


# THE NEW ECARD ROSTER

We know that using a computer for rosters will be a great stretch for some of our instructors. Please rest assured that we have people on hand that will assist you as much as possible. But first, we encourage you to **READ** these instructions. It will help eliminate stress and you will soon realize that the ecard system is not as difficult as you originally thought.

Below is a picture of the new roster. As you can see, there is not much difference from the previous roster.

 <p><i>Saving Lives Through Education And Training</i></p>	Email To: <b>OLSecards@operationlifesaver.com</b>	Authorized Provider of CPR and ECC Courses						
	<b>Operation Life Saver</b>	<b>OPERATION LIFE SAVER TRAINING CENTER</b>						
	P.O. Box 77207 Baton Rouge, LA 70879 (225) 753-7716	American Heart Association <i>First Aid • CPR • AED • EMT</i>						
American Heart Association Emergency Cardiovascular Care Program								
<b>BLS Ecard Roster</b>								
<b>ARD TYPE: (ONE COURSE PER ROSTER)</b>	Type the course and modules taught here (EX: HS First Aid/CPR/AED - Adult, Child)	<b>#1</b> →						
	<b>HS In Schools - K thru 12th-Adult, Child, Infant, Exam</b>							
<b>BLS PROVIDER (HCP) (USE THE LIST BELOW FOR REFERENCE ONLY)</b>								
<table border="1"> <tr> <td>Heartsaver CPRIAED</td> <td>Adult CPR &amp; AED</td> <td>Child CPR &amp; AED</td> </tr> <tr> <td></td> <td>Infant CPR</td> <td>Exam</td> </tr> </table>	Heartsaver CPRIAED	Adult CPR & AED	Child CPR & AED		Infant CPR	Exam	Training Center Name	<b>OPERATION LIFE SAVER (LA05186)</b>
Heartsaver CPRIAED	Adult CPR & AED	Child CPR & AED						
	Infant CPR	Exam						
Heartsaver First Aid Only	Exam							
HS In Schools - K thru 12th	<i>(Check All Modules Taught)</i>							
	Adult CPR & AED	Child CPR & AED						
	Infant CPR	Exam						
BLS Instructor Course								
HS First Aid/CPRIAED	<i>First Aid (Check All Modules Taught)</i>							
	Adult CPR & AED	Child CPR & AED						
	Infant CPR	Exam						
	Course Date:	August 15, 2019						
	Course Location:	Plaquemine High School						
	<b>Lead Instructor or Course Director:</b>							
	Instructor's Address:	Michael Floodwater 17739 Bell Street Drive, Plaquemine, Louisiana 70764						
	Home Phone:	225-936-7777						
	Work Phone:	225-624-8159						
	Instructor ID#:	0111666111						
	Instructor Level:	BLS						
	I-Card/Exp. Date:	Feb. 2020						
<b>Assistant Instructor's Name</b>								
<b>Address</b>								
<b>I-Card/Exp. Date</b>								
<b>Instructor ID#</b>								
1_								
2_								
3_								
<b>Course Start Date/Time</b>		<b>Course End Date/Time</b>						
August 15, 2019 @ 8:00 a.m.		August 15, 2019 @ 1:00 p.m.						
<b>Monitor's Name</b>		<b>Total Hours of Instruct</b>						
		5						
<b>Instructor Level</b>		<b>Candidate Name</b>						
<b>TOTAL # OF STUDEN</b>	<b>9</b>	<b>PRICE PER CARD</b>						
		<b>###</b>						
<b>TOTAL DU</b>	<b>\$81.00</b>							
<b>PAYMEN (Ecards will not be emailed to students until payment has been received) (R</b>								
<b>REMEMBER: WHEN USING PAY PAL OR A CREDIT CARD FOR PAYMENT ADD \$1.00 PER CARD.</b>								
<b>Credit Card Payment ; OR</b>	<b>x</b>	<b>Use Card On File</b>						
<b>Payment Made by Pay Pal</b>								
<b>Check, Cash or M. CK#</b>								
<b>DATE</b>								
I verify that the following information is accurate and truthful, and that it may be confirmed. This course was taught in accordance with the AHA 2015 Guidelines.								
Signature Course Director:	<i>Michael Floodwater</i>	Date 8-16-19						
	Type Your Name Here For Signature							
<span>←</span> <b>BLS Ecard Roster Front</b>   <b>ROSTER BACK PAGE-1</b>   <b>ROSTER BACK PAGE-2</b>   <span>+</span>								

