

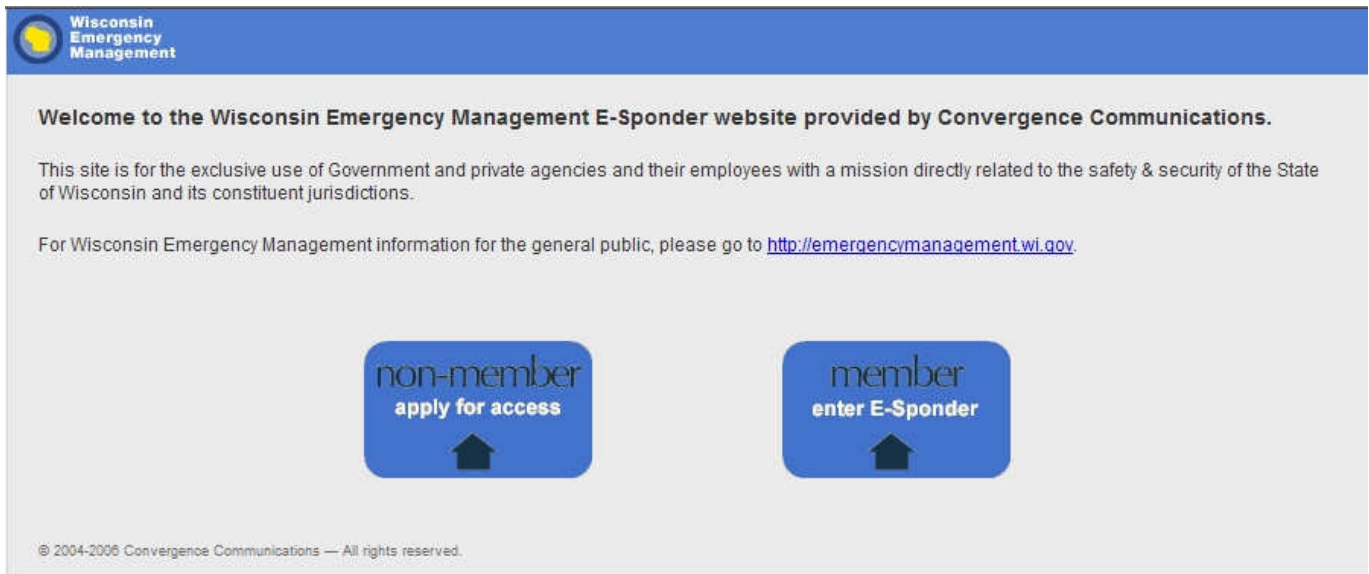
E-Sponder How-To

Registration For ARES/RACES Members

This material is modified from a WEM Document by Gary Payne, N9VE for use by ARES/RACES members, some of the advice is general other advice is ARES/RACES specific.

