WEB-BASE GAME REGISTRATION:
User Guide

Maine Department of Inland Fisheries and Wildlife

Registration URL: maine.gov/online/gametagging

Station Username:

Password:

As a Big Game Registration Station, you serve as a representative of the Maine Department of Inland Fisheries and Wildlife, as well as an Agent of the State of Maine. The registration information that you collect provides an important piece in MDIFW's efforts at sound wildlife management. MDIFW personnel process and analyze data to determine estimated post-harvest population levels, distributions, and management needs to make future harvest recommendations for consideration by the Commissioner, Advisory Council, and the Maine Legislature.

We recognize that many stations register multiple species and that hunting seasons may occur during busy times for your business. We also understand that, as a business owner, you have other challenges to face. However, accurate and timely registration data are essential to MDIFW's purposes.

MDIFW appreciates the efforts of those businesses that serve as Big Game Registration Stations; they provide a very important service. But, it is critical that clear and accurate data is collected and provided to MDIFW in a timely manner. Only those stations who comply with these instructions will be eligible for reappointment as Big Game Registration Stations. We hope that we can rely on you for this important responsibility.

If you have any questions or concerns, please contact:
(207) 287-5257

GameFurRegistration.MDIFW@maine.gov

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Sign In

The online application allows a registration station clerk to sign in using credentials unique to the station. A username and password will be provided to each registration station by MDIFW.

Password Reset

If you forget your password, you can reset it by clicking the **Forgot your password?** link on the login page. You will be prompted for your **username** and **email address** on file. After you enter the information, a link will be sent to your email address that will allow you to establish your password.
If you cannot remember your username, contact tech support at **207-287-5257.**

Reviewing a License

You should ask the hunter to provide their hunting license to begin the registration transaction. The **MOSES ID** located on the license will be used to lookup the hunter's information.

Standard Hunting License:

Lifetime Hunting License:

Manual Hunting License (no MOSES ID):
very uncommon license

Registering an Animal

1) To begin a registration transaction, enter the Station's Registration Agent First and Last Name on the Main Menu page. This will identify which clerk within the registration station submitted the animal.

2) Select Big Game if your station has the ability to register fur.

3) Select the Animal to be Tagged from the dropdown menu.

4) Once you have selected an animal, the Animal Being Registered will appear. Select the sex/age.

5) Enter the Date of Kill (format is MM DD YYYY) or choose from the calendar.
   Note: a future date will not be accepted.

6) Enter the Time of Kill (format for this field is HH MM). There is a separate dropdown to select AM/PM.

7) Select the Season in which you are registering the animal from the dropdown menu.
   Note: only seasons within the date of kill will be shown. If the hunter is claiming a different season, check if the date of kill is correct.

8) Choose YES if you have the MOSES ID of the hunter. Enter that number in the box below and the hunter's Last Name and Date of Birth (all components need to match). If you do not have the MOSES ID or if the name/MOSES ID/DOB do not match, select NO and attempt to lookup the hunter by Full Name and Date of Birth (more on page 6 of the guide).

9) After entering all of the information, click Continue.

MDIFW Game & Fur Tagging

Main Menu

─Tag Animal─

Use the fields below to tag an animal. You may search for a hunter/trapper using a MOSES ID Number or Name and Date of Birth. You may also use the options in the right navigation to manage your account details and to print an invoice for amount due to IF&W for tagging transactions.

1) Station's Registration Agent First and Last Name*
Jessica Rabbit

2) What are you registering? *
○ Big Game

3) Animal to be Tagged*
Bear ▼

4) Bear Being Registered*
◉ Adult Male
○ Adult Female
○ Cub Male
○ Cub Female

5) Date of Kill*
(MM/DD/YYYY)
09/09/2021

6) Time of Kill*
(HH:MM)
07:30   AM ▼

7) Bear Season*
General Hunt ▼

8) Do you know the hunter/trapper's MOSES ID Number*
○ Yes

○ No

9) Continue

Enter Harvest Location Information

Town Where Animal Was Killed:
Enter the first 2-3 letters of the town/city.
Click the correct town from the resulting list.

