Entering a Learn-to-Swim class into the ARC Learning Center thru Course Record Admin

* If entering a course into the ARC Learning Center, do not submit an activity report. If you do, you will be double billed.

You must have a current Learn-to-Swim Agreement to enter the classes into the ARC Learning Center. If your organization does not, your course will be rejected. Please contact Sue Fleming at 717-771-3562 or Susan.Fleming@redcross.org.

1. Log into the ARC Learning Center using your instructor username and password. Do not create a new user. <u>https://classes.redcross.org</u>



2. Click on "Home" in the upper right section and select CR Admin.



3. Select New Course Record.

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4. Select which Organization you taught for. You must choose the one with Learn-to-Swim in the title.

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		1 = required		
	Complete the required int	formation below.		
	Your name is automaticall	y populated in the contact field indicating you are the contact for this		
	course record. Select the	e organization associated with this course record. You are only able to		
	select organizations that	are associated with your instructor record. If the desired organization does		
	not appear in the drop do	own menu, contact your local unit.		
	Contract .	Sharbar Franks (#2003)		
	Contact	Stephen Facht (463004		
	Organization*	-Select One-		
		-Select One-		
	Offering Information	ARCSV Harrisburg Full Service ARCSV Harrisburg Community Classes		
	Enter the course name an	nd offeri ARCSV Lancaster Full Service		
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	Course			
	Offering End			
	Date*			
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	County	-Select One-		
	Other Information			
	Use the drop down menu	to indicate how you would like to distribute certificates. After you click		
	Save the page will refresh	. Click the "Add Instructor" link. Search for instructors who taught this		~
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5. Enter the Course Code by clicking on the picker.

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	If you want to skip entering s	itudent names, check the box.	
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6. Enter the Course ID, click search, click appropriate course. Course Codes:

Longfellow's WHALE Tales	HSSAQU102
Personal Water Safety	HSSAQU103
Water Safety Today	HSSAQU104
General Water Safety	HSSAQU105
Home Pool Safety	HSSAQU106
Parent Orientation to Swim Lessons	HSSAQU107
Sun Safety	HSSAQU108
Parent and Child Aquatics Level 1	HSSAQU201
Parent and Child Aquatics Level 2	HSSAQU202
Preschool Aquatics Level 1	HSSAQU203
Preschool Aquatics Level 2	HSSAQU204
Preschool Aquatics Level 3	HSSAQU205
Level 1 - Introduction to Water Skills	HSSAQU206
Level 2 - Fundamentals of Aquatic Skills	HSSAQU207
Level 3 - Stroke Development	HSSAQU208
Level 4 - Stroke Improvement	HSSAQU209
Level 5 - Stroke Refinement	HSSAQU210
Level 6 - Swimming and Skill Proficiency - Personal Water Safety	HSSAQU211
Level 6 - Swimming and Skill Proficiency - Fundamentals of Diving	HSSAQU212
Level 6 - Swimming and Skill Proficiency - Fitness Swimmer	HSSAQU213
Safety Training for Swim Coaches	HSSAQU301
Safety Training for Swim Coaches Challenge	HSSAQU301C
Safety Training for Swim Coaches Review	HSSAQU301R
Basic Water Rescue	HSSAQU302
Basic Water Rescue Challenge	HSSAQU302C
Basic Water Rescue Review	HSSAQU302R

Safety Training for Swim Coaches Fast Track	HSSAQU303
Personal Water Safety	HSSAQU304

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7. Enter date, check "Skip Student Details", enter students numbers, address and how the certifications will be printed then click Save. Certification note: For learn-to-swim, please refer to your CD-Rom or go to <u>www.instructorscorner.org</u> to print the certification cards.

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	"Select and Close". Cont	ext.		
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8. Click Add instructor. Either enter the instructor's username <u>or</u> enter the first few letters of the person's first and last name into the search field then click Search. Select instructor and check "Select and Close". Then click Next.

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9. Payment

If you have a coupon code, enter the code and click Apply Coupon.

If paying by Credit Card, select Credit Card and enter information in.

If paying by Purchase Order and none is listed for you, please call 1-800-REDCROSS and have the Training Support Center set one up for you.

Once payment is entered, click "I agree" and submit.

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When you click Submit your record will be entered as a "submitted". It will be processed in 2-3 business days.

When it is processed, you will receive two emails. The first lets you know the course was processed and how to print the $8 \frac{1}{2} \times 11$ certifications. The second lets you know how much you were billed/paid by credit card.

Frequently Asked Questions:

Q: I logged into my account and I don't see CR Administration listed.

A: Contact Kelly Colborn.

Q: The Organization I teach for is not listed in my Learning Center Account.

A: Contact Sue Fleming.

Q: I don't have a Purchase Order number set up. How do I get one?

A: Call the Training Support Center and they will be able to set one up for you if the cost of the course is more than \$250. If the cost of the course is less than \$250, please pay with credit card. If your company is unable to pay by credit card, please call the TSC for payment arrangements.

Q: I'm having difficulty reaching the Training Support Center.

A: The Training Support Center is opened outside of normal business hours and can easily be reached during "off peak" times. Their peak hours are 10 am to 4 pm.

Training Support Center (TSC)	support@redcrosstraining.org Hours: M-F 7 am to 11 pm Sat 7:30 am to 8 pm Sun 10 am to 6 pm	1-800-REDCROSS option 3 Fax: 1-800-878-7047
Kelly Colborn	Kelly.Colborn@redcros.org	717-299-5566 x1143
Sue Fleming	Susan.Fleming@redcross.org	717-771-3562