

Hope all is well,

This note will be short, but the attachments included in this email are extensive. The attached material is your introduction and first training opportunity for the new Event Management system.

If you are a visual learner all of the attached training material is available in video form here:

<https://kalkomey.wistia.com/medias/1pwz9kgr2n>

Please take some time to review and practice in the Event Management preview site. You are welcome to create and edit classes in the preview mode. <http://preview.register-ed.com/> is not seen by the public, and is separate from what is currently online.

In addition to the instructor view within the preview site you can also act as a student and register for courses. Student information can be fictional. The GO ID and Pre-Registration Document # are optional in the "preview", but are required on the "live" site.

If you have any questions feel free to contact California Hunter Education Staff.

Thank You.

Event Manager

California Department of Fish and Game

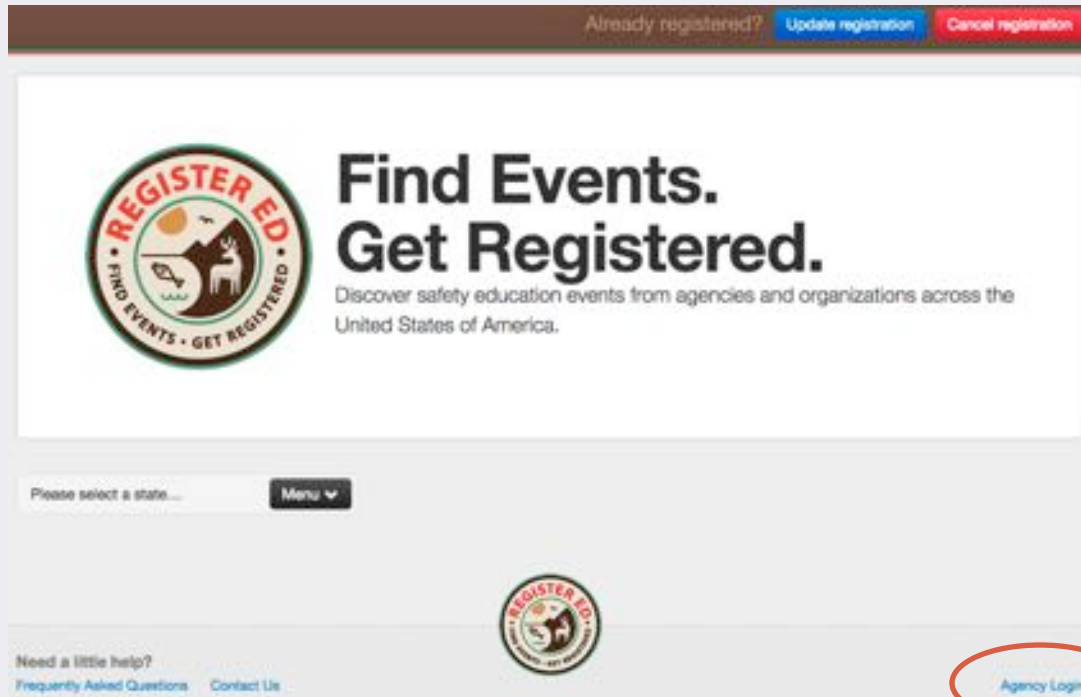
12 October 2015

Event Manager

- Getting logged in and updating my profile
- Getting logged in as an Instructor
- Creating an Event
- Student Registration
- Event Results
- Common Issues

Getting Logged In

- <http://preview.register-ed.com>



The screenshot shows the Register-ED website interface. At the top, there is a navigation bar with the text "Already registered?" and two buttons: "Update registration" (blue) and "Cancel registration" (red). Below this is a large white banner with the Register-ED logo on the left, which is a circular emblem containing a fish, a bird, and a sun. To the right of the logo, the text reads "Find Events. Get Registered." followed by "Discover safety education events from agencies and organizations across the United States of America." Below the banner, there is a dropdown menu labeled "Please select a state..." and a "Menu" button. At the bottom of the page, there is a footer with the text "Need a little help?" and links for "Frequently Asked Questions" and "Contact Us". A small Register-ED logo is also present in the footer. In the bottom right corner, the "Agency Login" link is circled in red.