County Where Animal Was Killed is automatically filled based on the **town**.

Wildlife Management District (WMD) Where Animal Was Killed:
The options in this dropdown menu are based on the **town** selected. If the town only has one WMD, this selection is automatically filled.

Note: Appearance of this dropdown field varies depending on the browser. It will either show a list of only the available WMDs or display a full list with W

Hunter Not Found

If you entered a **MOSES ID, last name, and DOB** but the hunter is not found, first click the **Search Again** link. Confirm that everything was entered correctly. If still no results are found, attempt to lookup the hunter by **Full Name** and **Date of Birth.**

If you entered the Name and Date of Birth and the hunter is still not found, first click the 1) **Search Again** link. Confirm that the Name and Date of Birth were entered correctly and try again.

If still no results are found, you may need to ask the hunter if they go by a shortened name or nickname that their license may be listed under (e.g. "Dan, Danny, Daniel"). Do not punctuate any part of the name (e.g. hyphenated last name, apostrophes).

Finally, if there is still no MOSES profile found, you can continue with the registration transaction by clicking the link 2) **Create new hunter in MOSES**

Note: Doing this will create a new profile with no license information attached to it. You will be required to enter in the complete profile (eye color, weight, address, etc.) in addition to the license and permit information.

Hunter Found but License and/or Permit Not in the System

If the system finds the hunter you entered but the **required license and/or permit** is not listed, you will need to manually enter this information.
Select the license type from the dropdown menu.
Enter the hunter's license number.
Select the permit type from the dropdown menu.
Enter the hunter's permit number.

If the hunter does not have a license and/or permit, continue to the next page of the guide.

If you believe that the wrong profile was selected, you can click the **Wrong Hunter?** link at the bottom of the page to return to the previous step and re-enter the hunter's information.

Hunter Found but Does Not Have License and/or Permit

If the system is prompting you to select a license or permit, but the hunter is not providing the required document, then you select either **License Not Provided** or **Permit Not Provided**.
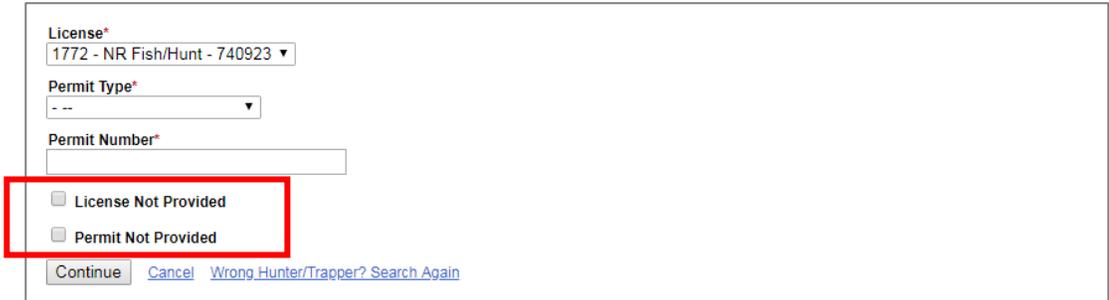
If you selected **License Not Provided**, you will then choose a **Reason** from the dropdown list.

Some landowners hunting on their own property do not need a license.

Or the hunter might be certain they have a license but cannot find it during registration.

If the hunter is not showing you their license for a different reason, select **Other**.
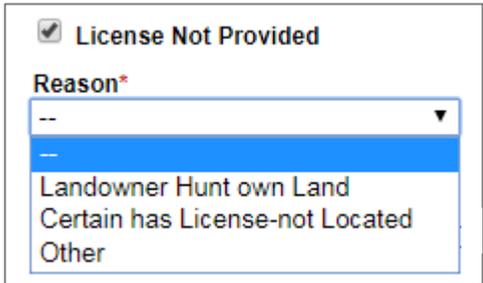
If you select **Other**, a text box will appear below where you can type out the situation. In some situations, you will then need to authenticate the hunter's identity using their State ID or Driver's License.

