



PLEASE READ THIS ENTIRE PROCEDURE FIRST, BEFORE YOU ATTEMPT TO CREATE YOUR HUNTER OR BOWHUNTER EDUCATION CLASS, OR ONLINE HUNTER EDUCATION COURSE FIELD DAY EVENT.

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Creating Events in Event Manager Hunter Education Program



Event Manager Login:

- Type, or cut & paste this address into your web browser: <https://my.register-ed.com/login/login>

Username:

- Is your first initial, last name and instructor ID (no spaces). Example: John Doe = jdoe123

Password:

- Is your last name and the number 1 (no spaces). Example: John Doe = doe1

Go to “Manage My Profile”:

 (From the Welcome Instructor page)

- Verify/Edit your personal information. Be sure that your email or phone number has been selected under the “How Do You Want Students to Contact You” section.
- FOR SECURITY REASONS, PLEASE CHANGE YOUR PASSWORD.

Go to “My Event Schedule”:

- Confirm any assignments to other events you may have.

To Create Your Event:

- Click on “Next Month” to navigate to the month of your event.
- Click on the first day in the month that you want your event to begin (see “New Event” highlight).

Please Note: You must create your event **AT LEAST 30 DAYS PRIOR** to the first day of your class, in order for there to be enough time for a CO to be assigned. This mandate comes directly from Law Enforcement. You **WILL** be denied if you create an event that will begin less than 30 days from its creation. If you have any questions, please call Josh Mackay at 271-0459.

From the “Create an Event” page:

- Choose the program (Hunter or Bowhunter Ed course, or Field Day) that you wish to create.
- Type in any special instructions, (for example, bring a lunch, dress appropriately, don't be late, etc.).
- Choose the location for your event by typing in the first few letters of the location, and wait for the system to find it. If your location is not found, see the procedures at the end of this document.
- Enter the maximum number of students for your event. Please set this number appropriate to your facility, number of instructors, and which is conducive to a proper learning environment for your students (think of their needs and comforts for effective learning). Under no circumstances will events be activated when the instructor-student ratio is higher than 10:1.
- Leave Options set at Public (unless you are a teacher at a private school, and already have designated students, which you will need to manually enter into Event Manager. If so, set the option to Private).
- At the small calendar, click the date for the first day of class. This should be in bold type on the calendar.
- Click the down arrow (▼) to enter the start and end times for the day.
- Click the “Add Event Date”. **DON'T FORGET THIS STEP, OR THE DATE WON'T BE SAVED.**
- Enter the next day of your event, and click “Add Event Date”.
- Continue entering the days of your event, always clicking “Add Event Date” for each entry.
- Verify all your dates are listed under Current Schedule.
- When all dates are entered, click “Create Event” at the far bottom-right of the page.
- **YOU ARE NOT FINISHED – YOU NEED TO ADD TEAM INSTRUCTORS TO THIS EVENT.**

Managing Instructors:

- From “My Event Schedule”, click your newly created event on the calendar.
- From the Event Roster page, click “Manage Instructors” from the right-hand top menu.
- You will be listed as Primary (Chief) instructor. IF YOU ARE NOT CHIEF, ASSIGN YOUR CHIEF AS PRIMARY.
- On the alphabet row, click the letter of the last name of the instructor you wish to assign.
- Navigate to the instructor if necessary by clicking on Next> or Last>> to find the instructor.
- Please note: Instructors certified in bowhunting only will not appear if it is a hunter education event, and vice versa.
- Click in the empty box to the left of their name to select them.
- In the “Select Action” box, click the (↓) and click “Assign Instructor”. Click the Go button to assign.
- Repeat for each instructor on your team.
- When finished, click “Back to Event” button at the far bottom-right of the page.

Attaching Your Files: (You may have a course syllabus, handout, field day directions, etc.) This is the same process as attaching a file to an email message.

- From the Event Roster page, click “Manage Attached Files” from the upper right-hand menu.
- If these files are for student view or use, leave the NO in the field.
- If this file is for instructor-only view, click YES at the (↓).
- To add/upload your files to your event, click the BROWSE button.
- Navigate to the file you wish to attach.
- Click on the file to select it (highlighted).
- Click the OPEN button (notice the file path to your file shows next to the Browse button).
- Click the UPLOAD button to attach the file to the event.
- Continue for each file you wish to attach to the event.
- This concludes the basic procedures for creating an event in Event Manager.

After the Event is Created:

An activation email notice will automatically be sent to Event Manager administrators. The event will be proofed, and any edits that need to be made for the event to conform to program policies and procedures will be made before the event is activated. You may be contacted via email if there are any edits to be done.

