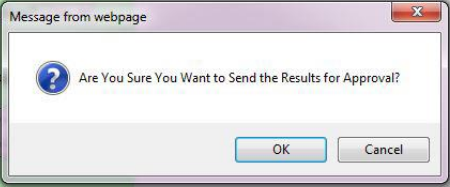
***Required field**

Class Start Date*: 12/15/2015 Class End Date*: 12/20/2015 During School H

Total Class Hours*: 7.00 + Total Range Hours*: 3.00 = Total Hours Tau

Comments: This is test

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	1	2	3	Delete
BILL BOB	553653924	No	12/16/2015	5	0	1	0	Delete
								<-ADD New Record Insert Clear

First Page Previous Page 1 Next Page Last Page

Students Results: Complete!

***Required field**

Student Name	Date of Birth	Written Exam*	Firing Exam*	Final Grade*	No Show
Smith, John	05/05/1975	S	U	U	<input type="checkbox"/>
James, Mary	08/02/1966				<input checked="" type="checkbox"/>
hh, kk	02/02/2001	S	S	S	<input type="checkbox"/>

Save Students Results (current page only) Clear Students Results (current page only)

First Page Previous Page 1 Next Page Last Page

After you click on **OK**:

*** Results ***

Event Sent

Event Information: Complete!

An email has been sent to system administrators!

Trapper Education Classroom Course Event ID: 26 Event Status: **Results Waiting Approval**

Location: Sec Test
123 tst, Chattanooga, TN 37416

*Required field

Class Start Date*: 12/15/2015 Class End Date*: 12/20/2015 During School Hours* Yes ▾
MM/DD/YYYY MM/DD/YYYY

Total Class Hours*: 7.00 + Total Range Hours*: 3.00 = Total Hours Taught*: 10.00

Comments: This is test

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	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

Students Results: Complete!

*Required field

Student Name	Date of Birth	Written Exam*	Firing Exam*	Final Grade*	No Show
Smith, John	05/05/1975	S ▾	U ▾	U ▾	<input type="checkbox"/>
James, Mary	08/02/1966	▾	▾	▾	<input checked="" type="checkbox"/>
hh, kk	02/02/2001	S ▾	S ▾	S ▾	<input type="checkbox"/>

Save Students Results (current page only) Clear Students Results (current page only)

First Page Previous Page 1 Next Page Last Page

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](#)

*** Schedule a New Event ***

* Search Event(s): To query for a specific Event(s), enter the criteria in the fields below then click on the Query button. To cancel the query click on the Clear button.

Event ID: <input type="text"/>	Program: <input type="text"/>	Location: <input type="text"/>	County: <input type="text"/>
Dates From: <input type="text"/>	To: <input type="text"/>	Instructor Name (Part or Full Name): <input type="text"/>	Status: <input type="text" value="Completed"/>
<input type="button" value="Search"/> <input type="button" value="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	55	Hunter Education Classroom Course	NSCC	Davidson	12/06/2015 06:00 PM To 07:00 PM	1 Of 1	JACOB SCOTT	Completed
Results View	56	Hunter Education Classroom Course	NSCC	Davidson	11/25/2015 01:00 PM To 02:00 PM	1 Of 2	JACOB SCOTT	Completed
Results View	61	Hunter Education Classroom Course	my loc 308	Davidson	02/04/2016 10:00 AM To 11:00 AM	0 Of 5	JACOB SCOTT	Completed
Results View	33	Trapper Education Classroom Course	TWRA-Classes	Davidson	07/09/2015 08:00 AM To 11:00 AM	2 Of 50	Rami Ayash	Completed
Results View	26	Trapper Education Classroom Course	Sec Test	Hamilton	12/15/2015 08:00 AM To 10:00 AM	3 Of 20	JACOB SCOTT	Completed

*** Total Events= 5 ***

If you click the View button:

*** Manage Event *** [Back to Events](#)

Event ID: 26 Event Status: **Completed**

Program Title:

Location Info:
 Address: 123 test, Chattanooga, TN 37416

Event Capacity: 20 Students

Wait List Capacity: 20 Students

This event will be visible to students From: 11/15/2015 To: 12/15/2015 [Lock Dates](#)

Students can register for this event From: 11/15/2015 To: 12/15/2015

This is a **Public** event

Special Instructions:

Updated By: Last Modified Date: 02/24/2016 08:21 AM

Event's Dates & Times= 1 Day(s)

Action	Event Date	From Time	To Time
Delete Edit	12/15/2015	08:00 AM	10:00 AM
Insert Clear	<input type="text"/>	<input type="text"/>	<input type="text"/>
ADD New Date-->	MM/DD/YYYY	HH:MM AM/PM	HH:MM AM/PM

[First](#) | [Previous](#) | [Next](#) | [Last](#)

Event's Instructors= 1 Instructor(s)

Action	Instructor Name	Instructor Email(Primary/ Assistant)
Delete Edit	JACOB SCOTT	jscott@test.gov *Primary*
Insert Clear	<input type="text"/>	<input type="text"/>
ADD New Instructor-->	<input type="text"/>	<input type="text"/>

[First](#) | [Previous](#) | [Next](#) | [Last](#)

Registered Students= 3 of 20 Student(s) Registration Status: **Closed**

Required Field	Date of Birth	Social Security Number*	First Name*	MI	Last Name*	Suffix*	Gender*	Ethnicity*	Street Address*	Zip Code*	City*	State*	Phone No.*	Email Address*
Cancel Registration Edit	05/05/1975	780965454	John		Smith		Male	African American	123 test dr	37221	Nashville	TN	6152012121	zainab.latif@tn.gov
Cancel Registration Edit	02/02/2001	852012321	kk		hh		Female	ASIAN	222 jiiiiiii	37221	Nashville	TN	6152020121	zainab.latif@tn.gov
Cancel Registration Edit	08/02/1966	963021213	Mary		James		Female	ASIAN	456 test pike	37209	Nashville	TN	615-203-1252	zainab.latif@tn.gov
Insert Clear All Fields	MM/DD/YYYY	999999999 or digits, no dashes	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
ADD New Student-->	MM/DD/YYYY	999999999 or digits, no dashes	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[First](#) | [Previous](#) | [Next](#) | [Last](#)

***Wait List= 0 of 20 *** Wait List Status: **Open**

Required Field	First Name	Last Name*	Phone No.*	Email Address*	City*	Joined Date
Insert Clear	<input type="text"/>	<input type="text"/>	<input type="text" value="999-999-9999"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
ADD a Person to the Wait List-->	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[First](#) | [Previous](#) | [Next](#) | [Last](#)

If you click the Results button:

Send Results for Approval

Event Information:

Trapper Education Classroom Course Event ID: 26 Event Status: **Completed**

Location: Sec Test
123 tst, Chattanooga, TN 37416

***Required field**

Class Start Date*: 12/15/2015 Class End Date*: 12/20/2015 During School Hours* Yes