If you selected **Permit Not Provided**, you will then choose a **Reason** from the dropdown list.

The permit is included in Superpack hunting licenses.

Or the permit might not be required in some cases of veterans with disabilities, Native Americans, and junior hunters.

Multiple Hunters Found

When searching without a MOSES but by **Name** and **Date of Birth,** the system may find multiple MOSES profiles for the hunter. You will be asked to select one to continue. Choose the option that has the most up-to-date information.

If you select Continue to view the hunter's full profile. If it appears that the information is incorrect (e.g. no license listed), click **Wrong Hunter?** to go back and select a different profile that may have the correct license and permit information associated with it.

Animal and Weapon Information

The following fields will be automatically populated based on what was entered on the first step:
Animal to be Tagged
Animal Being Registered   (example)
Animal Season
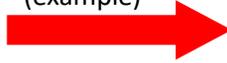
If these are incorrect, you need to cancel the transaction and start over.

Continue the transaction by completing the following fields:

Seal Number:
Enter the number from the physical seal being placed on the animal.
Note: Each seal number can only be used once.

Research Band, Tag or Transmitter:
Check the box if the animal has a leg band, ear tag, radio-collar, or transmitter.
Enter the color and the number.

Weapon Used:
Select the weapon from the dropdown menu and enter **Caliber/Gauge.**
Note: selecting a bow or crossbow will remove the Caliber/Gauge box.

Administrative (Warden) Review

If something about the transaction seems suspicious or incorrect,
you can check the box at the bottom of the Animal and Weapon information page. Checking the box will email the information to a warden. This is a tool for you to use at your discretion.

Review Before Submitting

After entering all information, you will be shown a review page to ensure everything is accurate.

There will be two checkboxes at the bottom of the page. You must confirm that the information is true and accurate and underline read the statement to the hunter so they can confirm that the information is true and accurate. Click Submit Tag.

Certification

☐ Tagging Station Clerk - Read this to the hunter: "I confirm that the representations herein are true and accurate"*

☐ Tagging Station Clerk - I confirm that the representations herein are true and accurate*

Submit Tag   Cancel   Edit Information

Confirmation

After successfully completing the registration transaction, a confirmation page will be displayed containing all the information that was entered during the transaction.

The hunter will receive a copy of this information to their email address if it is part of their MOSES record or was entered during the transaction.

After submitting the registration, you will be brought back to the beginning to register a new animal. If the webpage is unused for an hour, the system will timeout and make you log in again before registering an animal.

Big Game Seals

To provide an accurate record of the number of big game animals harvested and to aid MDIFW in its management efforts for these important species, Maine State law requires that every big game animal harvested be registered.

All big game (wild turkey, bear, deer, moose) use the same year-specific MAINE BIG GAME plastic seals (e.g. green for 2023). At the end of the last big game season, please return any unused seals to MDIFW. New seals will be issued for the following year.

When your station drops below 15% of your allotted seals, a notification will automatically be sent to MDIFW to mail more seals to your station and add them to your online station profile. You can also contact tech support at GameFurRegistration.MDIFW@maine.gov

Note: Only seals allocated to your online station profile can be used to register big game.

Animal-Specific Registration Instructions

TURKEY
Collect and retain registration fee of $2.

The plastic Maine Big Game seal must be attached <u>by the registration station attendant</u> (NOT THE HUNTER) to the wing or leg.
Use a knife to make a slit in the turkey's wing just behind the tendon (see diagram).
Put the flexible seal ribbon through the slit, pass it around the tendon and insert the end of ribbon into the round head, pushing it into the head as far as possible. Pull back on the ribbon to ensure the seal is locked. If you put the seal around the leg instead of the wing, wrap it **twice** so it cannot be pulled over the foot.
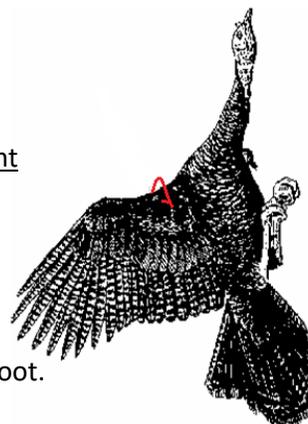
Check **every turkey** for leg bands, transmitter backpack, or radio-collar.
  - marked animals are legal game; hunters/trappers legally harvesting these animals do not face penalties.
  - **record** band color and band/transmitter number under Animal and Weapon Information page.
  - **remove** radio collars or transmitter backpacks.
  - email GameFurRegistration.MDIFW@maine.gov to report information of marked turkeys.

