

# DO NOTS

For the Roster Back Page:

- **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.**
- **Do Not type any notes on the back page.**  
If you want to point something out, put it in the email.

## OTHER DO NOTS

- **Do Not put more than one course on a roster.**  
Earlier one of the examples had two courses listed if it was taught on the same day. That was mistake. The rule is still one course, one roster.
- **Do Not use an old email to send a new roster**
- **Do Not have unrealistic expectations about students receiving cards in short period of time, like the next day.**

For a while we will be dealing with both Ecards and paper cards. In addition, instructors will still be on the learning curve using ecards. We expect (but hope we are wrong) a higher than usual number of errors in which we are going to be coaching everyone through. Therefore, the same rules apply. AHA gives Training Centers 30 days from receipt of roster to get the cards to the students.