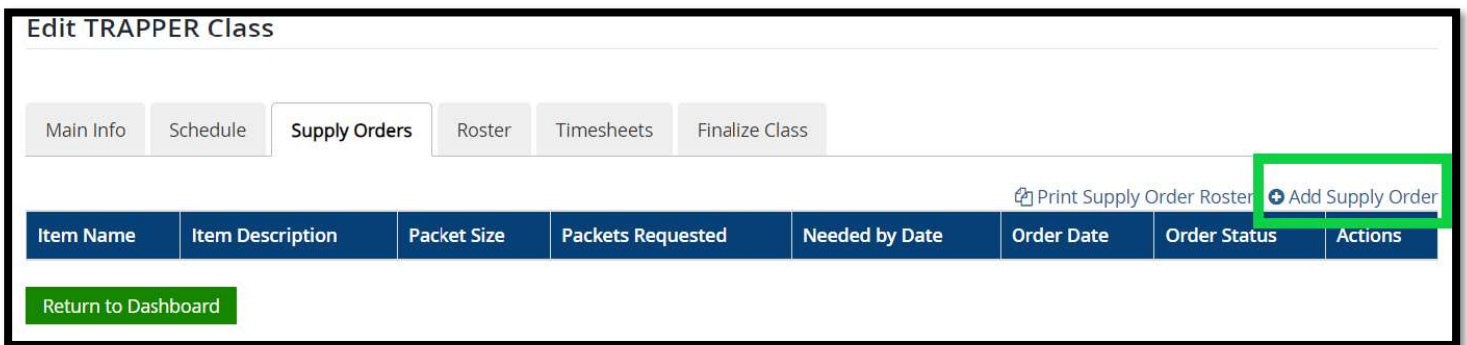


After creating your class, you will see a supply order tab.



Click on Add Supply Order to open up the next screen. You will go through the Add Supply Order link for each time you need to order until you have all the items you need.

Add Supply Order ✕

Please select from the dropdown menu to see the available options for supplies. Descriptions of what is included will appear once you select an option. Each supply order is limited to the max number of students you entered on the Main Info tab – we do allow you to order 5 more than the max number of students in case you need additional supplies for instructors, etc.

If you would like to place an order outside of the available options or you only need some of the materials, please contact your Outdoor Skills Trainer.

YOU MUST ORDER SUPPLIES AT LEAST 4 WEEKS IN ADVANCE OF THE CLASS START DATE TO ALLOW FOR PROCESSING. IF YOU ARE WITHIN 4 WEEKS OF THE START DATE, YOU WILL NOT BE ALLOWED TO SUBMIT A SUPPLY ORDER - YOU MUST CONTACT YOUR OUTDOOR SKILLS TRAINER TO CONTINUE WITH YOUR CLASS.

Choose Supply Item *Required*
 Please Choose... Will contain list of the supplies that you can order (please see list further down in instructions). Full description of what this supply is, will display after you click on supply name.

Packets Requested *Required*
 0

Needed By Date *Required*
 ex. 01/01/2024 📅

Add Supply Order Cancel

Needed By Date *Required*

 📅 You
have entered a supply order needs by date that is less than 4 weeks away. Per your instructor agreement you need to order supplies 4 weeks or greater in advance to allow processing time. You can proceed with the class but are not allowed to complete a supply order unless you contact your OST for further information.

If you enter in a needed by date and receive the following message, this means the date you entered is within 4 weeks which doesn't give the processing center time to process and ship your order. You can still offer your class but will need to contact Shawn or Erin to make arrangements to get supplies. PLEASE ensure you are creating your class and ordering supplies out at least 4 weeks to prevent the extra workload.

This is what your order screen will look like after you have ordered all the various items you need.

Item Name	Item Description	Packet Size	Packets Requested	Needed by Date	Order Date	Order Status	Actions
RESIDENT STUDENT REGISTRATION TRIPLICATE	Resident students should receive the middle (yellow) slip after completion of the course and top (white) slips are to be mailed to Statewide Coordinators.	1	1	3/13/2024	1/16/2024	New	
TRAPPER EDUCATION MANUAL	Trapper education manual is not included in the Trapper Education Folders (it is also available online).	1	10	3/13/2024	1/16/2024	New	
TRAPPER EDUCATION FOLDERS	Contains: Trapping/Furbearer management booklet, NAFA/WFSC wild fur pelt handling manual, WM-443 Cable restraints in Wisconsin, WM-460 Body grip traps identification/use/pet removal, Pub-Is-044 working together for future generations, WM-551 traps, trapping and furbearer management in Wisconsin, WM-595 Regulation trapping and social media, WM-485 Marten avoidance techniques, WM-454 Disease of Wisconsin furbearers, WM-359 Mammal tracks on Wisconsin, WM-593 Skunk smell removal card, WM-356 Key messages card, WM-Ethical photo card, Trapping regulations - DOES NOT contain Trapper Ed Manual.	1	10	3/13/2024	1/16/2024	New	

Supply Items:

Name	Description
RESIDENT STUDENT REGISTRATION TRIPLICATE	Resident students should receive the middle (yellow) slip after completion of the course and top (white) slips are to be mailed to Statewide Coordinators.
NON-RESIDENT STUDENT REGISTRATION TRIPLICATE	Non-resident students should receive the middle (yellow) slip after completion of the course and top (white) slips are to be mailed to Statewide Coordinators. NOTE: this slip is NOT a trapping license for non-residents.
TRAPPER EDUCATION MANUAL	Trapper education manual is not included in the Trapper Education Folders (it is also available online).
TRAPPERS POST MAGAZINE (not required for classes)	North American Trapping tabloid sized magazine
TRAPPER EDUCATION FOLDERS	Contains: Trapping/Furbearer management booklet, NAFA/WFSC wild fur pelt handling manual, WM-443 Cable restraints in Wisconsin, WM-460 Body grip traps identification/use/pet removal, Pub-Is-044 working together for future generations, WM-551 traps, trapping and furbearer management in Wisconsin, WM-595 Regulation trapping and social media, WM-485 Marten avoidance techniques, WM-454 Disease of Wisconsin furbearers, WM-359 Mammal tracks on Wisconsin, WM-593 Skunk smell removal card, WM-356 Key messages card, WM-Ethical photo card, Trapping regulations - DOES NOT contain Trapper Ed Manual
TRAPPER EDUCATION STUDENT PATCH	Student patch to be given to students after completion of the course.

Filename: How to Order Trapper Education Supplies
Directory: C:\Users\webbke\Documents\New instructor
Template: C:\Users\webbke\AppData\Roaming\Microsoft\Templates\Normal.dot
m
Title:
Subject:
Author: Caputo, Crystal M - DNR
Keywords:
Comments:
Creation Date: 4/25/2024 7:34:00 AM
Change Number: 2
Last Saved On: 4/25/2024 7:34:00 AM
Last Saved By: Kiesow-Webb, Erinn E - DNR
Total Editing Time: 0 Minutes
Last Printed On: 4/29/2024 10:42:00 AM
As of Last Complete Printing
Number of Pages: 3
Number of Words: 332 (approx.)
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