#2 →

#3 →

#5 →

#4 →

## The Ecard System Verses the Hard Copy (current) System

### What's Different?

- A. One of the major differences is the roster. Ecard Rosters are digitized. Instructors, or their admin assistants will complete the new roster and submit it to Operation Life Saver with the use of a computer. There will be no more paper or hard roster copies; just as there will be no more paper cards.
- B. Another difference is that instructors will no longer receive the cards in the mail. The cards will be emailed direct to the students from Operation Life Saver.
- C. Students that are taking your classes must have an email address. You should inform them of this before they take the class. If they do not have one, you can create one for them.
- D. Students are encouraged to fill in their own information on the Roster Back Page. This will cut down on the number of errors that we have encountered during the pilot session where instructors typed in the information themselves rather than letting the students do it.
- E. Completing a roster is also somewhat different. When an instructor completes a roster, instead of placing a check marks by the course and their appropriate modules, you now type the course information in the blank field at the top of the roster. See example **#1**
- F. Ecard Rosters have an automatic "Total Cost Field". Instructors will enter the "Total # of Students that completed the class (including names listed on both Back Pages). Next enter the 'Price Per Card. (Remember: add \$1 more for Credit Card and Pay Pal Payments.) Hit enter and your total cost is calculated automatically. See **#2**. If in doubt about the price per card, refer to the Ecard Price List. Remember 1 course per roster.
- G. Instructors or their admin assistant will have to indicate at the bottom of the roster the "Type of Payment" they will be submitting. The types of payments are By Credit Card One Time Use, By Credit Card on File, Check/Cash/MO, or By using Pay Pal. We will have Pay Pal set up on our web page which is currently being revised. If you don't want to keep a credit card on file, please use the form "Credit Card for one Time Use until we have the Web page is finished. See **#3**.
- H. Type your name in the Signature field. It will format automatically. See **#4**.
- I. There are now two (2) Roster Back Pages that instructors can use for very large classes. Each "Roster Back Page" which contains the student's information, can list up to **45** names per page (stop on line **46**). There are two back pages per roster. Therefore, you can have up to 90 students on one roster. The Roster Back Pages are beside the Roster Front Page in the Roster workbook. Look at the bottom tabs on the worksheet. See **#5**.