Username and password

- Username Format: -- contact HE Staff --
 - Kalkomey will provide a file of all usernames and passwords.
- Password Format: -- contact HE Staff --
 - All lowercase, no spaces or punctuation.
- Example for Robert Smith, HEI# 3749
 - Username:
 - Password:

Email Verification

Verify Your Email Address

✓ Verification Email Sent

We have sent a verification message to abitar@kalkomey.com. Please check your email and follow the instructions provided in the message. If you still haven't received your verification email, [request a new verification message](#) or enter your email address in the form below.

A valid email address is required. Please update your email address using the provided form.

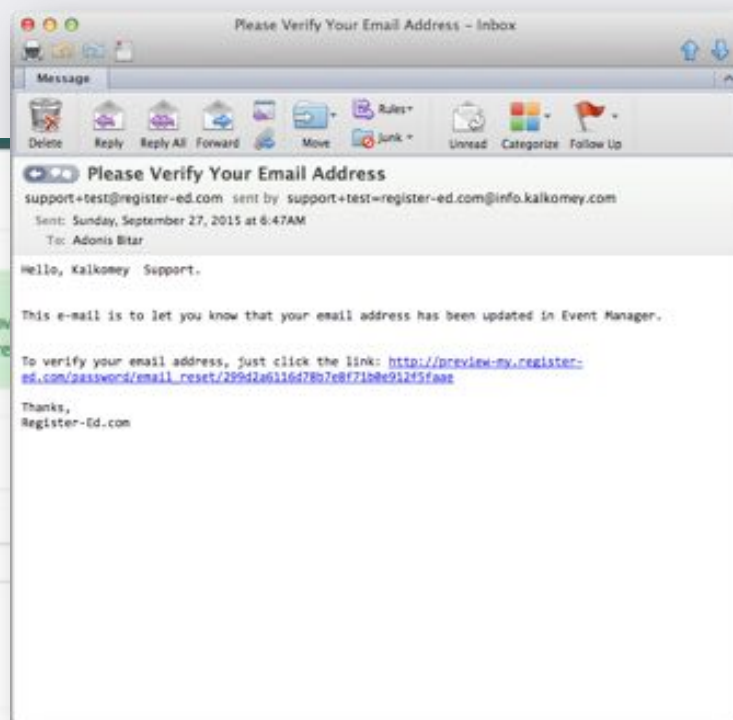
After providing your email address, you will be sent a verification email with further instructions.

You will not be able to log in to Event Manager until your email address has been verified.

New Email Address

Email Address

Submit



Instructor Control Panel

The screenshot displays the Instructor Control Panel interface. At the top, a navigation menu includes links for Home, Profile, Events, Locations, Enrollments, and Results. The main content area features a welcome message and a list of upcoming events. Below this, there are five interactive icons for profile management, event scheduling, location viewing, enrollment tracking, and result viewing. A link to download the instructor guide is also present. The footer contains copyright information and a support email link.

Home Profile Events Locations Enrollments Results

Welcome to your instructor control panel. Here you can set up your events, select event locations, view and print event rosters, input event results, and modify your profile.

Choose one of your upcoming events or choose an item from the menu below to get started.

MY UPCOMING EVENTS

- 10/09/2015 [Traditional Hunter Education](#) USPS Ranger Station - Frazier Park
- 10/10/2015 [Bowhunter Education Program](#) Howe park
- 10/14/2015 [Traditional Hunter Education](#) The Home Church
- 10/22/2015 [Traditional Hunter Education](#) Reed's gun store & Range

 [Manage My Profile](#)  [My Event Schedule](#)  [Program Locations](#)  [My Event Enrollments](#)  [My Event Results](#)

[Download the instructor guide.](#)