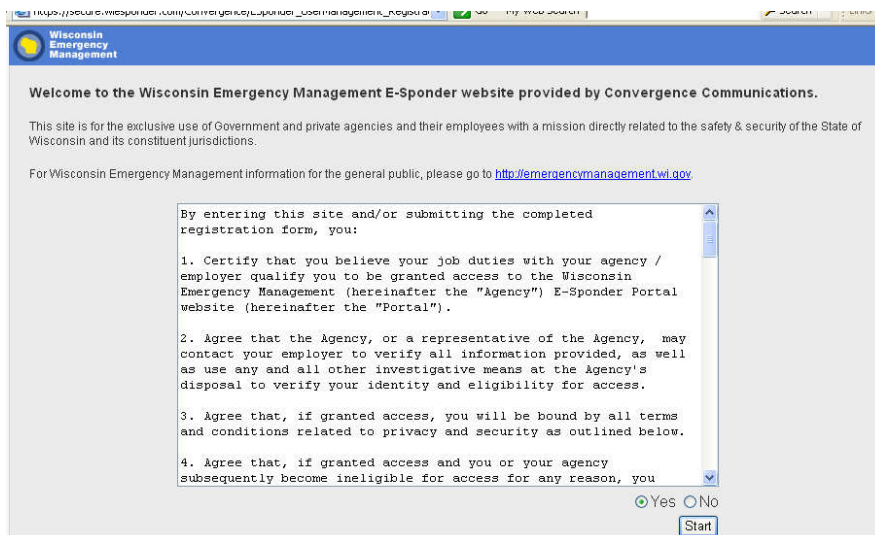
1. How to Register in E-Sponder

1. The applicant should go to <http://wiesponder.com>

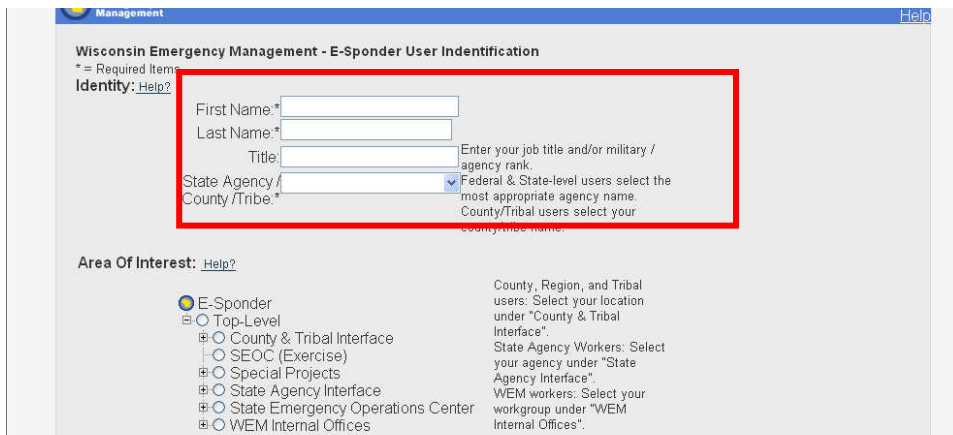


2. Click on Non-Member: Apply for Access.

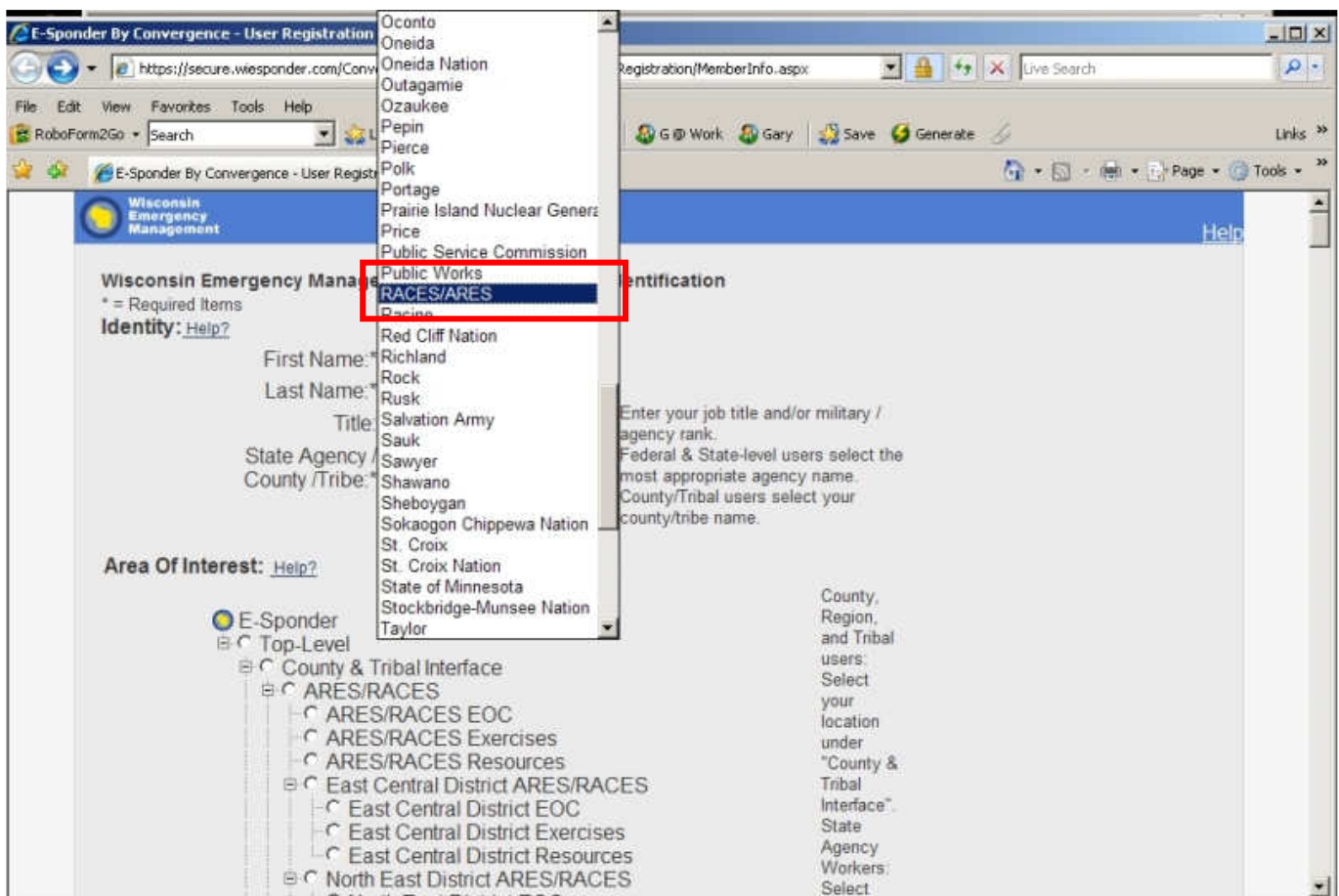
3. Click Yes to the agreement on the first screen as shown below. Next click the START button in the lower right corner.



