



WILDLIFE RESOURCES DIVISION

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HUNTER EDUCATION

Course Set Up Guidelines 2022

INTRODUCTION

Thank you for teaching safe and responsible hunting to youth and adults in Georgia. The hunter education program is administered through a partnership between the Law Enforcement Division and the Wildlife Resources Division's Hunter Development Program.

As both Divisions work together to educate students regarding safe hunting and shooting skills, we want to encourage Rangers and Volunteer instructors to partner with gun clubs, outdoor stores and other venues. These venues may be further utilized in guiding students toward the "next steps" in becoming a hunter. This informational packet is intended to assist with the recent changes and additions that have taken place within the program. By following the guidelines outlined in the following pages, instructors should be able to navigate the GO System and administer their hunter education classes. If questions or comments arise, please contact Chelsea.Bennett@dnr.ga.gov /706-318-0464. or Jennifer.Pittman@dnr.ga.gov/404.291.8167.

HOW TO CREATE A CUSTOMER ACCOUNT

EVERY HUNTER EDUCATION STUDENT MUST HAVE A CUSTOMER ACCOUNT REGARDLESS OF AGE

Students must use the following steps to locate or create their customer account:

Step 1: Access the Go Outdoors Georgia Website by logging into www.gooutdoorsgeorgia.com.

Step 2: Click on the top box labeled “Licenses & Permits - Purchase/Renew/Reprint Licenses” (Any link on the www.gooutdoorsgeorgia.com page will take the customer to the Go Outdoors Georgia Licensing Look Up page where the student can either locate or create his/her customer account)

Step 3: Enter your date of birth, last name and third personal identifier. Third personal identifiers include: the last 4-digits of your Social Security Number, Customer Account Number, and other document type (driver’s license). Select “Continue.”



Step 4: If the student has an existing account, it will bring the account up and the student can verify the account information. If not, the system will advise the student that it could not locate a customer record using the information provided and ask if the student would like to create a new customer record.

Step 5: Click the green box, “Yes, Create a New Customer Record.”

Step 6: Student will enter their information. All fields indicated with an (*) are required. (For students age 16 and over who do not have a driver’s license, they can use their learners permit number or they must obtain a Georgia ID card.)

Step 7: Click blue box at the bottom right, “Create Customer.” The system will create the customer an account and open up customer’s new account. This is where the student can retrieve customer account number.

HOW DO STUDENTS REGISTER FOR A HUNTER EDUCATION CLASSROOM COURSE?

Students must register through:

Go Outdoors, Georgia Online Portal (www.gooutdoorsgeorgia.com)

Step 1: Select “Events and Hunter/Boater Classes – Register for a Class Today” box.

Step 2: Log in to your account

Step 3: Select the blue box, “Register for an Event or Quota Hunt.”

Step 4: Search events; choose hunter safety certifications, Start Date/End Date, Zip code, and miles from Address desired.

Step 5: Select desired class, by clicking Hunter Education class in blue above each class location.

Step 6: Select the blue box, “Participate in This Event” (This will register the student for the event).

NOTE: The student must register prior to the Application Close Date (**2 days prior to class**).

CLASSROOM HUNTER EDUCATION COURSE

We are all familiar with the Traditional Classroom Hunter Education Course. These are the courses that Game Wardens and Volunteer Instructors will be teaching within their assigned area. Classroom courses must contain at least 8 hours of instruction.

HOW DO YOU SET UP A HUNTER EDUCATION COURSE?

Step 1: Determine a location for the course, pick date(s) and time(s). Determine the minimum number of students you wish to teach (standard is 5), and determine the maximum number that the location can accommodate.

Step 2: Complete the Hunter Education Course Application (Appendix). Input the above information. Choose who is going to be the Chief Instructor and contact person for the course. List ALL additional instructors and their GO Customer ID #.

NOTE: Hunter Development Program Administrative staff will volunteer each listed instructor for the event. There must be a volunteer listed for the class before a student can register for it.

Step 3: Game Warden and/or Volunteer Instructor submits HE Course Application to LED Region Office for approval. Region Office maintains copy for their records and tracking purposes.

Step 4: LED Region Office submits HE Course Application to Hunter Development Program Administrative staff by emailing form to Chelsea.Bennett@dnr.ga.gov.