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Creating an Event

Instructor Control Panel

The screenshot displays the Instructor Control Panel interface. At the top, a navigation menu includes links for Home, Profile, Events, Locations, Enrollments, and Results. A welcome message on the left states: "Welcome to your instructor control panel. Here you can set up your events, select event locations, view and print event rosters, input event results, and modify your profile. Choose one of your upcoming events or choose an item from the menu below to get started." To the right, a section titled "MY UPCOMING EVENTS" lists four events: 10/09/2015 Traditional Hunter Education at USFS Ranger Station - Fraser Park, 10/10/2015 Bowhunter Education Program at Howe park, 10/14/2015 Traditional Hunter Education at The Home Church, and 10/22/2015 Traditional Hunter Education at Reed's gun store & Range. Below this, five icons represent different functions: "Manage My Profile" (person icon), "My Event Schedule" (calendar icon), "Program Locations" (globe icon), "My Event Enrollments" (person with plus icon), and "My Event Results" (notepad icon). A red rectangular box highlights the "My Event Schedule" and "Program Locations" icons. At the bottom, there is a link to "Download the instructor guide." and a footer with copyright information and a support link.

Home Profile Events Locations Enrollments Results

Welcome to your instructor control panel. Here you can set up your events, select event locations, view and print event rosters, input event results, and modify your profile.

Choose one of your upcoming events or choose an item from the menu below to get started.

MY UPCOMING EVENTS


- 10/09/2015 [Traditional Hunter Education](#) USFS Ranger Station - Fraser Park
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- 10/14/2015 [Traditional Hunter Education](#) The Home Church
- 10/22/2015 [Traditional Hunter Education](#) Reed's gun store & Range

Manage My Profile My Event Schedule Program Locations My Event Enrollments My Event Results

[Download the instructor guide.](#)

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Start with Location and Program



The screenshot shows a web application interface. At the top right, there is a navigation bar with links: Home, Profile, Events, Locations, Enrollments, and Results. The main content area is titled 'Locations'. Below this title, there is a dropdown menu with the following options:

- ✓ Select a Program to Begin
- Traditional Hunter Education
- Online Course and Follow-Up Class
- Bowhunter Education Program

To the right of the dropdown menu is a magnifying glass icon over a globe. At the bottom left, there is a copyright notice: © 2008-2015 Kalkomey, Inc. All Rights Reserved. At the bottom right, there is a link: Email Event Manager Support.

- List will only include programs assigned to instructor.

Find and Select Location

Locations


Traditional Hunter Education

Showing All Locations - Select a Search Option

All
 Name
 Address
 City
 Zip Code
 --- Additional Fields ---
 County

(ends Ranch)
[Schedule an Event](#) | [More Information](#) | [Edit](#)
 20451 S Laurel Rd
 Tracy, CA 95304
Capacity: 40

Angeles Ranges
[Schedule an Event](#) | [More Information](#) | [Edit](#)
 12651 Little Tujunga Cyn Rd
 Lake View Terrace, CA 91342
Room: Training center/classroom
Capacity: 32
 Please call the range office 818 899-2255 ext 2 for class schedule/availability and sign up


[+ Create Location](#)

Add New Location

Locations

Traditional Hunter Education

Showing All Locations - Select a Search Option

- ✓ All
- Name
- Address
- City
- Zip Code
- Additional Fields ---
- County

... (ends Ranch)

[Schedule an Event](#) | [More Information](#) | [Edit](#)

20451 S Laurel Rd
Tracy, CA 95304
Capacity: 40

Angeles Ranges

[Schedule an Event](#) | [More Information](#) | [Edit](#)

12651 Little Tujunga Cyn Rd
Lake View Terrace, CA 91342
Room: Training center/classroom
Capacity: 32

Please call the range office 818 899-2255 ext 2 for class schedule/availability and sign up




[+ Create Location](#)

Location Fields

Use “About” to provide information about this location with every event that uses this location.

Edit Location

To edit information about an existing location, update the following fields. Fields marked with an asterisk (*) are required.