4. On the next screen, the applicant should enter in their name, title and agency.
5. Fill in the First Name and Last Name.
6. For the Title entry, you may use your ARES/RACES title:
eg., **EC Dane Co**, **DEC SW WI**, **ASEC WEM**, etc.
7. The State Agency/County/Tribes entry will scroll, see below.



8. The State Agency/County/Tribes entry scrolls offering a group of selections: select **RACES/ARES**.



- Under *Area of Interest*, click on the “+” before *County & Tribal Interface* to expand the tree to view a more extensive list of sites. State level personnel should select the top **ARES/RACES** level (third selection from the top). District personnel should select their respective **District ARES/RACES** site. County personnel will be able to select their **County’s ARES/RACES** site under the respective District as they become established.

Area Of Interest: [Help?](#)

- E-Sponder
- Top-Level
 - County & Tribal Interface
 - ARES/RACES
 - ARES/RACES EOC
 - ARES/RACES Exercises
 - ARES/RACES Resources
 - East Central District ARES/RACES
 - East Central District EOC
 - East Central District Exercises
 - East Central District Resources
 - North East District ARES/RACES
 - North East District EOC
 - North East District Exercises
 - North East District Resources
 - North West District ARES/RACES
 - North West District EOC
 - North West District Exercises
 - North West District Resources
 - South East District ARES/RACES
 - South East District EOC
 - South East District Exercises
 - South East District Resources
 - Walworth Co ARES/RACES
 - Walworth Co A/R EOC
 - Walworth Co A/R Exercises
 - Walworth Co A/R Resources
 - South West District ARES/RACES
 - South West District EOC
 - South West District Exercises
 - South West District Resources
 - West Central District ARES/RACES
 - West Central District EOC
 - West Central District Exercises
 - West Central District Resources

County, Region, and Tribal users: Select your location under "County & Tribal Interface". State Agency Workers: Select your agency under "State Agency Interface". WEM workers: Select your workgroup under "WEM Internal Offices".

- The applicant should fill out the remaining information. Boxes with an asterisk must be filled out. When choosing a password please note that it must be at least 7 characters long and include 3 of 4 items: Upper case, Lower case, Number, any of these Special Characters: \$,!,%,^
- The password cannot be similar or contain items similar to the users name or title.

16. Select the way you will want to be notified for High and Low Alarms. Alarms are used to notify you of changes to the E-sponder sites. You specify which sites and what kinds of changes you want to generate a notification/alarm to you. For example, you can be notified by Email of changes to a document on a site or be notified by cell phone text message if someone in a County or District creates a sub-site to track an activation/event. **However**, if you enter a cell phone number and blank or n/a for your cell phone provider you will only be able to read sites, the basic access level. To be able to contribute to a site, etc. you must leave cell phone blank or give complete information, including the cell phone provider so that you can elect to have alarms sent by text message to your cell phone. Then your access level can be modified.
17. Once you have completed these entries, click the Next button. Review the next screen to verify the information and then click the Submit button.
18. After the Submit button has been clicked you will receive a page stating “Congratulations”. Close the window.
19. If you **do not** receive the Congratulation page or have other problems with the registration process, please contact the ARES/RACES E-Sponder Administrator, currently Gary Payne, N9VE at n9ve@centurytel.net. If he is unavailable then contact the WEM E-Sponder Help Desk at 608-242-3232.

2. Accessing E-Sponder

1. After the registration has been completed, an email will be sent to the Administrator/User Manager of that particular site for approval.
NOTE: If the person is not recognized by the Administrator/User Manger they may choose to contact the EC or DEC to verify the person applying should have access and determine the appropriate security level.
2. Once approved into the E-Sponder system the applicant will receive another email that shows a link to the site they have been granted access, as well as the user log in which will contain the first initial and last name. i.e. JDoe.
3. The user can either click the link in the email to access the E-Sponder system or go to www.wiesponder.com or the specific District or county site www.sample.wiesponder.com
4. When the E-Sponder page appears click on the Member button and type in the user name (JDoe) and the password that has been chosen.
NOTE: If you **do not** receive an email stating that you have been approved into the E-Sponder system but have been informed by a site administrator that you have been given access to a site within E-Sponder, the email may have been intercepted by your agency’s email security software. Please check with your agency’s IT department to see if it can be delivered. If not, the site administrator will need to reset your password so that you may access the system.