BEAR
Collect registration fee of $5. The station retains $2 and must return the remaining $3 to MDIFW.

The plastic Maine Big Game seal must be attached <u>by the registration station attendant</u> (NOT THE HUNTER OR TRAPPER).
Use a knife to make a slit in the bear's hind leg just in front of the tendon (see diagram).
Put the flexible seal ribbon through the slit, pass it around the tendon and insert the end of the ribbon into the round head, pushing it into the head as far as possible.
Pull back on ribbon to ensure the seal is locked.
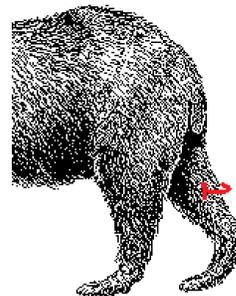
Hunters are **legally required to submit a tooth** from the bear they harvest. It is the hunter's responsibility to extract the tooth and label the envelope. It is your responsibility to:
- post the instruction sheet provided by MDIFW in a place for bear hunters to consult.
- provide an MDIFW tooth collection envelope to each successful bear hunter.
- ask the hunter to return the envelope to you with the tooth enclosed.
- when the tooth collection envelop is returned to you, check that the envelope is **legibly** labeled with
    hunter's name, sex of bear, date of kill, town of kill, and **seal number.**
- place tooth envelope in manila postage-paid business reply envelope provided by MDIFW.
- at the end of the bear season, mail the postage-paid envelop in the mail with teeth and unused
    envelopes enclosed.

Check **every bear** for ear tags, a tattoo (located on the inside of the upper or lower lip), or radio-collar.
- marked bears are legal game; hunters/trappers legally harvesting these animals do not face penalties.
- **record** ear tag/collar color and number under Animal and Weapon Information page.
- **remove radio-collars** using a wrench (do <u>not</u> cut the collar off) and record name, address, and phone
    number of hunters or trappers registering marked bears on the ear tag envelope.
- email GameFurRegistration.MDIFW@maine.gov to report information of marked bears.

MOOSE

Collect registration fee of $5. The station retains $2 and must return the remaining $3 to MDIFW.

A moose may be dismembered for ease of transportation, and the lower legs, head, and hide may be removed. If the head is not brought to the station, a canine tooth or lower jaw must then be presented at time of registration.

The plastic Maine Big Game seal must be attached by the registration station attendant (NOT THE HUNTER). Record the seal number on the back of the hunter's moose permit. Use a knife to make a slit in the moose's hind leg just in front of the tendon (see diagram). Put the flexible seal ribbon through the slit, pass it around the tendon and insert the end of the ribbon into round head, pushing it into the head as far as possible. Pull back on the ribbon to ensure the seal is locked.

MDIFW biologists have fitted moose in WMDs 8, 2, and 4 with radio-collars and/or ear tags, which provide important information on Maine moose status and movements.
- marked moose are legal game; hunters legally harvesting these animals do not face penalties.
- **record** ear tag/collar color and number under Animal and Weapon Information page.
- **remove radio-collars** using a wrench (do not cut the collar off).
- email GameFurRegistration.MDIFW@maine.gov to report information of marked moose.

DEER

Collect registration fee of $5. The station retains $2 and must return the remaining $3 to MDIFW.

The plastic Maine Big Game seal must be attached by the registration station attendant (NOT THE HUNTER).
Use a knife to make a slit in the deer's hind leg just in front of the tendon (see diagram). Put the flexible seal ribbon through the slit, pass it around the tendon and insert the end of the ribbon into the round head, pushing it into the head as far as possible. Pull back on the ribbon to ensure the seal is locked.