MMDD/YYYY MMDD/YYYY

Total Class Hours*: 7.00 + Total Range Hours*: 3.00 = Total Hours Taught*: 10.00

Comments:

Save Event Info. Cancel

Instructors Information:

***Required field**

	Instructor Name	TWRA ID	Primary?	Prep Hrs*	In-Class Hrs*	Field Hrs*	Admin Hrs*
Delete	JACOB SCOTT	675198253	Yes	1	3	1	1
Save Instructors Info. (current page only)		Clear Instructors Hours (current page only)					

First Page Previous Page 1 Next Page Last Page

Students Results:

***Required field**

Student Name	Date of Birth	Written Exam*	Firing Exam*	Final Grade*	No Show
Smith, John	05/05/1975	S <input type="checkbox"/>	U <input type="checkbox"/>	U <input type="checkbox"/>	<input type="checkbox"/>
James, Mary	08/02/1966	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
hh, kk	02/02/2001	S <input type="checkbox"/>	S <input type="checkbox"/>	S <input type="checkbox"/>	<input type="checkbox"/>
Save Students Results (current page only)		Clear Students Results (current page only)			

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...**

Student Name	Suffix	Date of Birth	Gender	Ethnicity	Street Address	City	State	Zip Code	Email Address	Phone No.	Will Attend?
kpkp pkpk		06/06/1996	M	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

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.

***** Event Roster Report *****

[Back to Reports Main Menu](#)

Student Name	Suffix	Date of Birth	Gender	Ethnicity	Street Address	City	State	Zip Code	Email Address	Phone No.	Will Attend?
kp kp		06/06/1996	Male	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											

[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



Do you want to open or save EventRosterReport.xlsx from localhost?

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

***** Certifications For All Registered Students *****


[Back to Reports Main Menu](#)

***Please Note: To Print the certifications, click on the Export drop down menu (the blue disk icon, third button from right) --> Select Word --> Open the file or save it to your computer --> From MS Word go to File --> Print --> Select Landscape Orientation --> Click on the Print button.**

1 of 1 100% Find | Next

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.


Tennessee Wildlife Resources Agency
Ed Carter, Executive Director

Tennessee Hunter Education Event Management System


***** Students Results Report *****

[Back to Reports Main Menu](#)

Student Name	Date of Birth	Gender	Ethnicity	Written Exam	Firing Exam	Final Grade	No Show
kp kp	06/06/1996	Male	African American	S	S	S	
pp 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	Males	Unknown	Caucasian	African American	Hispanic	Asian	Native American	Other	
3	1	1	1	1	2	0	0	2	0	1	0	0	

[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



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

The screenshot shows the Tennessee Wildlife Resources Agency (TN GOV) website. The page title is "Tennessee Hunter Education Event Management System". Below the navigation bar, there is a "Certifications Report" section. A table lists student information:

Student Name	Date of Birth	Class End Date	Primary Inst Name
kpkp pkkp	06/06/1996	06/03/2016	ZAINAB LATIF

At the bottom of the page, there is a "Privacy Statement" and "Child Online Privacy Protection Act (COPPA)" link, along with technical assistance contact information for TWRA HelpDesk.

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.

The screenshot shows the Tennessee Wildlife Resources Agency (TN GOV) website. The page title is "Tennessee Hunter Education Event Management System". Below the navigation bar, there is an "Event Information and Instructors Hours Report" section. It contains three tables:

Event Information

Program Title	Location	Class Start Date	Class End Date	During School Hours?	Total Class Hours	Total Ranger Hours	Total Hours	Comments
Hunter Education Classroom Course	ACADEMY SPORTS AND OUTDOORS: 5929 Hwy 153, HIXSON, TN 37343	06/01/2016	06/03/2016	Yes	7.00	4.00	11.00	testing...

Instructors Hours

Instructor Name	Primary?	Date	Admin Hours	Prep Hours	In Class Hours	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

Enrolled	Passed	Failed	No Show	Females	Males	Unknown	Caucasian	African American	Hispanic	Asian	Native American	Other
3	1	1	1	1	1	2	0	0	2	0	1	0

- 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.

The screenshot shows the user interface for the Tennessee Hunter Education Event Management System. At the top left is the TN GOV logo and the text "Tennessee Wildlife Resources Agency" with "Ed Carter, Executive Director" below it. To the right is a photograph of a woman in a purple shirt and a man in a black shirt in an outdoor setting. Below the header is a dark green bar with the text "Tennessee Hunter Education Event Management System" and "*** Main Menu ***". A "Log Out" button is in the top right corner. The main content area has a light green background and a red sidebar on the left with the text "Hi, Adam". In the center, there are three stacked buttons: "Manage Instructor Profile", "Manage Locations", and "Manage Events". The footer contains the Tennessee Wildlife Resources Agency logo, privacy notices, contact information for Randy Hoskey, and an Entrust security logo.

- I. **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.

***** 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 (First, Last)	County	Region	Status
<input type="button" value="View"/>		Adam Andy	Davidson	2	Approved
<input type="button" value="View"/>		BILL BOB	OUT OF STATE	1	Approved
<input type="button" value="View"/>		BOBBY JOE	Davidson	1	Approved
<input type="button" value="View"/>		BRIAN JOHNS	Davidson	2	Approved
<input type="button" value="View"/>		Dany Green	Davidson	2	Approved
<input type="button" value="View"/>		DAVID MARKS	Davidson	1	Approved
<input type="button" value="View"/>		FRANK MARKS	Davidson	2	Approved
<input type="button" value="View"/>		JACOB SCOTT	Davidson	2	Approved
<input type="button" value="View"/>		JAMES DORAN	Davidson	2	Approved
<input type="button" value="View"/>		Jana Scott	Hamilton	0	Approved
Next -- Last --					

*** Total Instructors= 15 ***

* To query for an instructor, enter the criteria in the fields below then click on the Query button.
 * To cancel the query click on the Clear button.

Search	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Clear	Enter Full TWRA Number	Enter part or full name		

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

*** Manage Profile ***

[Back to the Previous Page](#)

* Note: You can only add instructors who have an account in REAL system.

* Required Field

TWRA ID*: (99999999 (9 digit))

Date of Birth*: (MM/DD/YYYY) (MM/DD/YYYY)

TWRA Instructor No.*: (99999999 (9 digit))

Please enter TWRA ID, Date of Birth, and Instructor No., then click on:
 to populate the instructor's profile.

First Name*:

Middle Initial:

Last Name*:

Suffix:

Gender*:

Address*:

Zip Code*: (99999 (5 digit))

City*:

State*:

County*:

Region*:

Cell Phone: (999-999-9999)

Home Phone: (999-999-9999)

Work Phone: (999-999-9999)

Instructor Type*:

User Role*:

TWRA Employee?:

Status*:

Email Address:

User Name*:

Password*:

Confirm Password*:

Comments:

- ❖ **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 *****

Record is not found in Real. Please check (TWRA ID, Date of Birth, and Instructor No.) values, or add the instructor in Real first and try again later.

