How to Get Started

INTRODUCTION

Welcome to the exciting new world of ecards. An American Heart Association (AHA) eCard is the <u>electronic</u> equivalent of printed AHA course completion card. eCards are valid course completion cards and can be presented to employers as proof of successful completion of an AHA course.

The staff at Operation Life Saver realized that some of you may be feeling overwhelmed with the changes that are about to occur. You may be wondering when will these changes occur: How will we be trained? What material or equipment do you need? Exactly how different is this new Ecard System from the system you are currently using? How do we pay for the cards? Is the learning curve difficult etc.?

We have developed several; documents to help answer these questions. The information that they contain will also help you get organized and prepare you to succeed in this New Ecard environment.

Your assignment if you choose to accept it is to **READ, READ, READ** the documents that are listed below. Please copy, print and place them in a binder for easy reference. Also please make sure that every instructor and or admin staff member that deals with ecards has access to these documents.

> How to Get Started
> The New Ecard Roster
> Preparing for Class and Saving the Ecard Roster
> Claiming Your Ecards (Instruction for students)
> How To Check the Status of your Students' Ecards

Please note that these are suggestions on how to manage your Ecard system. If you and your staff decide to do it your own way that fine with us. Nevertheless, we must point out that you cannot develop your own way of naming and saving the Ecard Roster. Our method is mandatory.

REQUIREMENTS – Computer and Personnel

Before you can start using eCards, you will need the following:

- A desktop or Laptop computer must be used when filling in the rosters and submitting them to Operation Life Saver. (We discourage the use of iPads because of formatting issues.)

- The computer or laptop must have Microsoft Excel loaded on it.

- The digital rosters must stay in either an xls or xlsx format

- Instructors or their admin assistants will need a basic knowledge of Microsoft Excel.

- Instructors or their admin assistants must submit all rosters in an email. The roster must be attached in the email.

- The instructor or their assistant must have a working knowledge of emails and attaching items to them.

- Instructors MUST READ "The eCard Roster Instructions" before starting the ecard process.

Setting Up Your Computer Files

Once you have your computer, with necessary software create folders to contain all of the eCard Instructions and forms that we will be sending you. The file structure should look something like this.

AHA Ecards (Folder) - main folder
> **Ecard Classes -** these are rosters for the classes you have taught
> **Ecard Instructions and Forms**
>> **Ecard Rosters – (Folder) -** blank original rosters
>> **Ecard Instructions - (Folder)**
>> **Financial and Other Electronic Form**

How to Create Your Electronic Ecard Folders

These folders will be used to organize all your Ecard information for easy access.

1. Open the hard drive on your computer.
   Click on "**Documents**" and open – go to the top Menu Bar and click on the "**New Folder**" Icon

   Type the name of this first folder as "***AHA Ecards***"

2. Open the new "***AHA Ecard***" folder

   Click *"***New Folder***" – Name this new folder "***Ecard Classes***"

3. Again <u>under</u> the *"**AHA Ecard**"* Folder

   Click *"***New Folder***" – Name this new folder *"**Ecard Forms and Instructions"***

Close the hard drive and reopen. You should see something similar to this (not exact, but similar)
   Continue

4. Open the "***AHA Ecard***" folder

   Open the "***Ecard Forms and Instructions***" folder
   Click on **New Folder** in the Menu Bar
   Name the new folder "***Ecard Instructions***"

5. Click **New Folder** again and name the new folder "***Ecard Rosters***"

Continue until all folders are setup. See the example of the next page.

The following are examples of what each folder should contain.

AHA Ecards (Folder)
  Ecard Classes – (Folder) If needed, make a folder for each instructor

Name	Date modified	Type	Size
Michael.Floodwater 08-05-2018	12/20/2018 9:14 PM	Microsoft Excel 97...	27 KB
Michael.Floodwater 09-07-2018	12/20/2018 9:20 PM	Microsoft Excel 97...	28 KB
Michael.Floodwater 09-19-2018	12/20/2018 6:53 PM	Microsoft Excel 97...	28 KB
Michael.Floodwater 09-21-2018	12/20/2018 4:23 PM	Microsoft Excel 97...	27 KB
Michael.Floodwater 10-30-2018	12/20/2018 9:25 PM	Microsoft Excel 97...	27 KB
Michael.Floodwater 11-12-2018	12/20/2018 4:15 PM	Microsoft Excel 97...	27 KB
Michael.Floodwater 12-18-2018	12/18/2018 4:14 PM	Microsoft Excel 97...	35 KB

  Ecard Instructions and Forms - (Folder)

Ecard Instructions

Name	Date modified	Type	Size
1. How To Get Started	8/20/2019 4:11 PM	Microsoft Word D...	64 KB
2. The New Ecard Roster	8/20/2019 12:54 AM	Microsoft Word D...	125 KB
3. Preparing for Class and Saving Ecard R...	8/20/2019 12:41 AM	Microsoft Word D...	77 KB
4. How To Check The Status of Your Stud...	8/20/2019 12:22 AM	Microsoft Word D...	15 KB
5. Claiming Your eCard - Students	8/15/2019 7:09 PM	Microsoft Word D...	16 KB

Ecard Financial and Other Digital Forms

Name	Date modified	Type	Size
Card and eCard Prices2	6/14/2019 10:24 AM	Microsoft Word D...	18 KB
Credit Card - One Time Use	5/3/2019 2:11 PM	Microsoft Word D...	19 KB
Credit Card on File	5/3/2019 5:38 PM	Microsoft Word D...	18 KB

Ecard Rosters – (Folder) – for blank original rosters

Name	Date modified	Type	Size
eCard Roster - ACLS	8/15/2019 7:00 PM	Microsoft Excel 97...	119 KB
eCard Roster - BLS	8/15/2019 7:02 PM	Microsoft Excel 97...	120 KB
eCard Roster - PALS	8/15/2019 7:03 PM	Microsoft Excel 97...	119 KB
eCard Roster - PEDS	8/15/2019 7:04 PM	Microsoft Excel 97...	119 KB