

# Arkansas Prescribed Fire Services Database

An Instructional Guide to Registering  
Users, Landowners, & Contractors

# Arkansas Prescribed Services Database

- Visit Arkansas Prescribed Fire Network website at [www.arfirenetwork.org](http://www.arfirenetwork.org) and click the 'Burn Contracting' Menu
- Click an "Arkansas Prescribed Fire Database" link in the text of page
- Proceed with registration

*Note, you will be changing websites at this point and will need to back up or retype the url to visit the Arkansas Prescribed Fire Network page again.*

# Home Page

New Visitors May:

- Search for contractors
- View all contractors
- Register as a new user

# Search for Contractors

Two options:

- MUST at least select Type of Burn:
  - Fuel Reduction
  - Habitat Improvement
  - Habitat Maintenance
  - Species Control
- MAY also include County (refers to where the contractor noted to operate)

# View All Contractors

- View-click to see information the contractor has included about themselves: contact info and what services they offer
- Sort-click on the header and sort alphabetically, or in groups

# Register as a New User

- Click “Account Registration”
- Enter a valid email address, create a new user name, and password
  - Only 1 user account is allowed per email
  - Cannot complete registration as BOTH a landowner AND contractor on same email
- Check your email account for a message from the Arkansas Prescribed Fire Services site

# Register as a New User

- Open email from Arkansas Prescribed Fire Services site
- Click on web link included in the email
- You should now be able to log in with your username and password
  - If you forget your username OR password, click on the “Forgot Login” link and we’ll email you a new username and/or password

# Register as a Landowner

- Login with new username and password
- Choose “Complete Registration” menu on the left of the screen
- Choose EITHER landowner registration OR contractor registration (only 1 per account)
- Complete fields (red star means required)
- Click submit-the admin will have to approve your registration before you can proceed

# Register as Landowner

- Registered Landowners will be able to do several things now, after they login:
  - Add burn unit (may or may not be entire property) to be viewable to contractors for burning
  - Edit/Delete their property information
  - Edit/Delete their contact information
- Registered landowners whose contact info has been approved by the admin may now add property info for each proposed burn unit without re-adding their contact info

# Add Property to be Burned

- Property Details
  - County in which the burn unit is located
  - Dominant (+50%) vegetation type in the unit
    - Upland (oak and/or pine forest that doesn't flood)
    - Grassland (near treeless grass without many shrubs)
    - Shrubland (grassland with more than 30% shrub cover)
    - Bottomland (forest that floods or borders streams)
  - Size of the unbroken area to burn (many properties will contain multiple burn units)

# Add Property to be Burned

- Type of Fuel- dominant fuel through which fire will carry
- Fire line Needed- if you do not intend to build your own fire breaks, click “yes”
- Fire line’s constructed- Even if you do intend, but they are not yet in place, click “no”
- Burned before- yes/no
- Years burned- what year was that particular burn unit area burned? You may add multiple years to indicate years of managing with fire

# Add Property to be Burned

- Cost-share Program- Many agencies (NRCS, AFC, AGFC) offer reimbursement assistance for prescribed burn activities. If your burn unit is currently enrolled in such a program, please list the name here. There are certain rules & regulations specific to each program.

# Register as a Contractor

- Fill out Business Details box
- Must fill out required fields (red star)
  - Company name, address, contact info
  - Location of business in regards to state area

# Register as a Contractor

- Burn Details
  - Must choose at least 1 type of burn the business provides as a service (may choose up to 4)
  - May also provide description of crew with experience or certifications or classes, services and specialties...provides an opportunity to inform landowners about the business

# Register as a Contractor

- Counties Serviced
  - Click check box for each county for which you are able to provide services. You must choose at least one
  - Click submit
  - Admin will review submission and ‘publish’ information after review

All visitors will be able to view your business information by listing or searching through fields

# Register as a Contractor

- Once admin has 'published' info, a contractor may:
  - Search for burn units via
    - Type of land
    - County
    - Type of Fuel
    - Whether or not fireline construction is needed
    - Whether or not firelines are already constructed
  - List all landowners and sort by column headings

# Questions/Comments

- Site is frequently under review, however, changes may take place in bunches 1 or 2 times a year, so please be patient
- Consider this your site, so we want to make it as user friendly as possible without opening up to frequent abuse. Will work with you.
- Please feel free to respectfully express your opinions or ask questions on the forum or email the admin. We will respond.

# Legal Notice

- Complete notice is located at the bottom of the registration page ('Become a Member') of the Arkansas Prescribed Fire Network ([www.arfirenetwork.org](http://www.arfirenetwork.org)) site. Use of this site means that you recognize these terms. Please review for full disclosure.