* Note: You can only add instructors who have an account in REAL system.

* Required Field

TWRA ID*: 999999999 (9 digits)

Date of Birth*: MM/DD/YYYY

TWRA Instructor No.*: 999999999 (9 digits)

Please enter TWRA ID, Date of Birth, and Instructor No., then click on:

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: 999-999-9999
 Home Phone: 999-999-9999
 Work Phone: 999-999-9999
 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.

*** Manage Profile ***

Please check the information below and make any necessary changes before you save!

* Required Field

TWRA ID*: 99999999 (9 digits)
 Date of Birth*: MM/DD/YYYY
 TWRA Instructor No.*: 99999999 (9 digits) **If you entered TWRA ID, Date of Birth, and Instructor No., click on:**

First Name*:
 Middle Initial:
 Last Name*:
 Suffix:
 Gender*:

Address*:
 Zip Code*: 99999 (5 digits)
 City*:
 State*:
 County*:
 Region*:

Cell Phone: x 999-999-9999
 Home Phone: 999-999-9999
 Work Phone: 999-999-9999

Instructor Type*:
 User Role*:
 TWRA Employee?*:
 Status*:

Email Address:
 User Name*:
 Password*:
 Confirm Password*:

Comments:

▪ **Notes:**

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

Instructor Type*:

User Role*:

- **Email address is required for administrators.**

Instructor Type*:

User Role*:

TWRA Employee?*:

Status*:

Email Address: **This Field is Required for Admins!**

- **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*:

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

*** Manage Profile ***

* Required Field

TWRA ID*: 99999999 (9 digits)

Date of Birth*: MM/DD/YYYY

TWRA Instructor No.*: 99999999 (9 digits) **If you entered TWRA ID, Date of Birth, and Instructor No., click on:**

First Name*:

Middle Initial:

Last Name*:

Suffix:

Gender*:

Address*:

Zip Code*: 99999 (5 digits)

City*:

State*:

County*:

Region*:

Cell Phone: 999-999-9999

Home Phone: 999-999-9999

Work Phone: 999-999-9999

Instructor Type*:

User Role*:

TWRA Employee?*:

Status*:

Email Address:

User Name*:

Password*:

Confirm Password*:

Comments:

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

TWRA ID: [REDACTED]
 Date of Birth: 01/29/1984
 TWRA Instructor No.: *****
 First Name: SCOTT
 Middle Initial: M
 Last Name: JOHN
 Suffix:
 Gender: Male
 Address: 123 Hamilton St
 Zip Code: 37402
 City: CHATTANOOGA
 State: TN
 County:
 Region: 3
 Cell Phone: 423-123-5201
 Home Phone: - - -
 Work Phone: - - -
 Instructor Type: Certified Instructor
 TWRA Employee? Employee
 User Role: Instructor
 Status: Approved
 Email Address: zainab.latif@tn.gov
 User Name: SJOHN0129
 Password: *****
 Comments:

* Required Field	Certification Status*	Certification Original Date*	Last Certification Date*	Certification Type*
<input type="button" value="Insert"/> <input type="button" value="Clear"/>	<input type="text" value="v"/>	<input type="text" value=""/> <input type="button" value="calendar"/>	N/A	<input type="text" value="v"/>
<input type="button" value="ADD New Certificate-->"/>				
<input type="button" value="First"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="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 Original Date*	Last Certification Date*	Certification Type*
<input type="button" value="Insert"/> <input type="button" value="Clear"/> ADD New Certificate-->	Active ▾	02/24/2016	N/A	Hunter Safety ▾
<input type="button" value="First"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Last"/>				

After you click Insert:

* Required Field	Certification Status*	Certification Original Date*	Last Certification Date*	Certification Type*
<input type="button" value="Delete"/> <input type="button" value="Edit"/> <input type="button" value="Insert"/> <input type="button" value="Clear"/> ADD New Certificate-->	Active ▾	02/24/2016	02/24/2016	Hunter Safety ▾
	▾		N/A	▾
<input type="button" value="First"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="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.

***** 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 (First, Last)	County	Region	Status
<input type="button" value="View"/>		Adam Andy	Davidson	2	Approved
<input type="button" value="View"/>		BILL BOB	OUT OF STATE	1	Approved
<input type="button" value="View"/>		BOBBY JOE	Davidson	1	Approved
<input type="button" value="View"/>		BRIAN JOHNS	Davidson	2	Approved
<input type="button" value="View"/>		Dany Green	Davidson	2	Approved
<input type="button" value="View"/>		DAVID MARKS	Davidson	1	Approved
<input type="button" value="View"/>		FRANK MARKS	Davidson	2	Approved
<input type="button" value="View"/>		JACOB SCOTT	Davidson	2	Approved
<input type="button" value="View"/>		JAMES DORAN	Davidson	2	Approved
<input type="button" value="View"/>		Jana Scott	Hamilton	0	Approved

Next -- Last --

*** Total Instructors= 15 ***

* To query for an instructor, enter the criteria in the fields below then click on the Query button.

* To cancel the query click on the Clear button.

Search	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Clear	Enter Full TWRA Number	Enter part or full name			

- **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 --					

*** Total Instructors= 1848 ***

* To query for an instructor, enter the criteria in the fields below then click on the Query button.

* To cancel the query click on the Clear button.

Search	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Clear				

[Add New Instructor](#)
[Send Group Email](#)
[Manage Awards Gifts](#)
[Reports](#)

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:

Enter Your Message:

Hello everyone,
 This is Test!

 Thanks,
Zainab

[Send The Email to Region 1 Instructors](#)

[Send The Email to Region 3 Instructors](#)

[Send The Email to ALL Instructors](#)

[Send The Email to Region 2 Instructors](#)

[Send The Email to Region 4 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.

*** List of Instructors ***

*** Add New Instructor ***
*** Reports ***
*** Manage Awards Gifts ***

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

	TWRA ID	Instructor Name (First, Last)	County	Region	Status
<input type="button" value="View"/>		JACOB SCOTT	Davidson	2	Approved
<input type="button" value="View"/>		Jana Scott	Hamilton	0	Approved
<input type="button" value="View"/>		SCOTT JOHN	Hamilton	3	Approved

***** Total Instructors= 3 *****

*** To query for an instructor, enter the criteria in the fields below then click on the Query button.**
*** To cancel the query click on the Clear button.**

Search

Enter Full TWRA Number Enter part or full name

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

Edit Instructor's Info.

