

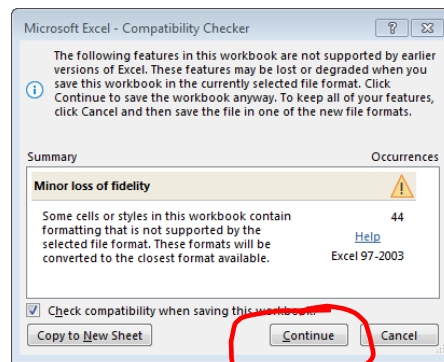
Preparing Your Ecard Roster for A Class

Before Class:

Copy the required roster out of the **Roster Folder** (i.e. Ecard Roster-BLS). Place that copy in the **E-card Classes Folder**. This folder will hold all the class rosters for each individual instructor. Rename the roster as: **FirstName.LastName Original Roster** in the “File Name” field.

Sandra.Jenkins Original Roster

Always change the “Save as Type” to **“Excel 97-2003 Workbook”**. Click **“Save”**. When the message come up and ask if you want to “Copy to New Sheet or Continue; always select **“CONTINUE”**. (**NEVER** select “New Sheet”)



Type in the instructor’s information: Full name, address, Home phone, Work Phone and Click Save. When the message pops up again concerning New Sheet or Continue, “always select **“CONTINUE”**” When you teach a class, rename the roster by taking off Original Roster and replace with the Course Date, according to the **Save AS** format below.

1. When students register for your class, inform them that they must have an email address. If they don’t have one you can create one for them.
2. Before the class begins open the original roster. Name it according to the “Save As” instructions below. Fill in the Roster Front Page. Save. Then click on **Roster Back Page-1** and leave it open for the students to sign in.
3. Please have the **students** input their information on the Roster Back Page. Our Pilot Test Groups had multiple errors when they typed the student information rather than letting the students do it themselves. Missed spelled names and wrong email addresses were a constant problem. If the student input this information themselves it would cut

down on errors. Cutting down on errors will save us time and save you money. We are developing new policies concerning this.

4. Make copies of: **“How to Claim Your eCard”** sheet and give one to each student when they attend your class. The student must claim their card; you cannot do it for them.

“Save as” Format for Rosters

Note to the Pilot Group: The front and back pages are no longer separated. They are in the same workbook.

Please save your rosters in the following format. Using the instructor’s first and last name and the course date to identify each roster.

Lead Instructor’s FirstName dot LastName space Course Date (mm-dd-yyyy)

Example: Sandra.Jenkins 05-18-2019

“SAVE AS” FORMAT FOR A COURSE TAUGHT TWICE ON SAME DAY (Same Instructor, Same Course, Same Course Date.)

Our policy has not changed. Previously, in this document we encouraged you to put both courses when taught on the same day in one roster. **That was wrong!** It is Operation Life Saver’s policy to only put one course per roster regardless of similarities. Therefore, when saving the rosters that has the same instructor, course, and course date; save it like this.

FirstName dot LastName space Course Date (mm-dd-yyyy) space Course -1 & -2

Example: Deborah.Miller 11-06-2019 BLS-1 (first class)

Example: Deborah.Miller 11-06-2019 BLS-2 (second class)

“SAVE AS” FORMAT FOR TWO DIFFERENT COURSES TAUGHT ON THE SAME DAY using two different rosters. (One Course per Roster!!)

FirstName dot LastName space Course Date (mm-dd-yyyy) space Course Type

Example: Deborah.Miller 11-06-2019 BLS - (first class)

Example: Deborah.Miller 11-06-2019 HS - (second class)

1. The Roster Back Page which has 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. If you have over 45 students in the class; use **Roster Back page-1 (for the 1st 45)** and **Roster Back Page-2** (for the remaining students. Look at the bottom tabs on the Roster.

2. Instructors will email the **rosters** as attachments to Operation Life Saver to the following email: ***OLSecards@operationlifesavertc.com***. After the payment has been received, the Training Center Admin will download the roster and email the students their eCards. Please create a new email each time you have a new set of rosters to send. Do not reuse an old email.
3. **We must have the students' phone numbers** in case their email addresses or other information is incorrect. If their phone numbers are not available, we will call the instructor to get the information for us.