Refresh Map

Location Name *

About

For more information see ASU Searcy

Create an Event

To create an event, fill in any missing data for date, time, program and location. Web Registration Capacity defaults to the capacity that has been assigned to the selected location. However, if you wish to allow more or fewer online registrations for this event, you may edit the Web Registration Capacity.



<< October 2015 >>

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

START: 9 : 00 : AM

END: 5 : 00 : PM

Add Event Date

Current Schedule

10/26/2015 - 9:00 AM to 5:00 PM | [Remove](#)

Program

Traditional Hunter Education

Location

Apple Valley Gun Club

Event Capacity

75

Wait List Capacity

38

Special Instructions

Options

- This is a **public** event.
- This event will be visible to students: 10/7/2015 - 10/26/2015.
- Students can register for this event: 10/7/2015 - 10/26/2015.
- Students can cancel registrations: 10/7/2015 - 10/25/2015.
- Notifications are **disabled**.
- Cancellation Notifications are **disabled**.
- Wait list is **enabled**. [How does wait list work?](#)

Cancel

Create Event

1. Select and add Date(s)
2. Check capacity
3. Provide instructions if necessary, especially “Special Registration”

Options

- This is a [public event](#).

- Public**
It will appear on the public calendars. Instructors may also register students manually.
- Private**
It will not appear on the public calendars. Instructors must register students manually.

- This event will be visible to students: [9/27/2015 - 10/9/2015](#).

- From: To:
- Do not display this event.

- Students can register for this event: [9/27/2015 - 10/9/2015](#).

- From: To:
- Do not allow open registration.

- Students can cancel registrations: [9/27/2015 - 10/8/2015](#).

- From: To:
- Do not allow cancellations.

- Notifications are [disabled](#).
- Cancellation Notifications are [disabled](#).
- Wait list is [enabled](#). [How does wait list work?](#)

Options

- Event Type: Public / Private
- Shown on Calendar (Visible Date)
- Registration Dates
 - Regular
 - Special Registration
- Cancellation Window
- Notifications
- Wait List

Wait List

Wait List & Invitation Automation

Handling Wait List sign-up, sending out invitations to register, tracking invitations, and updating Wait List status are completely automated. No action is required on your part. Read below to learn how it works.



Wait List Becomes Active

When the last seat is filled for this event, Wait List automatically becomes **active***, and Wait List sign-up is displayed to students on the registration website.

*Once the Wait List is active it stays that way, even if students cancel their registrations.



Invitations Automatically Sent

Invitation emails are automatically sent to individuals on the Wait List, as seats become available, in the order they signed up. Each invitation is valid only for one registration for this event.



Invitation Expiration

If an invitation **expires***, or is explicitly declined by the recipient, a new invitation is automatically sent to the next person on the Wait List.

*Each invitation is only valid for the respective event and will expire after 24 hours.

Wait List Statuses

- Invited** = An invitation to register has been sent to the person's email address.
- Declined** = The invitation to register was explicitly declined by the person invited.
- Expired** = The invitation to register was not used within the allotted time period.

Instructor Team

Event Enrollments



Below is a list of your scheduled events, including enrollment for each event. Click on an event action to view a roster of currently registered students. You also may edit or delete events that do not have any students currently registered. However, if students have already registered for an event and you need to edit or delete that event, you must contact your program's Administrator.

ID	Action	Status	Event Information	Date and Time	Enrollment
63449	View Edit Delete	Activation Pending	Online Course and Follow-Up Class Stanislaus County Harvest Hall	11/18/2015 03:00 PM	<input type="text"/>
63445	View Edit Delete	Activation Pending	Bowhunter Education Program The Range	10/30/2015 01:00 PM	<input type="text"/>
63443	View Edit Delete	Activation Pending	Traditional Hunter Education Reed's gun store & Range	10/22/2015 08:00 AM	<input type="text"/>
63447	View Edit Delete	Activation Pending	Traditional Hunter Education The Home Church	10/14/2015 09:00 AM	<input type="text"/>
63448	View Edit Cancel	Active	Bowhunter Education Program Howe park	10/10/2015 09:00 AM	<input type="text"/>
63450	View Edit Delete	Active	Traditional Hunter Education	10/30/2015 04:00 PM	<input type="text"/>