TWRA ID: XXXXXXXXXX
 Date of Birth: 01/29/1984
 TWRA Instructor No.: *****
 First Name: SCOTT
 Middle Initial: M
 Last Name: JOHN
 Suffix:
 Gender: Male
 Address: 123 Hamilton St
 Zip Code: 37402
 City: CHATTANOOGA
 State: TN
 County: Hamilton
 Region: 3
 Cell Phone: 423-123-5201
 Home Phone: - - -
 Work Phone: - - -
 Instructor Type: Certified Instructor
 TWRA Employee? Employee
 User Role: Instructor
 Status: Approved
 Email Address: zainab.latif@tn.gov
 User Name: SJOHN0129
 Password: *****
 Comments:

* 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			N/A	
ADD New Certificate-->				

- **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*:	<input type="text"/>	999999999 (9 digits)	
Date of Birth*:	<input type="text" value="01/29/1984"/>	MM/DD/YYYY	
TWRA Instructor No.*:	<input type="text"/>	999999999 (9 digits)	
First Name*:	<input type="text" value="SCOTT"/>		
Middle Initial:	<input type="text" value="M"/>		
Last Name*:	<input type="text" value="JOHN"/>		
Suffix:	<input type="text" value="II"/>		
Gender*:	<input type="text" value="Male"/>		
Address*:	<input type="text" value="123 Hamilton St"/>		
Zip Code*:	<input type="text" value="37402"/>	99999 (5 digits)	
City*:	<input type="text" value="CHATTANOOGA"/>		
State*:	<input type="text" value="TN"/>		
County*:	<input type="text" value="Hamilton"/>		
Region*:	<input type="text" value="3"/>		
Cell Phone:	<input type="text" value="423-123-5201"/>	999-999-9999	
Home Phone:	<input type="text" value="423-852-0121"/>	999-999-9999	
Work Phone:	<input type="text" value="423-202-1212"/>	999-999-9999	
Instructor Type*:	<input type="text" value="Certified Instructor"/>		
User Role*:	<input type="text" value="Instructor"/>		
TWRA Employee?*	<input type="text" value="Employee"/>		
Status*:	<input type="text" value="Approved"/>		
Email Address:	<input type="text" value="zainab.latif@tn.gov"/>		
User Name*:	<input type="text" value="SJOHN0129"/>	<input type="button" value="Generate User Name"/>	<input type="button" value="Reset Password"/>
Comments:	<input type="text"/>		

After you click on **Save Changes**:

Edit Instructor's Info.

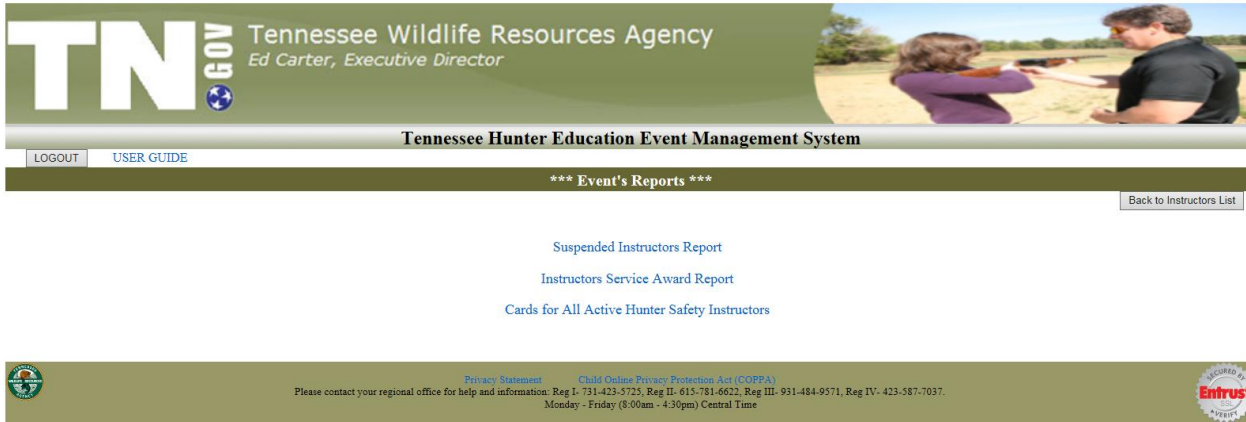
TWRA ID: [REDACTED]
 Date of Birth: 01/29/1984
 TWRA Instructor No.: *****
 First Name: SCOTT
 Middle Initial: M
 Last Name: JOHN
 Suffix: II
 Gender: Male
 Address: 123 Hamilton St
 Zip Code: 37402
 City: CHATTANOOGA
 State: TN
 County: Hamilton v
 Region: 3
 Cell Phone: 423-123-5201
 Home Phone: 423-852-0121
 Work Phone: 423-202-1212
 Instructor Type: Certified Instructor
 TWRA Employee? Employee
 User Role: Instructor
 Status: Approved
 Email Address: zainab.latif@tn.gov
 User Name: SJOHN0129
 Password: *****
 Comments:

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

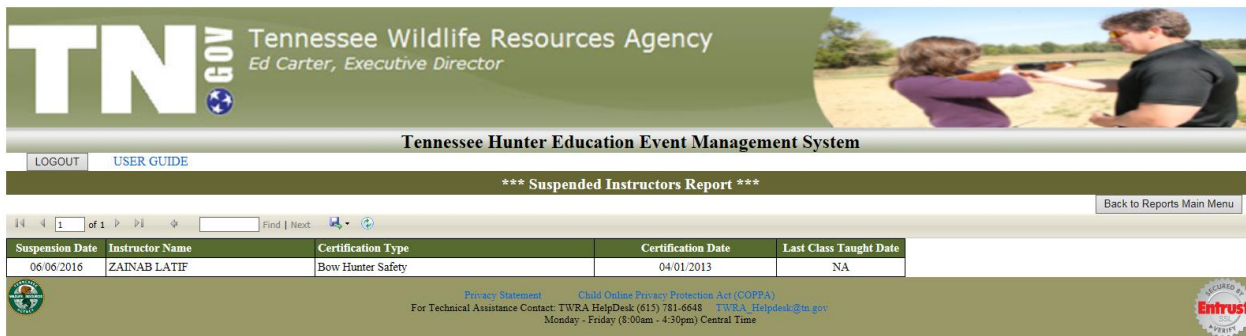
- **To edit a certification**, click on the **Edit** button at the left of the certification, make your changes then click on **Update** to save your changes or click **Cancel** to discard them.