After the Event is Activated:

Once the event is activated, each instructor assigned to the event will receive a confirmation notice via email. At this point the event becomes part of the public Event Manager calendar, for which students can visit, view and register for your event.

Modifying the Event AFTER Activation:

Instructors should take note that changing class capacity after activation is NOT permitted, as student materials will be sent to the chief based on the capacity set at activation. Increasing the capacity after the event is activated will result in too few student packets sent for that event. Other modifications can certainly be made by adding more instructors, etc. PLEASE DO NOT ADD MORE STUDENTS THAN YOUR MAX CAPACITY.

Assignment of the Conservation Officer:

Once the Hunter Ed office activates your event, the CO form will be filled out by Hunter Ed staff and sent to Law Enforcement for an officer to be assigned to your class. Once the form is returned with the CO assignment, it will be attached to your event in a Private file AND EMAILED TO THE CHIEF. Please look for this file approximately 2 weeks after your event is activated. Call Dispatch at (603) 271-3361 to get in contact with the officer to determine when they will attend your event to deliver the laws presentation.

Advertising Your Event:

- The publicity posters have been re-printed and are now available for you to use. PLEASE BE SURE TO NOTE ON YOUR POSTER THAT ONLINE REGISTRATION ENDS 3 DAYS BEFORE YOUR CLASS STARTS, SO BE SURE TO INCLUDE A REGISTRATION DEADLINE ON YOUR POSTER.
- 3 days prior to the first day of your class, Event Manager will close off online registration. Students can still be registered by the chief during the next 3 days, up until the hour before the class begins.
- PLEASE NOTE: WALK-IN REGISTRATIONS ARE NO LONGER ACCEPTED. DO NOT ACCEPT WALK-IN STUDENTS. ALL STUDENTS MUST BE ENTERED INTO EVENT MANAGER IN ORDER FOR THEIR CERTIFICATION TO BECOME A PERMANENT RECORD IN THE STATE LICENSING DATA BANK. THERE ARE NO EXCEPTIONS.

Student Certification Cards:

- At the present time, student certification cards will be produced at the Hunter Education office, and mailed to the chief instructor prior to the first day of the event. These cards are identical to the cards used in the past, and need to be signed by the Conservation Officer and the Chief instructor, as always.
- In case the chief instructor added students during the last 3 days before class, blank certification cards will also be sent (these are NOT to be used for walk-ins, see the notice above concerning walk-in students).

IMPORTANT: EVENT MANAGER DOES NOT ASSIGN CERTIFICATION NUMBERS TO STUDENTS. WHEN THE STUDENT CERTIFICATION CARDS ARE RECEIVED FROM THE HUNTER ED OFFICE, THE CHIEF MUST RECORD THESE NUMBERS PRIOR TO HANDING OUT THE CARDS AT THE END OF CLASS, IN ORDER TO INPUT THEM INTO EVENT MANAGER ONCE CLASS HAS CONCLUDED. (You may print the class roster and record the numbers next to each student, or, enter them into Event Manager and save them before the end of class.) For more information on entering student certification numbers, read the procedures for Entering and Submitting Event Results.

Student Materials:

- Student materials/packets for hunter and bowhunter education events and online Hunter Education course Field Day events are no longer packed and shipped from Headquarters in Concord. We have contracted with MVS Fulfillment, in Swanzey, NH to stock, assemble and ship all student materials for hunter, bowhunter and Field Day courses. Chief instructors will receive packets fully assembled.
- Upon receipt of the Activation Notice, an order form is filled out by the Hunter Ed office for the maximum number of students for this event.
- PLEASE NOTE: In order to fulfill your class needs and conserve our inventory, the Hunter Ed office will be emailing each chief to determine what materials are already on hand, and what amounts are needed. If you have some materials left over from previous classes, please contact the Hunter Ed office so we can alert MVS to the change in quantities/materials. Please use any remaining inventory before ordering more.

Create a New Event Location:

- Click on “Locations” in the Menu bar at the top-right of the page.
- Choose the program you want to create a location for.
- Click the “Create Location” icon.
- Fill out required fields on the “Create Location” page.
- Click the “Submit” button at the bottom-right of the page.
- Navigate back to the “Create an Event” page, and continue.

Help With Your Questions:

Please contact Lisa Collins (271-3214 or lisa.m.collins@wildlife.nh.gov) or Josh Mackay (271-0459 or Joshua.mackay@wildlife.nh.gov) if you have any questions, concerns or problems with creating your event in Event Manager.