MDIFW biologists have fitted deer with ear tags and radio-collars for a winter survival study.
- marked deer are legal game; hunters legally harvesting these animals do not face penalties.
- **record ear tags** under the Research Animal section of the website.
- **remove radio-collars** using a wrench (do not cut the collar off).
- email GameFurRegistration.MDIFW@maine.gov to report information of marked deer.

Station Information

Under "USER OPTIONS" on the top right of webpage (bottom if using tablet/phone), clicking **Manage Station Information** will display information currently file.

USER OPTIONS

Home

Manage Station Information

Print Invoice

Logout

Manage Station Information

Station Information

Station Name: **DURHAM GET-N-GO**
Station Username: **durham**
Station Password: ************

Address: **697 ROYALSBOROUGH RD**
Address 2:
City/Town: **Durham**
ZIP Code: **04222**
County: **Androscoggin**

Contact Name: **test1**
Contact Email: **pentest@informe.org**
Phone: **2076212600**

Edit Information   View Station Activity for Calendar Year

If information needs to be updated or you want to change the password, click "Edit Information". Station and username cannot be revised.

All completed registration transactions can be found by clicking **View Station Activity for Calendar Year** link.

The species filter allows only one type of animal to be shown. The list of entries can be increased from only showing 10 records at a time to 25, 50, or 100 records. Each column has an arrow that, when selected, will sort the records in order of that column. For example, clicking the arrow under **Seal Number** will sort the records in numerical seal order. To post registrations at your station by species, print the Station Activity list using print functions in your browser.

Manage Station Information

Station Activity

The transactions for the current year are displayed for review below.

Species filter: [All ▾]

Show [10 ▾] entries

Kill Date	Seal Date	Hunter/Trapper name	Hunter/Trapper phone #	Animal sex/age	Kill town	Seal Number
07/23/2020 07:23 AM	07/23/2020 10:16 AM	Jack Rabbit	207-867-5309	Bear / Adult Male	T2 R13 WELS	71561
October 2018	07/23/2020 11:12 AM	Peter Rabbit	207-867-5309	Beaver	Andover	50050
February 2020	07/23/2020 10:51 AM	Jack Rabbit	207-867-5309	Beaver	Littleton	50021
February 2020	07/23/2020 10:51 AM	Jack Rabbit	207-867-5309	Beaver	Littleton	50022
February 2020	07/23/2020 10:51 AM	Jack Rabbit	207-867-5309	Beaver	Littleton	50023
February 2020	07/23/2020 10:51 AM	Jack Rabbit	207-867-5309	Beaver	Littleton	50024
February 2020	07/23/2020 10:51 AM	Jack Rabbit	207-867-5309	Beaver	Littleton	50025
July 2020	07/23/2020 10:51 AM	Jack Rabbit	207-867-5309	Beaver	Monticello	50026
July 2020	07/23/2020 10:51 AM	Jack Rabbit	207-867-5309	Beaver	Monticello	50027
July 2020	07/23/2020 10:51 AM	Jack Rabbit	207-867-5309	Beaver	Monticello	50028

Showing 1 to 10 of 16 entries   Previous   1   2   Next

End of Season Payment

On every page of the website is a list of USER OPTIONS. Click Print Invoice.
In red is the current balance owed to MDIFW. To view the invoice, click Latest Available Invoice.
The invoice summary breaks down the current month's balance and all previous months' balance, but the amount at the bottom is the total due. Make checks out to Treasurer of the State of Maine.
Mail checks using the white return envelope included in your package of seals addressed to:
Maine Dept of Inland Fisheries and Wildlife
Big Game and Fur Registration
41 State House Station
Augusta, ME 04333

Technical Support

If it is impossible to enter the harvest information online (e.g. **loss of internet connectivity**), contact call-in registration at **1-888-254-4340** to enter the harvest information via phone 24 hours a day and 7 days a week. **Do not** let the hunter leave without registering the animal and **do not** use a paper registration book.