* Required Field	Certification Status*	Certification Original Date*	Last Certification Date*	Certification Type*
Update Cancel	Exempt v	02/25/2016	02/25/2016 [REDACTED]	Bow Hunter Safety v
Delete Edit	Active v	02/24/2016	02/24/2016	Hunter Safety v
Insert Clear	[REDACTED] v	[REDACTED] [REDACTED]	N/A	[REDACTED] v
ADD New Certificate-->				
First Previous Next Last				

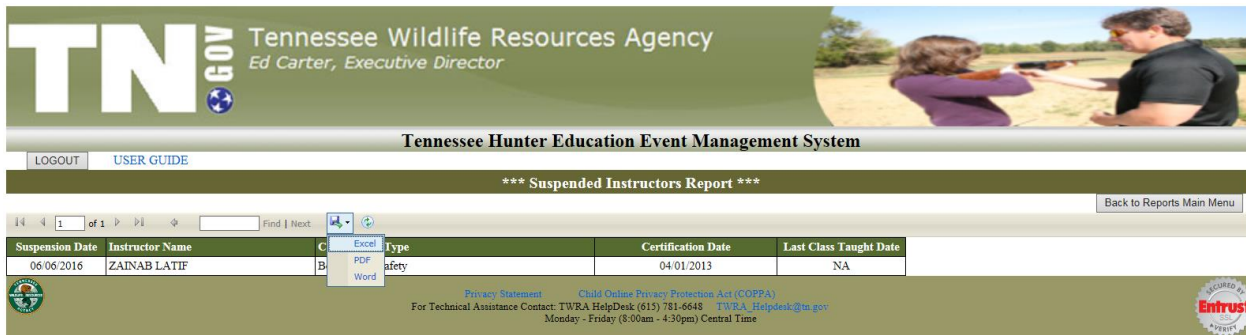
- To run the Instructors' Reports, click on the Reports button.
To print any report, please follow the steps at the top of the report's page...



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.



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...**



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.

*** Suspended Instructors Report ***

Back to Reports Main Menu

Suspension Date	Instructor Name	Certification Type	Certification Date	Last Class Taught Date
06/06/2016	ZAINAB LATIF	Bow Hunter Safety	04/01/2013	NA

[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



Do you want to open or save SuspendedInsRep.xlsx from localhost?

- 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 TWRA_ITPrint_Request@tn.gov to print and send the card(s) to the instructor(s).**

1 of 2 ? 100%

PETER ABBOTT

- 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 of 1 Find | Next

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

Tennessee Hunter Education Event Management System

LOGOUT [USER GUIDE](#)

***** Manage Awards Gifts *****

***** 4 Records Found *****

AwardYear	Gift	Action	
5	gift5	Edit	Delete
7	gift7	Edit	Delete
8	test8	Edit	Delete
10	test10	Edit	Delete
<input type="text"/>	<input type="text"/>	Insert	Clear

First Previous Next Last

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

***** Manage Awards Gifts *****

***** 4 Records Found *****

AwardYear	Gift	Action	
5	gift5	Edit	Delete
7	gift7	Edit	Delete
8	test8	Edit	Delete
10	test10	Edit	Delete
20	gift 20	Insert	Clear

First Previous Next Last

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

***** Manage Awards Gifts *****

***** 5 Records Found *****

AwardYear	Gift	Action	
5	gift5	Edit	Delete
7	gift7	Edit	Delete
8	update gift β	Update	Cancel
10	test10	Edit	Delete
20	gift 20	Edit	Delete
<input type="text"/>	<input type="text"/>	Insert	Clear

First Previous Next Last

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 [\(Certified Instructors Section\)](#). 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: **Waiting Approval** ▼

Address: Zip code: 99999 (5 digits)

City: State: ▼ County: ▼ Region:

Room: Phone No.: 999-999-9999 Location Capacity: Students

Special Instructions:

*** 2 Records Found ***

[First](#) [Previous](#) [1](#) [Next](#) [Last](#)

Approve Location

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:

Updated By: **JACOB SCOTT** ▼ Last Modified Date: **02/19/2016**

- 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:	<input type="text"/>	Location Status:	Waiting Approval <input type="button" value="v"/>
Address:	<input type="text"/>	Zip code:	<input type="text"/> 99999 (5 digits)
City:	<input type="text"/>	State:	<input type="button" value="v"/>
		County:	<input type="button" value="v"/>
		Region:	<input type="text"/>
Room:	<input type="text"/>	Phone No.:	<input type="text"/> 999-999-9999
		Location Capacity:	<input type="text"/> Students
Special Instructions:	<input type="text"/>		
<input type="button" value="Search"/>		<input type="button" value="Display All Locations"/>	

***** 2 Records Found *****

The activated Location has been sent to all instructors and system administrators!

1

Location Name:	This is Test	<input type="button" value="Approved"/>
Address:	123 test	Zip code: 37221
City:	Nashville	State: TN
	County: Davidson <input type="button" value="v"/>	Region: 2
Room:	101	Phone No.: 615-202-0202
		Location Capacity: 80 Students
Special Instructions:	<input type="text"/> this is test <input type="button" value="v"/>	
Updated By:	JACOB SCOTT <input type="button" value="v"/>	Last Modified Date: 02/19/2016
<input type="button" value="Edit"/>		<input type="button" value="Delete"/>

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

City: Nashville State: TN County: Davidson Region: 2

Room: 101 Phone No.: 615-202-0202 Location Capacity: 80 Students

Special Instructions: this is test

Updated By: Adam Andy Last Modified Date: 02/23/2016

Message from webpage

Are You Certain You Want to Delete?

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.

ERROR: You Cannot Delete this Location Because It has been Used by Some Events.

*** 18 Records Found ***

1 2 3

Location Name: Academy Sports and Outdoors

Address: 2220 Hamilton Place Blvd Zip code: 37421

City: Chattanooga State: TN County: Hamilton Region: 3

Room: classroom Phone No.: 423-852-1214 Location Capacity: 20 Students

Special Instructions:

Updated By: JACOB SCOTT Last Modified Date: 12/03/2015

- **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.

*** Manage Events ***

Back to The Main Menu

*** Schedule a New Event *** *** View All Events Report *** *** REAL Exception Report ***

* 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: Location: County: Event Region:

Dates From: To: Instructor Name (part or Full Name): Status: **Event Waiting Approval**

* 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
<input type="button" value="Reports"/> <input type="button" value="Results"/> <input type="button" value="View"/>	1656	Hunter Education Field Day	BARTLETT RANGE	Shelby	07/31/2016 02:00 PM To 06:00 PM	0 Of 90	DAVID ANDERSON	Event Waiting Approval
<input type="button" value="Reports"/> <input type="button" value="Results"/> <input type="button" value="View"/>	1647	Hunter Education Classroom Course	BURLISON COMMUNITY CENTER	Tipton	08/02/2016 06:30 PM To 09:00 PM	0 Of 100	JUDY ADKINS	Event Waiting Approval
<input type="button" value="Reports"/> <input type="button" value="Results"/> <input type="button" value="View"/>	1662	Bowhunter Education Classroom Course	4TH AVE. CHURCH OF CHRIST	Williamson	05/04/2017 07:00 AM To 08:00 AM	0 Of 10	RANDY HUSKEY	Event Waiting Approval

*** Total Events= 3 ***

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

To Edit or Cancel this Event click on OR

Event ID: 1662 Event Status: **Event Waiting Approval**

Program Title:

