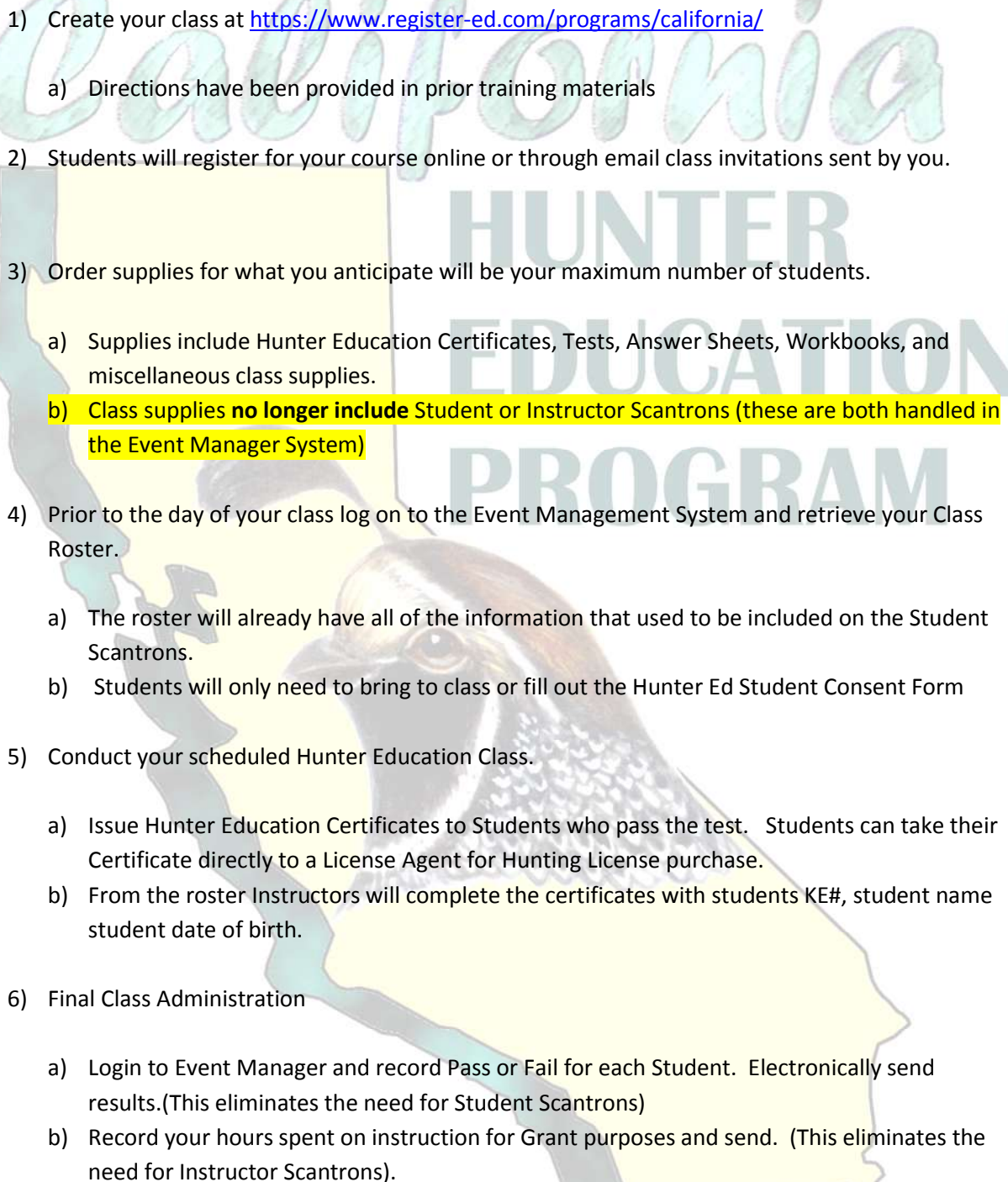


Planning and Completing a Hunter Education Class After January 1, 2016

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- 1) Create your class at <https://www.register-ed.com/programs/california/>
 - a) Directions have been provided in prior training materials
 - 2) Students will register for your course online or through email class invitations sent by you.
 - 3) Order supplies for what you anticipate will be your maximum number of students.
 - a) Supplies include Hunter Education Certificates, Tests, Answer Sheets, Workbooks, and miscellaneous class supplies.
 - b) **Class supplies no longer include Student or Instructor Scantrons (these are both handled in the Event Manager System)**
 - 4) Prior to the day of your class log on to the Event Management System and retrieve your Class Roster.
 - a) The roster will already have all of the information that used to be included on the Student Scantrons.
 - b) Students will only need to bring to class or fill out the Hunter Ed Student Consent Form
 - 5) Conduct your scheduled Hunter Education Class.
 - a) Issue Hunter Education Certificates to Students who pass the test. Students can take their Certificate directly to a License Agent for Hunting License purchase.
 - b) From the roster Instructors will complete the certificates with students KE#, student name student date of birth.
 - 6) Final Class Administration
 - a) Login to Event Manager and record Pass or Fail for each Student. Electronically send results.(This eliminates the need for Student Scantrons)
 - b) Record your hours spent on instruction for Grant purposes and send. (This eliminates the need for Instructor Scantrons).

You're done! Now the Hunter Ed Student has record recorded in the Online License System. No more lost Scantrons, unsent Instructor records, hand entering Scantrons with mistakes etc... Thank You!