Contact technical support at **207-287-5257** for any issues with the system to connect with a MDIFW biologist 24 hours a day and 7 days a week.

For non-emergency questions or comments, contact GameFurRegistration.MDIFW@maine.gov

All contacts are listed at the bottom of every page of the registration system.

Frequently Asked Questions

Q: My internet connection is down—how do I register an animal?
A: Contact the call center at **1-888-254-4340.** You and the hunter will register the animal over the phone.

Q: Why can I not enter a county/WMD?
A: They are automatically selected based on town. Be sure that you are selecting the town from the dropdown list.

Q: Why is the town I want to select is not available on the dropdown list?
A: Only official towns are recognized. Consult a gazetteer for the correct name. For township and range, the format is T# R# with a space between township and range. Towns like St Agatha should be entered as "saint".

Q: When I enter a seal number, why do I keep getting an error?
A: Skip that seal and use a different one to finish registering the harvest. Contact GameFurRegistration.MDIFW@maine.gov with the seal number(s) and the problem. Each seal can only be used once—a previous registration may have accidentally entered your current seal number, which cannot be used again. Once the problem is fixed, you will be contacted and can use that seal for the next registration.

Q: I submitted a harvest record but made a mistake—how can I correct the information?
A: Send an email to GameFurRegistration.MDIFW@maine.gov with the seal number of the harvest record and explain what information needs to be corrected.

Q: Why is the season I want to select not available?
A: Double-check the date of kill above. The list of seasons is based on the date the animal was killed.

Q: Why am I getting an error on the date of kill?
A: Assuming you entered the format correctly (MMDDYYYY), you cannot enter a date in the future.

Q: The hunter has a permit—why is the choice not available on the permit dropdown list?
A: Assuming you have the correct hunter profile (double-check name and address) the permit is not yet in the MOSES system. On the dropdown list, select **Permit not listed**. You will then manually enter the permit type and number in the boxes that appear below.

Q: A landowner came in without a license. How do I register the animal?
A: On the hunter information page, check the box near the bottom that says **License Not Provided.** For reason choose **Landowner Hunt own Land.**

Q: When I begin to register an animal, why do I have to sign in again?
A: The system will timeout after one hour of inactivity, and you will have to sign in.

Self-Training

Visit the training website: https://ec2-54-243-233-213.compute-1.amazonaws.com/online/training/gametagging/index.html

If your computer flags the connection for privacy, click Advanced/Details and then click Continue/Proceed to website.

Sign in using the following credentials
(visit page 3 of this User Guide for visual instructions):
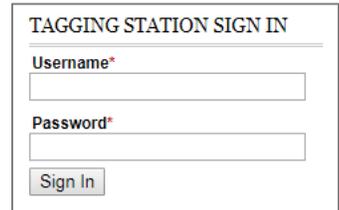
Training Station Username:
Training Password: **train**
Click Sign In

You will advance to the **Main Menu** page to begin registering an animal (visit page 5 of this User Guide for visual step-by-step instructions):

Type in your name as the clerk.
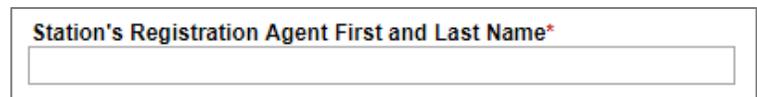
If your station is able to register big game and fur, select **Big Game.**
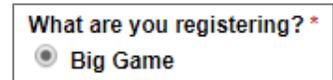
Choose a species from the dropdown menu.

Select the sex and age of the animal.

Choose **Date of Kill** (MMDDYYYY) from the calendar that appears when you click the box.
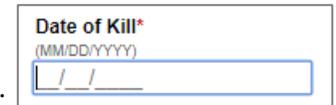
Enter the **Time of Kill** (HHMM) and from the dropdown select **AM/PM.**

Choose a season the bear was harvested in from the dropdown menu.