Location Info.:

Event Capacity: 10 Students

Wait List Capacity: 20 Students

This event will be visible to students From: 04/04/2017 To: 05/04/2017 Lock Dates

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: Last Modified Date: 06/05/2017 10:55 AM

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

Event Date	From Time	To Time	Action
05/04/2017	07:00 AM	08:00 AM	Delete Edit
05/05/2017	07:00 AM	08:00 AM	Delete Edit
			<-ADD New Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	Add Clear

Event's Instructors (Sorted by Last Name)= 1 Instructor(s)

Instructor Name	Instructor Email	Primary/ Assistant	Action
HUSKEY, RANDY	zainab.latif@tn.gov	*Primary*	Delete Edit
<input type="text"/>	N/A	<input type="text"/>	<- ADD New Instructor Add Clear

- 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.
- 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

Back 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 Instructors & Students

Event ID: 1633 Event Status: Active

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 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 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	
07/01/2016	02:00 PM	03:00 PM	Delete	Edit
<div style="display: flex; justify-content: center; align-items: center; gap: 10px;"> <-ADD New Date Insert Clear </div>				
MM/DD/YYYY	99:99 Type A for AM/ P for PM	99:99 Type A for AM/ P for PM		
<div style="display: flex; justify-content: center; align-items: center; gap: 10px;"> First Previous Next Last </div>				

Instructor Name	Instructor Email	Primary/ Assistant	Action	
ZAINAB LATIF	zainab.latif@tn.gov	*Primary*	Delete	Edit
ALLEN YORK		Assistant	Delete	Edit
<div style="display: flex; justify-content: center; align-items: center; gap: 10px;"> N/A <-ADD New Instructor Insert Clear </div>				
<div style="display: flex; justify-content: center; align-items: center; gap: 10px;"> First Previous Next Last </div>				

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 ***

[Back to The Main Menu](#)

*** Schedule a New Event ***

* Search Event(s): To query for a specific Event(s), enter the criteria in the fields below then click on the Query button. To cancel the query click on the Clear button.

Event ID: Program: Location: County:

Dates From: To: Instructor Name (Part or Full Name): Status: **Results Waiting Approval**

* 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
<input type="button" value="Results"/> <input type="button" value="View"/>	26	Trapper Education Classroom Course	Sec Test	Hamilton	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](#)

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

Total Class Hours*: 18.00 + Total Range Hours*: 7.00 = Total Hours Taught*: 25.00

Comments: test

Instructors Information: 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*	
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

First Page Previous Page 1 Next Page Last Page

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

Student Name	Date of Birth	Written Exam*	Firing Exam*	Final Grade*	No Show
oo, ll	09/09/1999	S	S	S	<input type="checkbox"/>

First Page Previous Page 1 Next 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.

- If the student's information **needs to be corrected in REAL** → then **correct the student's REAL account**. And then Open the Event Manager → Go to the Manage Events Page → Search for the event → **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 → Search for the event → Click View → Click on Edit button → correct the student's information → then click on Save Changes button.
- d. After you complete correcting the failed records, go to the Manage Events Page → Search for the event → Click View → 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 ***
Exit to Events

Approve Results
Send It Back to the Instructor

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*: Class End Date*: During School Hours*

Total Class Hours*: + Total Range Hours*: = Total Hours Taught*: 25.00

Comments:

Save Event Info. Cancel

Message from webpage

? Are You Sure You Want to Approve the Results?

OK
Cancel

Instructors Information: 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*	
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
Previous Page
1
Next Page
Last Page

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

Student Name	Date of Birth	Written Exam*	Firing Exam*	Final Grade*	No Show
oo, II	09/09/1999	S <input type="text"/>	S <input type="text"/>	S <input type="text"/>	<input type="checkbox"/>

Save Students Results (current page only)
Clear Students Results (current page only)

First Page
Previous Page
1
Next Page
Last Page

After you click OK:

Exit to Events

Re-Transfer Updated Students to REAL

Event Information: Complete!

1 student(s) have been moved to REAL. An email has been sent to the primary instructor and system administrators!

Trapper Education Classroom Course Event ID: 1638 Event Status: Sent To REAL

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

Total Class Hours*: 18.00 + Total Range Hours*: 7.00 = Total Hours Taught*: 25.00

Comments: test

Save Event Info. Cancel

Instructors Information: 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*	
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 Previous Page 1 Next Page Last Page

Students Results: Complete!

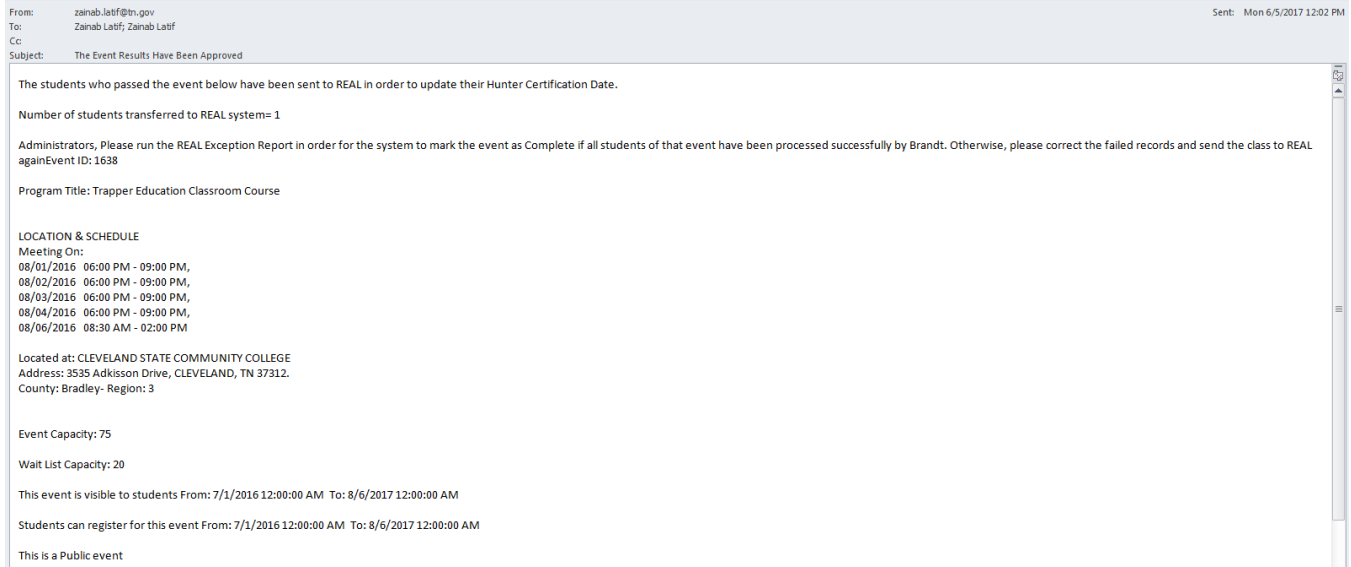
(Sorted by Last Name) *Required field

Student Name	Date of Birth	Written Exam*	Firing Exam*	Final Grade*	No Show
oo, ll	09/09/1999	S	S	S	<input type="checkbox"/>

Save Students Results (current page only) Clear Students Results (current page only)

First Page Previous Page 1 Next Page Last Page

The email that the system will send:



➤ 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.