Add Instructors

Home Profile Events Locations Enrollments Results

Event Roster 3 / 40

Student View CSY PDF Normal Extended

63448
Bowhunter Education Program
Edit This Event | Unschedule & Remove

Location Howe park
 Instructors Kalkomey Support (primary)
 Schedule Saturday, October 10, 2015 9:00am - 5:00pm

Add Student
Invite Student
Add or Remove Instructors
Upload or Delete Files
Enter Results

<input type="checkbox"/> Last	First Name	MI	Suffix	City	State	Zip	Phone	DOB	Gender
<input type="checkbox"/> <a>Manning	Amy			Glen Ridge	CA	34944	(437)801-7148	10-28-1982	Female
<input type="checkbox"/> <a>Manning	Flavia	I		Oakville	CA	53299	(275)779-0889	09-09-2002	Female
<input type="checkbox"/> <a>Wilkins	Guy	Q		Netcong	CA	32362	(782)775-5817	08-08-2002	Male

With selected:

Wait List (On) How does wait list work? Add a Person to the Wait list

There are currently no students waiting.

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Instructor Favorites

Manage Instructors


You can have more than one instructor per event, but only one primary instructor. All instructors have the same rights and privileges with regard to the event, but the primary instructor is listed as the contact for the event and listed as the primary instructor on the report sent to the state.

Indicates Primary Instructor (P/I) 

Current Instructors

<input type="checkbox"/>	P/I Action	Instructor Name (Last, First MI)	Email
<input checked="" type="checkbox"/>	MAKE PRIMARY	Support, Kalkomey	troten@kalkomey.com

With Selected Instructors:

You now have instructor favorites! Any instructor you frequently assign to events can now be marked as a favorite instructor. Add or remove as needed using the "Select Action" menus. 

My Favorites

<input type="checkbox"/>	Instructor Name (Last, First MI)	Email
<input type="checkbox"/>	Bundesen, Bart	 bart.bundesen@wildlife.ca.gov
<input type="checkbox"/>	Olague, Shawn	 Shawn.olague@wildlife.ca.gov
<input type="checkbox"/>	Saeteurn, Fam C	 no-email@boat-ed.com

With Selected Instructors: - or -

Available Instructors

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

<input type="checkbox"/>	Instructor Name (Last, First MI) A	Email
<input type="checkbox"/>	Adl, Linda	no-email@boat-ed.com

Student Registration

Student Registration



MANAGED AND APPROVED BY:

California Department of Fish & Wildlife

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

You're registering for:

Bowhunter Education Program

Registration Open 37 of 40 seats remaining

Register Now

LOCATION & SCHEDULE

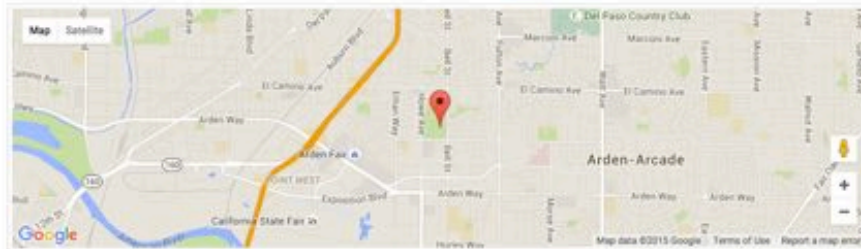
Meeting on:

Saturday, October 10, 2015

9:00am - 5:00pm

Located at:

Howe park
2201 cottage way
Sacramento, CA 95825
[Get directions](#)



DETAILS

Requirements

Instructors will provide requirements for individual courses.

Instructed by:

Kalkomey Support

Cancellation Policies

You must cancel your registration before Saturday, October 10, 2015, at 9:00am.