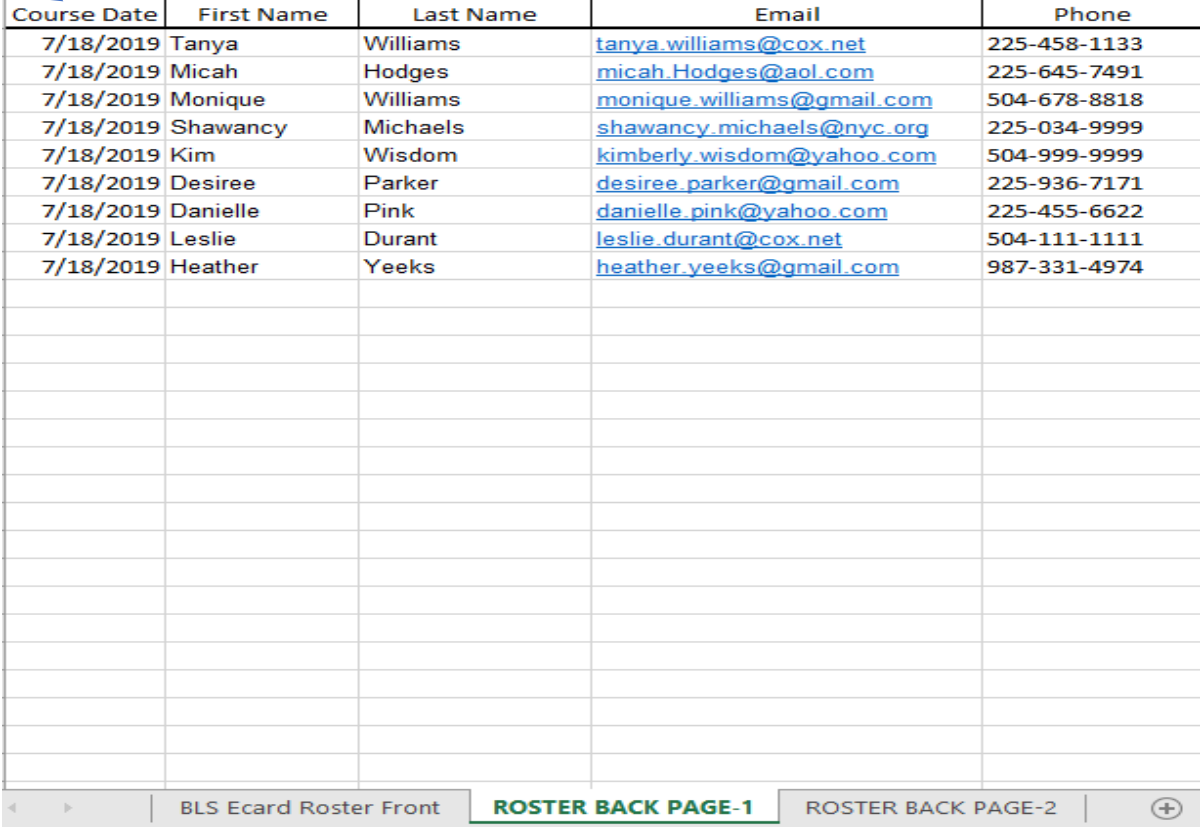
The Roster Back Page, which is the information that is uploaded into the AHA Ecard System, is a very minimal page. There are no lines, only titles. This page should never be changed in any way. **See #6.** Any change in font, font size, margin etc. will result in numerous delays in getting the ecards to the students. In addition, it may also result in you having to pay additional money.

Refer to this page when setting up for a new class.

- **Do Not change the date format.**
- **Do not change the font, nor the font size.**
- **Do Not change the Column or Row size.**
- **Do Not change the Margins.**
- **Do Not add any lines.**
- **Do Not put parenthesis in the phone number field.**

Below is an example of how the back page should look.

#6



Course Date	First Name	Last Name	Email	Phone
7/18/2019	Tanya	Williams	<a href="mailto:tanya.williams@cox.net">tanya.williams@cox.net</a>	225-458-1133
7/18/2019	Micah	Hodges	<a href="mailto:micah.Hodges@aol.com">micah.Hodges@aol.com</a>	225-645-7491
7/18/2019	Monique	Williams	<a href="mailto:monique.williams@gmail.com">monique.williams@gmail.com</a>	504-678-8818
7/18/2019	Shawancy	Michaels	<a href="mailto:shawancy.michaels@nyc.org">shawancy.michaels@nyc.org</a>	225-034-9999
7/18/2019	Kim	Wisdom	<a href="mailto:kimberly.wisdom@yahoo.com">kimberly.wisdom@yahoo.com</a>	504-999-9999
7/18/2019	Desiree	Parker	<a href="mailto:desiree.parker@gmail.com">desiree.parker@gmail.com</a>	225-936-7171
7/18/2019	Danielle	Pink	<a href="mailto:danielle.pink@yahoo.com">danielle.pink@yahoo.com</a>	225-455-6622
7/18/2019	Leslie	Durant	<a href="mailto:leslie.durant@cox.net">leslie.durant@cox.net</a>	504-111-1111
7/18/2019	Heather	Yeeks	<a href="mailto:heather.yeeks@gmail.com">heather.yeeks@gmail.com</a>	987-331-4974

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