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

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Entering & Submitting Event Results
Hunter Education Program

Event Manager Login:

- Log into Event Manager as you normally do.

From the "Welcome Instructor" page:

- On the upper right-hand menu bar, click "Results", or click the "My Event Results" icon at the bottom of the page. You should be taken to the "Event Results" page.

From the "Event Results" Page:

- You should see the event(s) that you wish to enter and submit results for. In case there are multiple events listed, be sure to choose the right event.
- Under the "Status" column, click "Active" next to the event you wish to enter and submit results.
- This brings you to the Results page.

Important! Entry and Submittal of Results is a 4-Step Process:

- You will be entering data for **Instructors** in Step 2, **Student** data in Step 3, **Reviewing** and **Printing** in Step 4, and **Submitting Results** in Step 5.
- **Event Data** (Step 1) does NOT require data entry, so you can skip this step and go directly to Step 2.
- **HOWEVER**: Before completing Step 2, please remove any assigned instructor that did not participate in your event. Navigate back to the Event Roster page, and click "Managing Instructors". Select the instructor to remove by clicking in the box to the left of the instructor name. Under the list of assigned instructors, in the "Select Action" box, click the down-arrow (**↓**) and select "Remove Instructors". Click the "GO" button. This will remove the instructor from your event.
- **Please remember that all instructors still need to submit a signed hardcopy time sheet as in the past.**

Event Data: Step 1 - From the Results Page:

- Under "Entering Results", see **Step 1: Event Data**. This step shows the event-specific data from your event. **There is no data to be entered at this step; it is just showing event details.** (see example):

ID	Event	Location	Date and Time
1611	New Hampshire Hunter Education Traditional Course	Owl Brook Hunter Ed Center	04/19/2010 06:30

Instructor Data: Step 2 - From the Results Page:

- Under "Entering Results", see **Step 2: Instructor Data**. On the right-hand side of the page, click "Go".
- You will see the Instructor data fields. Note the phone numbers and instructor certification numbers have been brought forward. The Primary instructor (Chief) is listed first. These fields are required, so entries must be made for the Primary instructor.
- These fields are identical to the Time/Activity Sheets you have been filling out to record your time. Hours are entered just as you normally would for each of the different categories, HOWEVER, YOU MUST ENTER WHOLE NUMBERS ONLY, NOT FRACTIONAL HOURS WITH A DECIMAL POINT. Round UP to the next whole hour if greater than .5, round DOWN for hours less than .4 (see example last page).
- EMPTY FIELDS MUST BE FILLED WITH A ZERO (0) OR YOU WILL GET AN ERROR.
- At the far right-hand side, be sure to total the hours. This has to be done manually, as Event Manager doesn't work like a spreadsheet. Please double-check your math, and fill any empty fields with a zero.
- When all entries have been made, click the "SAVE" button at the bottom of the page. This will return you to the Results page.

Student Results: Step 3 - From the Results Page:

- Under "Entering Results", see **Step 3: Student Results**. On the right-hand side of the page, click "Go".
- This brings up the **Student Results Report**. A list of the students is brought forward from the class roster.
- There will be 3 fields in the Student Report; **Status**, **Certification Card Number**, and **Not Certified Reason.**
- The **Status** field will reflect what is inputted in the other 2 fields, so there is no entry needed in this field.
- The **Certification Card Number** field is where successful students' certification number from the certification card is entered by the chief instructor.
- The **Not Certified Reason** field will highlight when you enter the correct sequence of numbers for students that were **Not Certified** (see below).
- For no-show students, KEEP them on the report and mark them **Not Certified** (see below).
- For students that began the class but dropped out or missed too much time, KEEP them on the report and mark them **Not Certified** (see below).
    - For students **Certified**, carefully type in their certification number for students **Certified**.
    - For students **Not Certified**, enter six 9's (999999) for students that are **Not Certified**.
    - Choose from the dropdown menu the **Reason** for the student being **Not Certified** (Attendance, Failed Written Test, Failed Practical Test, or Other).
    - The **Status** field will change to reflect the certification status of each student as entries are made.
- Complete the entry of data for all students listed. When completed, double-check that all the numbers are entered correctly, and each student is listed as either **Certified** or **Not Certified**, with the corresponding certification number, or for those **Not Certified**, the correct series of 9's.
- Once you've proofed your entries, click "Save" at the bottom of the page.

Review/Print Report: Step 4 - From the Results Page:

- Under "Entering Results", see **Step 4: Review/Print Report**. On the right-hand side of the page, click "Review/Print".
- A new window opens when you click this button. It will list the instructor information (starting with the Primary instructor, then all the assistant instructors) with your entries, as well as all the student data (**Certified** or **Not Certified**, and their Certification Number).
- Verify all entries, and confirm that all certification numbers are accurate.
- It is advisable to PRINT a copy of this report, in case there are questions once the data is submitted.
- Once you've printed your copy, click the "Back" button at the bottom of the page.
- A dialogue box will open, telling you that your computer is trying to close the window. Click "Yes".

Acknowledge/Submit Results: Step 5 - From the Results Page:

- Under "Entering Results", see **Step 5: Acknowledge/Submit Results**.
- Note the warning in red beside the button "**Submit Results**".
- Once you're sure all the data for your event has been accurately and completely entered, click the "**Submit Results**" button.
- Event Manager returns you to the Event Results page. At this point, the event is completed, unless errors or omissions are noted on the results entries. See After Results Are Submitted on the next page.

<u>Please Note:</u> You will still need to complete and send in a Time/Activity sheet as you have been doing in the past. Until we are able to accept electronic documents, the entry of your hours into Event Manager and the completion of a paper Time/Activity sheet is mandatory. Please fax (271-0465) or mail your completed time sheet(s) to the Hunter Ed office.

After Results Are Submitted:

- An intermediate step in the process of submitting class results has been added by Kalkomey on 5/28/10. Once the chief has submitted the event results, an **Event Results Approval** email is sent to the program administrators. This notice serves the same purpose as the Activation Approval notice that is generated when a new event is created. This allows a second look at the results entries BEFORE they are sent to the Licensing data bank.
- Once Instructor and Student data has been submitted, Hunter Ed administrators will get an email message and a link to the results entries for a final check. The event is still "active" at this point (can still be edited). If there are any errors to fix, or entries that still have to be made, the administrator has the option to "**Send Back to Instructor**" for completion. The instructor submitting the results would get an email to make corrections to their entries.
- Once the results have been corrected, the instructor would then click "**SUBMIT**" a second time. This generates another **Event Results Approval** email to the administrator, along with a link to the results file.
- If the submitted results are error-free, the administrator will click "**Approve Results**"; this sends it to Licensing and locks the event. So the major change is that chief instructors will no longer be sending the results directly to Licensing and locking the event. That is now the responsibility of an administrator.

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.

Rounding Numbers:

- For example, if an instructor spent 7.5 hours during a class, enter as 8 hours. If this same instructor spent 5.3 hours during a class, enter as 5 hours. The general rule is for fractions of hours between .1 - .4, round down to the next lowest whole number. For fractions of hours between .5 - .9, round up to the next nearest whole number.