



California Natural Resources Agency
DEPARTMENT OF FISH AND WILDLIFE

<http://www.wildlife.ca.gov>

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EDMUND G. BROWN, JR., Governor
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By now you should have heard that the California Hunter Education program will be switching over to Kalkomey's Event Manager Program. The inevitable is now becoming reality. As of **January 1, 2016** all California Hunter Education Classes will be created, registered for, and recorded in the Event Manager System.

How is this going to work? First all classes up until December 31, 2015 will still be posted in the traditional format on our webpage at <http://www.dfg.ca.gov/huntered/classes.aspx>

For students registering for classes from January 1, 2016 on, they will be guided to the soon to be posted Event Manager link.

If you have already contacted HunterEd.Classpostings@wildlife.ca.gov with 2016 class dates they will be added to the Event Manager link once it's available. The loose deadline on this is November 1 and hopefully sooner. All 2016 current postings on the class schedule page of our website will be temporarily removed to prevent confusions during this transition.

***Please do not take any registration for 2016 Hunter Ed Classes without Event Manager. The new policies and procedures you will receive over the next couple of months will not support any student registration outside of Event Manager.**

You may be asking yourself, "How can I use this system without training?" Hunter Education staff has considered that and the Spring HEI Conference season will fully address Instructor training in regards to Event Manager. In the interim, the Hunter Education staff is willing to take on the extra workload to make sure scheduling and registration continue seamlessly during the transition.

If you are planning courses prior to Conference Training please continue to send that information to HunterEd.Classpostings@wildlife.ca.gov. Hunter Education Staff will take the information received and post it in the Event Manager Program. Please explain any special instructions for students or pertinent links.

For some individual HEI's and HEI teams more individual attention will be required. Many have an existing registration system that will need to be modified to fit within the Event Manager protocol. Your District Coordinator is your best friend at this point. Please use them as your point of contact and guide as we all work together on implementing these changes. (Their contact information is on page 2)

Thank you for your time, California's Hunter Education Staff recognizes that changes can be difficult, but we also realize that this will make the program better and even more professional than it is now. We will do our part to make sure that all instructors get the materials and support needed to make this transition.

Conserving California's Wildlife Since 1870

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