For the <u>first</u> training example—perfect MOSES ID entry—select **Yes** under **Do you know the Hunter's MOSES ID Number***
(visit page 4 of this User Guide to view MOSES IDs on a hunting license)

Enter the ID: 2894431
Enter the Name: Rabbit
Enter DOB: 05201959
Click Continue.
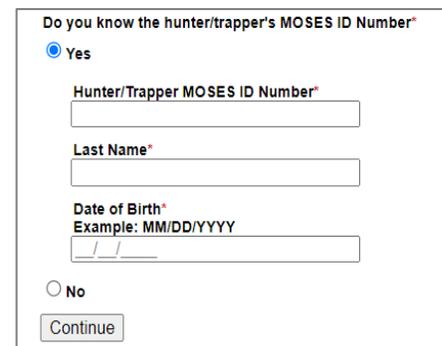
You will advance to the **Hunter Information** page. This example includes the appropriate license and permit for registering the animal. Confirm all fields are correct with the hunter. Once the information has been edited, click Continue to proceed with registering the animal. You will advance to the **Animal and Weapon Information** page.

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Please turn to pages 10-12 for instructions on how to fill out this page and finish registering the animal.

For the second training example—no permit and/or license—select **Yes** under **Do you know the Hunter's MOSES ID Number***** (see page 7 of this User Guide for a visual example).

Enter the ID: 2894432
Enter the Last Name: Rabbit
Enter DOB: 05201959
Click Continue.

At the top of the **Hunter Information** page, a yellow banner will indicate that the hunter is in the database but lacks a license and/or permit for the harvested animal.

—Hunter Information—

The hunter tagging this animal has been found in the hunter database, but we did not find a valid license and/or permit required to tag this animal. Please provide the information below in order to continue tagging the animal
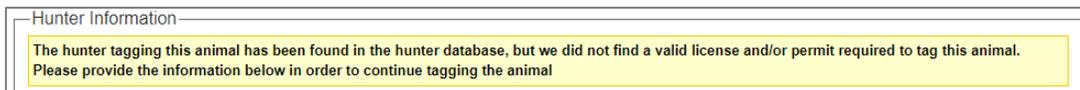
At the bottom of the **Hunter Information** page, you will add the license and permit information.

You would choose the **License Type*** from the dropdown menu, and then enter the **License Number*****.

You would then choose the **Permit Type*** from the dropdown menu, and then enter the **Permit Number*****.

However, there are instances where the permit or license number was not provided. Check either box for **License/Permit Not Provided**.

☐ License Not Provided

☐ Permit Not Provided

Next, choose the **Reason*** the license and/or permit was not provided from the dropdown menu.

☑ License Not Provided
Reason*
--
--
Landowner Hunt own Land
Certain has License-not Located
Other

If the license was not located, you can select the reason and click Continue. You are still able to move forward and register the animal even if you are not shown the license/permit.

You will advance to the **Animal and Weapon Information** page. Please turn to pages 10-12 of this User Guide for step-by-step visual instructions on how to fill out this page and finish registering the animal, or select **Cancel** at the bottom of the page to be taken back to the beginning of the training.

For the third training example—multiple permits available—if your station registers deer, choose an antlerless deer (Adult Female or Fawn) and the **Firearms** Deer Season.

Select **Yes** under **Do you know the Hunter's MOSES ID Number*****
Enter the ID: 2894435
Enter the Last Name: Rabbit

Deer Season*
--
--
Firearms
Archery-Expanded
Archery-Regular
Youth Day
Muzzleloader Statewide-wk1

Animal to be Tagged*
Deer ▼

Deer Being Registered*
○ Adult Male (Buck)
○ Adult Female (Doe)
○ Fawn Male
○ Fawn Female

DOB: 05201939

Click Continue.

At the bottom of the **Hunter Information** page, choose the **License** from the dropdown list.

Choose the **Permit** from the dropdown list. In a real-world situation, you would select whichever permit the hunter wants to use. If their permit isn't listed, select that option to manually enter the permit type and number.