Minimum-Age Policy

All registrants for this event must be 11 years of age by October 10, 2015.

ABOUT THE PROGRAM

Overview

Comprehensive classes for bowhunters are available through the International Bow Hunter Education Program.

These classes fulfill the Bowhunter Education requirements in other States. California does not currently have a Bowhunter Education requirement. **Please note that this class is separate from and does not apply to receiving your Hunter Safety Certificate.**

Register Now

Manual Registration by Instructor

Event Roster 3 / 40 0

[Student View](#) | [CSV](#) | [PDF](#) | [Normal](#) | [Extended](#)

63448

Bowhunter Education Program

[Edit This Event](#) | [Unschedule & Remove](#)

Location: [Howe park](#)
 Instructors: [Kalkomey Support \(primary\)](#)
 Schedule: [Saturday, October 10, 2015](#) 9:00am - 5:00pm

[Add Student](#)

[Invite Student](#)

[Add or Remove Instructors](#)

[Upload or Delete Files](#)

[Enter Results](#)

<input type="checkbox"/> Last	First Name	MI	Suffix	City	State	Zip	Phone	DOB	Gender	HECert#
<input type="checkbox"/> Manning	Amy			Glen Ridge	CA	34944	(437)801-7148	10-28-1982	Female	8202709
<input type="checkbox"/> Manning	Flavia	I		Oakville	CA	53299	(275)779-0889	09-09-2002	Female	8202710
<input type="checkbox"/> Wilkins	Guy	Q		Netcong	CA	32362	(782)775-5817	08-08-2002	Male	8202708

With selected:

Event Results

Event Results

Results

[Print Results](#)

63448
Bowhunter Education Program

Location: [Howe park](#)
Instructors: [Kalkomey Support](#) (primary)
Schedule: [Saturday, October 10, 2015](#) 9:00am - 5:00pm

[Add Student](#)
[Add or Remove Instructors](#)
[Upload or Delete Files](#)
[Go to Roster](#)

Please complete the following information

<p>Event Information</p> <p>Incomplete</p> <p>Edit</p>	<p>Instructor Information</p> <p>Incomplete</p> <p>Edit</p>	<p>Student Results</p> <p>Incomplete</p> <p>Edit</p>
---	--	---

Common Questions

Can't find event on calendar

- Could be...
 - Location
 - Is it correct on the map?
 - Event Status (not approved)
 - Event Detail Settings
 - Check Dates

You're registering for
Hunter Education Classroom [Register Now](#)

Registration Open 45 of 50 seats remaining

LOCATION & SCHEDULE

Meeting on: Saturday, October 3, 2015 8:00am - 6:00pm

Located at: AGFC Headquarters
2 Natural Resources Drive
Little Rock, AR 72206
[Get directions](#)

Special Instructions for All Students
Enter through main door on the Northeast corner of the building.

Map

DETAILS

Cancellation Policies
You must cancel your registration before Friday, October 2, 2015, at 8:00am.

Instructed by:
Doug Newcomb

ABOUT THE PROGRAM

Overview
The traditional hunter education class is a 10-hour instructor led classroom course with hands-on demonstrations. Classes may be a few hours a night for 3 or 4 nights or an all-day class. The final class will end with a test to pass the course. Hunter Education classes are offered by knowledgeable and dedicated volunteer instructors and Arkansas Game and Fish Employees.

[Register Now](#)

Results won't
"turn green"

Instructor Information

Event Instructors:

Kalkomey Support

Primary Instructor,

 Download the daily hours report

Wednesday, October 7, 2015

[Clear form](#)

Prep Hours*

Class + Field Hours*

Travel Hours*

[+ Add Another Date](#)

PIN *

By entering your PIN you certify that the information you have entered is correct.

Missing or bad
value may be for
a different
instructor.

Can't edit a location

- Once a location has been used on an event, it should never be edited; a new location should be created instead.
- Editing a location also changes all past events.