*** REAL Exception Report ***

Exit Report

Report Search Parameters:

Transfer Date From: [] To: [] Processed Date From: [] To: [] Processed Record Status? [] Event ID: [] Region: []

[Run Report] [Clear Search Parameters]

***Please Note: To Print the report, click on the Export drop down menu (the blue disk icon, third button from right) --> Select Excel --> Open the file or save it to your computer --> From MS Excel go to File --> Print --> Select Landscape Orientation --> And change the No Scaling option (the last option) to Fit All Columns on One Page --> Click on the Print button.**

***Note: By default the report is sorted by Processed Date (descendant), Region, Event ID, Last Name, First Name. However, if you want to change the sorting, just click on the little arrows of any column once for ascendant order, at twice for descendant order**

Region	Event ID	Last Name	First Name	Middle Name	Suffix	Date of Birth	Processed Date	Notes	Transfer Date	Class Date
4	1643	Burton	Wilson	v	III	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	vvv		Sr.	05/05/2006	06/03/2017 10:15 AM	Successful Update to customer: 1000585711	06/02/2017 10:54 AM	05/03/20
4	1643	aa	lolo	c		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	vvv		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.

Tennessee Wildlife Resources Agency
Ed Carter, Executive Director

Tennessee Hunter Education Event Management System
*** Main Menu ***

Hi, BRIAN

Manage Instructor Profile
Manage Programs
Manage Locations
Manage Events

Log Out

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) 781-6548 TWRA.HelpDesk@tn.gov
Monday - Friday (8:00am - 4:30pm) Central Time

Entrust

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

*** 5 Records Found ***

Back to The Main Menu

Action	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
Delete Edit	Trapper Education Classroom Course	Trapper Safety
Insert Clear		

ADD New Program-->

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 Records Found ***

Action		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 ▼
Delete	Edit	Trapper Education Classroom Course	Trapper Safety ▼
Insert	Clear	This is a New Program	Hunter Safety ▼

ADD New Program-->

First Previous Next Last

- **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.

*** 6 Records Found ***

Action		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 ▼
Update	Cancel	This is the Updated Program ×	Bow Hunter Safety ▼
Delete	Edit	Trapper Education Classroom Course	Trapper Safety ▼
Insert	Clear		▼

ADD New Program-->

First Previous Next Last

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

*** Manage Programs ***

*** 6 Records Found ***

Action		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
Delete	Edit	This is the Updated Program	Bow Hunter Safety
Delete	Edit	Trapper Education Classroom Course	Trapper Safety
Insert	Clear	<input type="text"/>	<input type="text"/>

ADD New Program-->

First Previous Next Last

Message from webpage

Are You Certain You Want to Delete?

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.

Action		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
Delete	Edit	Trapper Education Classroom Course	Trapper Safety
Insert	Clear	<input type="text"/>	<input type="text"/>

ADD New Program-->

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:**

1. **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...

The screenshot shows the top header with the TN GOV logo and the Tennessee Wildlife Resources Agency name. Below the header is the page title "Tennessee Hunter Education Student Registration" and a "Go to Events" button. The main content area is titled "Identity Verification" and contains a form with fields for "Email Address" (filled with "zainab.latif@tn.gov") and "Phone Number" (filled with "620-212-5212"). A "Verify" button is located below the form. At the bottom of the page, there is a footer with a privacy statement, contact information for technical assistance, and an Entrust security logo.

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...

The screenshot shows the top header with the TN GOV logo and the Tennessee Wildlife Resources Agency name. Below the header is the page title "Tennessee Hunter Education Student Registration" and a "Log Out" button. The main content area is titled "Manage Registration" and displays a welcome message "Welcome aa bb". It states "You joined the waiting list for: Trapper Education Classroom Course" and provides the class start date and time: "Class Started on: Saturday, Jul 02, 2016 10:00 AM - 11:00 AM Plus, 1 additional day". A prominent green button labeled "View Event Details & Register" is centered on the page. Below this, the location is listed as "WOODWARD AVE CHURCH OF GOD" in Athens, TN. Cancellation policies are also noted. At the bottom, there are navigation buttons for "First", "Previous", "Next", and "Last", along with a footer containing a privacy statement, contact information, and an Entrust security logo.

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](#)

You're registering for:
Trapper Education Classroom Course
Registration Open

LOCATION & SCHEDULE

Meeting on: * 2 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# 423-745-1618

Special Instructions for All Students

test1

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 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.

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](#)



Privacy Statement | State Online Privacy Protection Act (COPPA)
For Technical Assistance Contact: TUEEA HelpDesk (615) 781-6544 | TUEEA_Registry@tn.gov
Monday - Friday (8:00am - 4:30pm) Central Time



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

Tennessee Hunter Education Student Registration

[Back to Event's Details](#)

Please fill all required fields below, then click on Review & Confirm to complete your registration...

* Required Field

Date of Birth*: MM/DD/YYYY

Confirm Date of Birth*: MM/DD/YYYY

Social Security*#: 99999999 (9 digits, no dashes)
**If you have never been assigned a SSN, please call 615-781-6538

Confirm Social Security*#: 99999999 (9 digits, no dashes)

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*: 999-999-9999

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.

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 Away: Program: [Find Events](#) [Clear](#)

Event Started on	Program Title	
2016 August 17 Wednesday	Hunter Education Classroom Course Registration Open: 24 Of 25 seats remaining LOCATION & SCHEDULE STUART HEIGHTS BAPTIST CHURCH - SODDY CAMPUS SODDY DAISY, TN 37379 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

Already Registered? [Update Or Cancel Registration](#)

Find Events Near You
 Zip Code: Miles Away: Program: [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 Statement](#)
[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 Registration

[Back to Events](#)

You're registering for:
Trapper Education Classroom Course
Registration Open: 50 Of 50 seats remaining

LOCATION & SCHEDULE

Meeting on: *2 Days*
Monday, Mar 07, 2016 06:22 AM - 12:00 PM
Sunday, Mar 06, 2016 05:45 AM - 08:55 AM

Located at:
TWRAs Classes
440 Hogan Rd., Room# 104-EE
Nashville, TN 37211
Phone# 615-852-6564

About the Location
this is test... Edit

Special Instructions for All Students
Testing

DETAILS

Instructed by: Adam A Andy

Cancellation Policies
You must cancel your registration before Monday, Mar 07, 2016 at 06:22 AM.

