

SNARS Frequently Asked Questions

General Questions:

Meters:

- Grooming hours must be reported to the nearest tenth. If your meter no longer records to the tenth of the hour, BUY A NEW METER! This is an eligible expense.
- Non-grooming hours on equipment that includes meters, MUST be reported with the non-grooming maintenance.

Q: Will we require club trail non-grooming entries?

A: No

Q: What if my club grooms in more than one county.

A: Your club needs to be added to both counties, once that happens when you go into the system, you'll have the option of both counties. You'll pick the appropriate county depending on what trails you are reporting work on.

Q: What if our groomer breaks down and we need to have our neighbor club groom our trails?

A: Add the grooming unit at the proper rate that the other club uses. Report the grooming under your club and then work out payment with the other (grooming) club on your own.

Q: What if we're helping out a neighboring club if their groomer breaks down?

A: The county may you access to those trails for reporting purposes or the club you're helping can claim the grooming and then pay you for it.

Q: What if another club grooms for us and we pay them for that, are we still able to receive reimbursement from the County for our miles?

A: Add the grooming unit at the proper rate that the other club uses. Report the grooming under your club and then work out payment with the other (grooming) club on your own.

Q: Can multiple workers be entering data at the same time?

A: Yes.

Q: Do trails have to be named? Will numbers work?

A: Yes, as long as the identification chosen is able to be identified on a map.

Q: Will clubs be able to see all of the county trails when entering their maintenance?

A: No, only those trails the county has assigned to that club.

Q: What if I used 4 pieces of equipment, how do I enter that when there is only space for 3?

A: Divide your hours. If you used a truck and trailer to travel to the site with equipment, enter your travel time with those 2 pieces and then enter your work time with the other, such as an ATV and chainsaw. Each entry has a spot for additional comments. Comment that you divided your work between 2 entries in order to report all equipment used.

Q: Some clubs do non-grooming maintenance on a trail and another club does the grooming, will that work?

A: Yes, both clubs can have access to the same trails in SNARS. County grants access.

Q: When reporting maintenance can work only be entered on one trail at a time.

A: No, multiple trails or trail segments may be chosen for the same entry.

Q: Will counties see gaps in meter times to indicate non-funded grooming.

A: No, what they will see is funded hours not adding up to the meter readings.

Q: Can we claim our time for entering work into the system?

A: No

Q: Why not.

A: You're not working on the trail.

Q: Can that be changed?

A: That would be a council decision but if you're getting money for that, the trail isn't getting any better.

Q: Do I have to submit paper copies of my trail grooming and other non-grooming maintenance this year?

A: Contact your County Trail Coordinator to find out how he/she is planning to handle this. From the DNR's perspective, you do not need to as long as you are reporting everything in SNARS.

Access to SNARS, Login & Password Questions:

Q: I didn't get my login/password email and I'm already listed as a club member/administrator.

A: Go to the login page: wi.groomertrackingsystem.com and click Forgot? Just above the password entry box. The system will ask for your email address and then send you a link to reset your password.

Q: Can more than one worker be put in the same entry?

A: No

Roles:

Q: Can more than one person be a County Admin?

A: Yes. The designated County Administrator can give another person(s) access. County Admin should do the following:

- Login and choose the County Admin role
- Choose "Edit County Profile" in the upper right of the screen
- Scroll down to the bottom and click on "Add County Manager" and enter the new person's information

This will automatically generate a login/password email for you from the system. Once you receive that you'll be able to log in.

Q: Several counties have one person that all worksheets go to prior to going to the county trail coordinator to be checked over, is that going to be possible with the SNARS system?

A: We're working on a solution to this, stay tuned.

Q: Can counties/clubs see other counties/clubs historical data?

A: Yes, all historical information will be available to be seen by all users with login access to the system.

Q: How do the County Administrators edit/approve grooming units?

A: 1) From the county dashboard, scroll down to the "clubs" table.

2) The table shows how many grooming units are awaiting approval and the red shows the club has units awaiting approval.

3) Click the "view club details/add grooming units" link for the applicable club.

4) Scroll down to the "Grooming Units" table.

5) Click the "edit" link for the applicable groomer. (only grooming units that have not yet been approved can be edited.)

6) On the edit popup window, change the necessary fields and click "submit".

7) If no changes are need, the grooming units may be approved.