Step 5: Hunter Development Program Administrative staff will add the class and send an email to the lead instructor that the class has been posted.

Classes that did not make due to low participation numbers:

This must be done at **least two (2) business days** before the class.

LED Game Warden or Lead Volunteer must email/call Hunter Development Program Administrative staff to cancel the class at 706-557-3350 or Chelsea.bennett@dnr.ga.gov. LED Game Warden or Volunteer must contact the participants that have registered to inform them of the cancelled class.

HOW TO SET UP PRIVATE HUNTER SAFETY CERTIFICATION CLASS

Step 1: All instructors must have or create a GO system account customer ID number and complete an application as a volunteer hunter education instructor. Go to this website: <https://events.gooutdoorsgeorgia.com/Events/CustomLookup.aspx> to complete a volunteer application. You will be prompted to look up or create a GO System account here.

Step 2: Complete a Hunter Education Course Application form and return it to your Regional LED office for approval. (Appendix)

Step 3: LED Regional Office submits Course Application form to Hunter Development Program via email: Chelsea.Bennett@dnr.ga.gov.

Step 4: Hunter Development Program Administrative staff will create a private class and send you a link to your class to distribute to your students. (Your class will not be listed for public viewing or registration on the GO System calendar of events. Only you will have access to the class registration link).

Step 5: Have your students register for your Hunter Education class using the link that you provide to them. They must have a GO System account to do so. If they do not have an account, they will be prompted to create an account. In creating the student accounts, any student that is 16 years of age or older will be required to provide their driver's license number or another state approved ID number.

Step 6: Conduct your Hunter Education class. Contact your Regional Law Enforcement office or your local Hunting & Shooting Education Specialist if you need special equipment or materials for your class.

Step 7: After completing unit instruction and testing, submit your class roster to Chelsea.Bennett@dnr.ga.gov that includes the name, GO System customer ID number and pass/fail status for each student.

Step 8: Complete and submit the Hunter Education Instructor time sheet for your class to Chelsea.Bennett@dnr.ga.gov. Please note, every volunteer instructor must fill out their own volunteer time sheet. (Appendix)

Step 9: You will receive confirmation that your students' results have been entered into the GO System.

Step 9: Direct your students to the link: <https://www.gooutdoorsgeorgia.com/> and have them click on the button labeled: "*Hunting/Fishing Licenses & Permits*" to print out their Hunter Ed cards. Any other licenses or permits your students have will be printed on this page as well.

FORMS YOU NEED TO FILL OUT FOR THE CLASSROOM COURSE

*Class Roster and Student Cards (printed off the GO System by the lead instructor from his/her account)

*Walk-In Student Form (Appendix)

*Hunter Education Instructor Volunteer Time and Mileage Form (Appendix)

Once class is complete submit all forms to Chelsea.Bennett@dnr.ga.gov to manage the class Game Wardens and volunteer instructors will no longer manage their classes. They just need to ensure all required forms are completely filled out and submit those forms through the LED Region office for forwarding to the Hunter Development Program department.

CLASS ROSTER AND STUDENT CARDS

HOW DO I PRINT MY CLASS ROSTER AND STUDENT CARDS?

Step 1: Go to Go Outdoors Georgia website <https://www.gooutdoorsgeorgia.com>

Step 2: Select "Events and Hunter/Boater Classes – Register for a Class Today" box.

Step 3: Enter your date of birth, last name and social security number. Select "Continue."

Step 4: On your customer profile page under My Events select "Manage Class." Choose the class you want to manage by selecting "Manage Class" again.

Step 5: This will take you to the Class Details page. To access the class roster and print the hunter education cards for your class click the blue box, "Print Roster & Certification Cards." Your class roster and cards will appear and they can be printed from here.

NOTE: Only the lead Volunteer for the Class can access the roster and certification cards.

Those students that did not pre-register will not be given a certification card at the end of class. They should be directed to their Go Outdoors Account where they will be able to print their own card once the class is finalized.

****Do not give out any more of the old green or yellow hunter safety certification cards. ****

Once you have completed the class, be sure to mark whether the student passed or failed on your student roster and student walk-in sheets. You should strike a line across those students' information that pre-registered but, did not attend the class.