Minimum-Age Policy
All registrants 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 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 course, but have never been issued a Social Security Number, please call 615-781-6538 for assistance.

[Click Here 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, make sure 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 by clicking on **Cancel Registration** button. Or if they want to complete 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 fill all required fields below, then click on Review & Confirm to complete your registration...

* Required Field

Date of Birth*: MM/DD/YYYY

Confirm Date of Birth*: MM/DD/YYYY

Social Security#: 99999999 (9 digits, no dashes)
**If you have never been assigned a SSN, please call 615-781-4538

Confirm Social Security#: 99999999 (9 digits, no dashes)

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*: 99999

City*:

State*:

Phone Number*: 999-999-9999

Email Address*:

Confirm Email Address*:

[Review & Confirm](#) [Cancel Registration](#)

After you click on **Review & Confirm:**

City*:

State*:

Phone Number*: 999-999-9999

Email Address*:

Confirm Email Address*:

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.

or

After you click on **Complete Registration:**

City*:

State*:

Phone Number*: 999-999-9999

Email Address*:

Confirm Email Address*:

Congratulations, you are 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 Policy All 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.

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

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



Tennessee Hunter Education Student Registration

Identity Verification


Email Address:

Date of Birth: (MM/DD/YYYY)




[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.



Tennessee Wildlife Resources Agency
Ed Carter, Executive Director



[Log Out](#)

Tennessee Hunter Education Student Registration

Manage Registration

Registered Student Name: **Zainab Latif** Date of Birth: 01/01/1991 [Edit Student Information](#)

You're registred for:
Bowhunter Education Classroom Course

Class Started on: **Friday, Sep 09, 2016 05:00 PM - 07:00 PM**
[Plus, 1 additional day](#)

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


[Confirm This Registration](#)


[View Event Details](#)

[Cancel This Registration](#)

Cancellation Policies: Changes or cancellations must be made before **Friday, Sep 09, 2016**.

[First](#) | [Previous](#) | [Next](#) | [Last](#)

 [Privacy Statement](#) [Child Online Privacy Protection Act \(COPPA\)](#)
For General Information Contact: Randy Hinkley (615) 781-6583 Randy.Hinkley@tn.gov
For Technical Assistance Contact: TWRA HelpDesk (615) 781-6648 TWRA.Helpdesk@tn.gov
Monday - Friday (8:00am - 4:30pm) Central Time



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 fields below, then click on **Review & Confirm** to complete your registration...
Your Information has been updated successfully.

* Required Field

First Name*:	<input type="text" value="Zainab"/>
Middle Name:	<input type="text"/>
Last Name*:	<input type="text" value="Latif"/>
Suffix:	<input type="text" value="v"/>
Date of Birth*:	<input type="text" value="01/01/1995"/> MM/DD/YYYY
Confirm Date of Birth*:	<input type="text" value="01/01/1995"/> MM/DD/YYYY
Gender*:	<input type="text" value="Female"/>
Ethnicity*:	<input type="text" value="CAUCASIAN"/>
Social Security#*:	<input type="text" value="181880080"/> 999999999 (9 digits, no dashes) <small>**If you have never been assigned a SSN, please call 615-781-6538</small>
Confirm Social Security#*:	<input type="text" value="181880080"/> 999999999 (9 digits, no dashes)
Street Address*:	<input type="text" value="123 Hogan Rd"/>
Zip Code*:	<input type="text" value="37211"/> 99999
City*:	<input type="text" value="Nashville"/>
State*:	<input type="text" value="TN"/>
Phone Number*:	<input type="text" value="707-202-3300"/> x 999-999-9999
Email Address*:	<input type="text" value="zainab.latif@tn.gov"/>
Confirm Email Address*:	<input type="text" value="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.



Manage Registration

Registered Student Name: **Zainab Latif** Date of Birth: **01/01/1991** [Edit Student Information](#)

You're registered for:
Bowhunter Education Classroom Course

[Confirm This Registration](#)

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

[Cancel This Registration](#)

Cancellation Policies: Changes or cancellations must be made before **Friday, Sep 09, 2016**.

[First](#) [Previous](#) [Next](#) [Last](#)



[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@tn.gov
Monday - Friday (8:00am - 4:30pm) Central Time



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



Manage Registration **Your Registration for Bowhunter Education Classroom Course has been Confirmed. Thank you!**

Registered Student Name: **Zainab Latif** Date of Birth: **01/01/1991** [Edit Student Information](#)

You're registered 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

[Cancel This Registration](#)

Cancellation Policies: Changes or cancellations must be made before **Friday, Sep 09, 2016**.

[First](#) [Previous](#) [Next](#) [Last](#)



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Monday - Friday (8:00am - 4:30pm) Central Time



- **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 registering for:
Bowhunter Education Classroom Course
Registration Open: 5 Of 10 seats remaining

LOCATION & SCHEDULE

Meeting on: * 2 Days *		Located at:
Friday, Sep 09, 2016	05:00 PM - 07:00 PM	TWRA-Classes
Sunday, Sep 11, 2016	09:00 AM - 10:00 AM	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 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.

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.

- **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.

Tennessee Wildlife Resources Agency
Ed Carter, Executive Director

Tennessee Hunter Education Student Registration Log Out

Manage Registration

Registered Student Name: **Zainab Latif** Date of Birth: **01/01/1991** [Edit Student Info](#)

You're registered for:
Bowhunter Education Classroom Course

Class Started on: **Friday, Sep 09, 2016 05:00 PM - 07:00 PM**
[Plus, 1 additional day](#)

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

Cancellation Policies: Changes or cancellations must be made before **Friday, Sep 09, 2016**.

[View Event Details](#)
Cancel This Registration

Message from webpage

Are You Certain You Want to Cancel This Registration?

First | Previous | Next | Last

[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@tn.gov
 Monday - Friday (8:00am - 4:30pm) Central Time

If you click OK:

Tennessee Wildlife Resources Agency
Ed Carter, Executive Director

Tennessee Hunter Education Student Registration Log Out

Manage Registration **Your Registration has been Cancelled. A Cancellation Confirmation email has been sent to your email address**

Registered Student Name: **Zainab Latif** Date of Birth: **01/01/1991**

[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@tn.gov
 Monday - Friday (8:00am - 4:30pm) Central Time

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.

<p>2016 January 24 Sunday</p>	<p>Hunter Education Classroom Course Registration Open: 28 Of 30 seats remaining</p> <p>LOCATION & SCHEDULE Academy Sports and Outdoors Chattanooga, TN 37421 Sunday, Jan 24, 2016 06:00 PM - 09:00 PM Plus, 1 additional day</p> <p>View Event</p>
<p style="text-align: right;">Agency Login</p>	
<p><small>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@tn.gov Monday - Friday (8:00am - 4:30pm) Central Time</small></p> <p></p>	

➤ 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