Role Definitions:

Club Administrator – This is the official SNARS contact for the club. The Club Administrator should also be a club manager.

Club Manager –

- Create grooming units and assign class
- Submit .pdf or .jpg copies of receipt/proof of payment with work entries
- Create grooming and non-grooming entries
- Edit work entries
- Approve work entries which submits them to the County

Club Members –

- Create grooming and non-grooming entries
- Submit .pdf or .jpg copies of receipt/proof of payment with work entries

Club Operators/Workers – These are names that are added to a club. They have no privileges and only show up on the drop-down list so they can be reported on maintenance worksheets as workers.

State Viewer – This is a read-only role which means people can view information in the system but cannot make any changes. State viewers will not be able to see club email addresses. They will be able to see all historical data.

When to Submit/Timing Questions:

Q: Do we have to submit our work entries within a specific time frame.

A: Nothing has been determined regarding a timeframe requirement at this time, but one will likely be made.

Q: When will clubs be required to submit data? Can it all be done at the end of the season?

A: No determination has been made at this point.

Q: Does the County/State see the entry as soon as the club makes it.

A: No, not until the club submits it to the county, state doesn't see until County submits. Except for non-funded grooming, those entries are visible right away because they don't require approvals.

Q: According to the actual regulation, to qualify for supplemental, at least \$150 of the allotted \$250 a mile MUST be spent on grooming, Thus, it was pushed by both Diane Conklin and Larry Freidig in our part of the state, that that any amount the clubs spent over \$100 a mile for fall (or, preseason maintenance) was to be held on to and not reported until the clubs determined whether or not they would reach the \$150 a mile threshold to claim the expense, and, If they reached the \$150 a mile they ate those additional costs.

With the new SNARS program, if you enter in and report all of your actual pre-season work, there are situations where you would be recording and showing over \$100 a mile before the season starts.

The clubs down here want to know how to properly handle this..... Do they not log the preseason work until after they figure out if they meet the minimum threshold of \$150 a mile for grooming??

A: It's ok for counties to have more than \$100 in non-grooming maintenance in their original \$250/mile, they can still qualify for supplemental if their grooming expenses "incurred" are greater than \$150/mile. The reckoning comes at the August 1st deadline when the supplemental application is due or when the application is submitted whichever comes sooner.

[350.12\(4\)](#)

(bm) Supplemental trail aids; eligibility. A county or the department shall be eligible for payments under par. [\(bg\)](#) for a given fiscal year if it applies for the aid and if all of the following apply:

[350.12\(4\)\(bm\)1.](#) 1. The actual cost incurred by the department or the county in maintaining its trails that are qualified under par. [\(b\) 1.](#) or [4.](#) in the previous fiscal year exceeds the maximum of \$250 per mile per year under par. [\(b\) 1.](#)

[350.12\(4\)\(bm\)2.](#) 2. Of the actual cost incurred by the department or the county in maintaining its trails that are qualified under par. [\(b\) 1.](#) or [4.](#) for the fiscal year applicable under subd. [1.](#), the actual cost incurred in grooming the trails exceeds a maximum of \$150 per mile per year.

[350.12\(4\)\(bn\)](#) (bn) Supplemental trail aids; payments. Each county shall submit its application for aid under par. [\(bm\)](#) before the August 1 immediately following June 30 of the fiscal year for which the county is applying. Before the September 15 immediately following the date of application, the department shall make an initial payment to each county that is equal to 50 percent of the amount applied for. After determining under pars. [\(bg\)](#) and [\(bm\)](#) the total amounts due all counties, the department shall notify each county, before the December 1 immediately following the date of the initial payment, of the balance still owing. If the department determines that the total amount for which the county is eligible is less than the amount applied for, the department shall deduct the difference from the balance paid to the county.

Attachments:

Q: How do you physically upload a receipt?

A: Scan the document and create a PDF or JPG, take a picture of the receipt, save the JPG to your computer and upload.

Q: What if I have more than one item to attach such as an invoice and then proof of payment.

A: In the non-grooming entries there are 3 places to submit attachments. You may submit 1 on each piece of equipment without choosing a piece of equipment.

State Property Trail Maintenance:

Q: What about clubs that groom state properties?

A: I'll (Cathy) need to think about that. Perhaps the state property could be set up as a quasi-county.