License*
1901 - Life Over-70 License - 125168 ▼

Permit*
Select ▼
Select
30001 - Deer Permit Lanowner - 3ATEST
30004 - Deer Permit Regular Bonus - 3BTEST
Permit not listed

For the fourth training example—no MOSES ID found—select **No** under **Do you know the Hunter's MOSES ID Number***

Enter the first name: Roger

Enter the last name: Rabbit

Enter the birth date: 05201959

Do you know the hunter's MOSES ID Number*
○ Yes
◉ No

Hunter First Name*
[   ]

Hunter Last Name*
[   ]

Hunter Suffix
-- ▼

Hunter DOB*
Example: MM/DD/YYYY
[   ]

[Continue]

In this example, multiple hunter profiles are found. You want to choose the profile with the most up-to-date information.

As the hunter information is identical, select the second option to reveal the full profile.

Tag Animal
┌─Hunter Information───
│ Multiple hunters were found with the name and date of birth provided. Please select the customer associated with this tagging transaction.
│
│ Select   Hunter Information
│   Name: Roger Rabbit
│   ○   Date of Birth: 05/20/1959
│   Street Address:9 BEAL ROAD
│   City/Town: CHESTERVILLE
│   ZIP Code: 04355
│
│   Name: Roger Rabbit
│   ○   Date of Birth: 05/20/1959
│   Street Address:9 BEAL ROAD
│   City/Town: CHESTERVILLE
│   ZIP Code: 04355
│
│ [Continue]   Cancel   Wrong Hunter? Search Again

Click Continue.

The bottom of the **Hunter Information** page does not show any active license or permit options. Since there were two profiles to choose from, this option is likely an inactive profile.

Click the link **Wrong Hunter? Search Again** at the bottom of the page to be taken back to the beginning. Select **No** under **Do you know the Hunter's MOSES ID Number*** and enter Roger Rabbit 05/20/1959

┌─Hunter Information──────────────────
│ Multiple hunters were found with the name and date
│
│ Select   Hunter Information
│   Name: Roger Rabbit
│   Date of Birth: 05/20/1959
│   ○   Street Address:9 BEAL ROAD
│   City/Town: CHESTERVILLE
│   ZIP Code: 04355
│
│   Name: Roger Rabbit
│   Date of Birth: 05/20/1959
│   ○   Street Address:9 BEAL ROAD
│   City/Town: CHESTERVILLE
│   ZIP Code: 04355

Select the first option.

Click Continue.
The Hunter Information includes the license and permit and, therefore, is the most up-to-date profile.
Click Continue to advance to the **Animal and Weapon Information** page. Please turn to pages 10-12 of this User Guide for step-by-step visual instructions on how to fill out this page and finish registering the animal, or select **Cancel** at the bottom of the page to be taken back to the beginning of the training.
For the <u>fifth</u> training example—no hunter found—select **No** under **Do you know the Hunter's MOSES ID Number*** and enter any name and birth date not used in this training (see page 6 of this User Guide for a visual example).

Click Continue to advance to the **Hunter Information** page.

┌─ Hunter Information ──┐
│ ┌───┐ │
│ │ The hunter tagging this animal has not been found in the hunter database.   │ │
│ │ **Please verify the name and date of birth were entered correctly and search again.** │ │
│ └───┘ │
│   │
│   Search Again   │
│   │
│   If you have searched multiple times and have been unable to find the hunter by name and date of birth you may continue and enter their information │
│   Create new hunter in MOSES   │
└──┘

In a real-world situation, you would select **Search Again** to be brought back to the start page to re-enter the hunter's name and birth date, making sure that all fields are correct and ask the hunter if they go by a shortened name or nickname that their license may be listed under (e.g. "Dan, Danny, Daniel").

For this example, the hunter does not exist in MOSES, so select **Create new hunter in MOSES**

You will create a MOSES profile for the hunter by filling out all required information, as well as the license and permit used. Click Continue to advance to the **Animal and Weapon Information** page. Please turn to pages 10-12 of this User Guide for step-by-step visual instructions on how to fill out this page and finish registering the animal, or select **Cancel** at the bottom of the page to be taken back to the beginning of the training.