AGFC East Central Regional Office
[Schedule an Event](#) | [More Information](#) | [Edit](#)

1201 Highway 49 North
Brinkley, AR 72021
Capacity: 50

AGFC Headquarters
[Schedule an Event](#) | [More Information](#)

2 Natural Resources Drive
Little Rock, AR 72205
Capacity: 50

AGFC Monticello Regional Office
[Schedule an Event](#) | [More Information](#) | [Edit](#)

771 Jordan Drive
Monticello, AR 71655
Capacity: 50

Wait List Progress

Home Profile Events Locations Enrollments Results

Student View CSV PDF Normal Extended

Wait List (Active) [How does wait list work?](#) [Add a Person to the Wait list](#)

Name (Last, First)	Phone	Email	City	Status	Added On
Leyman, Suz	(999) 999-9999	email@not-gmail.com	Hornell	Created	09/13/2015 at 9:54pm
Smith, Beth	(999) 999-9999	email@not-gmail.com	Hornell	Created	09/14/2015 at 6:33am
miles, brian	(999) 999-9999	email@not-gmail.com	hornell	Created	09/14/2015 at 10:15am
Burdick, Courtney	(999) 999-9999	email@not-gmail.com	albion	Created	09/15/2015 at 12:49am
Rahr, zachary	(999) 999-9999	email@not-gmail.com	Canisteo	Created	09/15/2015 at 8:11pm
vantreese, beverly	(999) 999-9999	email@not-gmail.com	canisteo	Created	09/15/2015 at 8:23pm
vantreese, liana	(999) 999-9999	email@not-gmail.com	canisteo	Created	09/15/2015 at 8:32pm
tinker, tonia	(999) 999-9999	email@not-gmail.com	almond	Created	09/15/2015 at 8:53pm
Calkins, Carl	(999) 999-9999	email@not-gmail.com	Pavilion	Created	09/17/2015 at 8:36am
Mead, Jesse	(999) 999-9999	email@not-gmail.com	Hornell	Invited	09/12/2015 at 12:55pm

With selected: Go

[Add Student](#)
[Invite Student](#)
[Add or Remove Instructors](#)
[Upload or Delete Files](#)
[Enter Results](#)

- Monitor wait list using the “Invite Student” page.

Wait List Progress

Invite student page shows when invitations were sent and status of each invitation.

1. Registered
2. Declined
3. Expired

Invitations



Wait List is 'Active' for this event.

People on the wait list are automatically invited to register as seats become available and in the order they entered wait list. It is NOT necessary or advisable to invite additional students to register. [Tell me how wait list works.](#)

The 'Sent Invitations' tab lets you view the status of your sent invitations. Since this event is not available for registration, only the 'Sent Invitations' tab is displayed.

Sent Invitations

Sent Invitations

Status	Recipient	Date
Declined	email@not-gmail.com	2015-09-14 12:51:00
Expired	email@not-gmail.com	2015-09-15 16:15:01
Expired	email@not-gmail.com	2015-09-17 00:15:01
Expired	email@not-gmail.com	2015-09-17 00:15:01
Expired	email@not-gmail.com	2015-09-17 00:15:01
Expired	email@not-gmail.com	2015-09-17 00:15:01
Expired	email@not-gmail.com	2015-09-17 00:15:01
Registered	email@not-gmail.com	2015-09-17 07:44:59
Expired	email@not-gmail.com	2015-09-18 02:15:02
Expired	email@not-gmail.com	2015-09-18 02:15:02
Expired	email@not-gmail.com	2015-09-18 02:15:02
Expired	email@not-gmail.com	2015-09-18 16:15:01
Expired	email@not-gmail.com	2015-09-18 16:15:01
Declined	email@not-gmail.com	2015-09-18 07:53:14
Expired	email@not-gmail.com	2015-09-19 04:15:01
Expired	email@not-gmail.com	2015-09-19 04:15:01
Expired	email@not-gmail.com	2015-09-19 04:15:01
Expired	email@not-gmail.com	2015-09-19 10:15:01

[Return to Roster](#)