WALK-IN STUDENT SHEETS

Walk-In Student Forms are for those students who did not pre-register prior to class. These forms must be completely filled out by the student before the end of class or the student will not get credit for taking the class. All students now, regardless of age, are required to have an account set up in the GO System in order for their hunter education certificate to be entered and saved in the GO System. There will be times that walk-in students do not have an account set up. For those two or three day classes, this is normally not a problem. Simply ask the student to set up an account prior to returning to class and bring their customer ID number back with them. See Appendix for the Hunter Education Walk-in Form.

NOTE: There is a 5 business day wait time, once Hunter Development Program Administrative staff receives the class information, for Walk-In Students to receive their hunter education cards.

NOTE: The student must register prior to the Application Close Date (**2 days prior to class**).

HUNTER EDUCATION INSTRUCTOR VOLUNTEER TIME AND MILEAGE FORM

NOTE: Each Game Warden and Volunteer Instructor participating in a class will need to complete their own Volunteer Time Sheet/Class Make Up Sheet. (see Appendix). The Lead

Lead Instructors will complete the form in its entirety to include the make-up of the class (located at the bottom of the form). All other Rangers and Volunteer Instructors participating in the class should complete the top two portions. These instructors do not need to fill out the class make up section. Each volunteer should date each line they spent planning, preparing and teaching the hunter education class. If the class is more than one day, the volunteer time sheet should reflect that with a day written on each line and the hours and/or mileage for each date.

ONLINE COURSES

There are currently five approved online hunter education courses (with varying fees) that provide a convenient alternative to the classroom course.



[HUNTINGsmart!](#)

Made for hunters, by hunters, HUNTINGsmart! is designed for hunters aged 9 and up, across all skill levels. Whether it's green hunters looking to put orange on for the first time, or seasoned hunters looking to enhance their skills, this course is for you.

- **FREE course & certification for youth hunters under the age of 16**
- One-time fee of \$28.95 for hunters aged 16+
- Study at your own pace, from anywhere, on any device
- Narrated live-action video & animations
- Lifetime course access
- Live customer support
- 4.7 out of 5 star rating by our customers
- 100% Satisfaction Guarantee
- FREE Campfire Collective membership & exclusive partner discounts included



[BeASafeHunter.org](#)

Recently refreshed with a contemporary look, students of this course will learn how to be safe, responsible hunters. This course provides 24/7 toll free technical support, each page is narrated and you only pay when you pass. This course has a charge of \$28.50.



Hunter-Ed.comTM

3-Step Certification

1. Study the course FREE
2. Pass the test
3. Pay only AFTER you pass, a one-time cost of \$28.95 and print your certificate

Course Features

- 9.5 Rating from Real Students
- In-Site Customer Service
- Desktop, Mobile or Tablet
- The official material taught in a classroom course



HunterEdCourse.com

Why take your state-required hunter education course here?

- One-time cost of \$19.95. Lowest online cost for a narrated & interactive experience. No pass = no pay
- Animations, closed captioning, narration and photos (not illustrations)
- Sixth grade reading & comprehension level



HUNTERcourse.com

The Hunter Course class has:

- EXCLUSIVE: Virtual Field Day to best prepare you for the field!
- Full Narration
- Full Illustration
- Animations
- Videos
- Visual Quiz Questions
- One-time course fee of \$29.00

Step 1: Student should locate or create a **GoOutdoorsGeorgia** account. If student is unable to locate their GoOutdoorsGeorgia account, they will be prompted to create one.

Step 2: Once student's account is created, Student chooses to take and complete any of the four online hunter education courses above, located on the WRD Website, www.georgiawildlife.com.

Step 3: After student passes the course they are asked to put in their GO account number and then pay for Online Hunter Education Course, they can log into their account at Go Outdoors Georgia and print their new Georgia Hunter Safety Certificate. If having trouble printing their certificate? Please have them call 1-800-366-2661.

If students do not put their GO account number at the end of the online course, then the system does not link their hunter education completion voucher to their account. The student must then submit their completion voucher and Customer Information Form to hs-temp1@dnr.ga.gov. Students must put in their GO account number when prompted so the two online systems link the accounts together.

APPENDIX

Customer Information Form

Hunter Education Course Application Form

Hunter Education Walk in Form

Volunteer Time Sheet/Class Make Up Form

Class Pass/Fail Form (printed off the GO system)