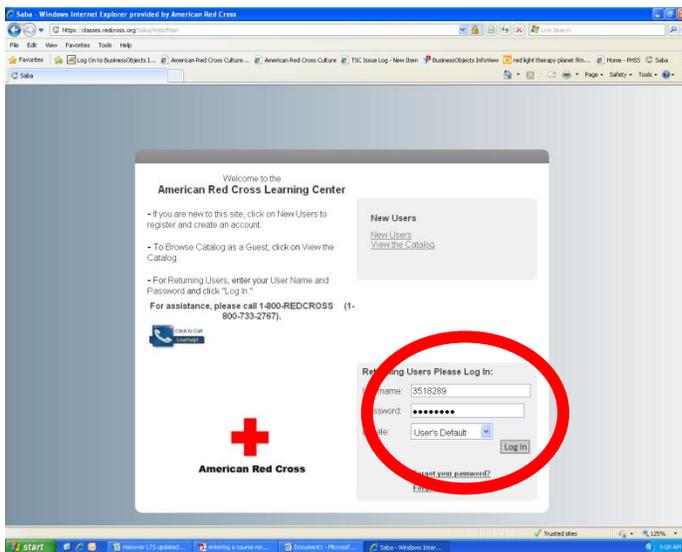


# Entering a Learn-to-Swim class into the ARC Learning Center thru Course Record Admin

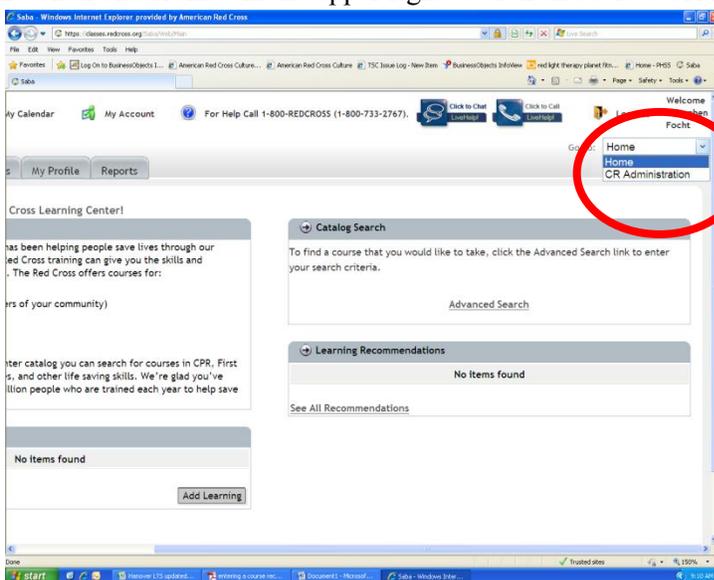
\* **If entering a course into the ARC Learning Center, do not submit an activity report.** If you do, you will be double billed.

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](mailto:Susan.Fleming@redcross.org).

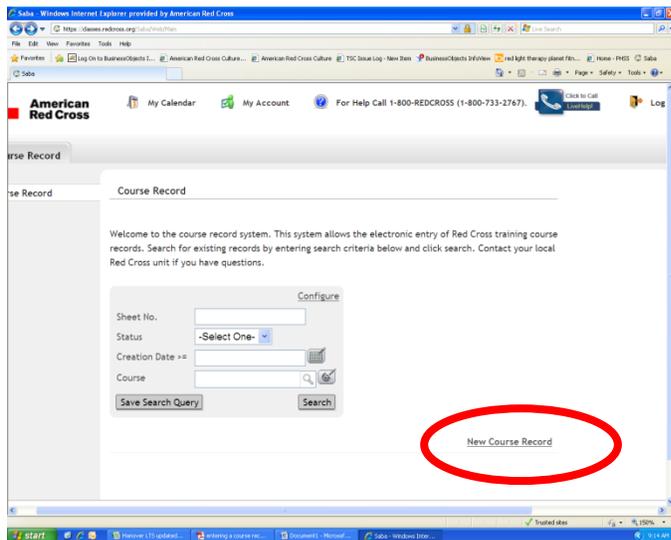
1. Log into the ARC Learning Center using your instructor username and password. Do not create a new user. <https://classes.redcross.org>



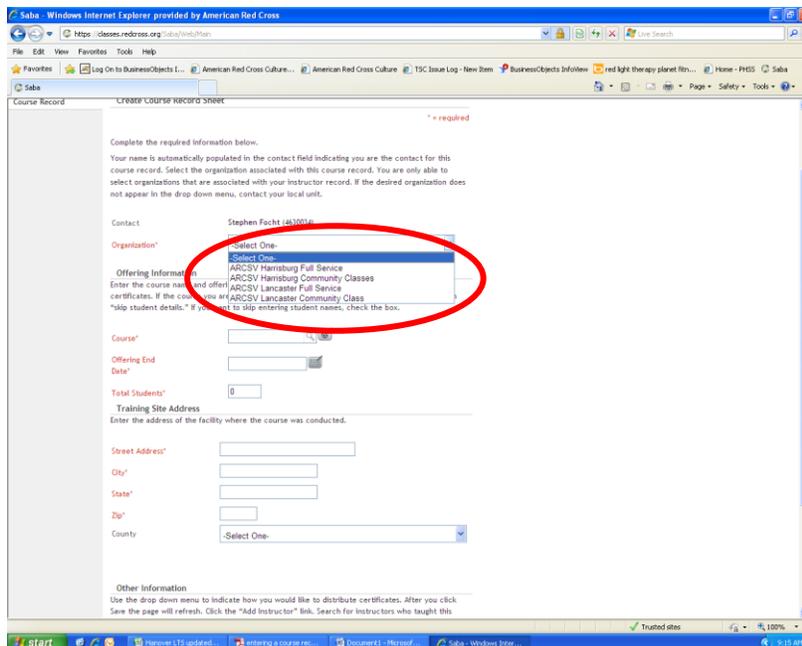
2. Click on "Home" in the upper right section and select CR Admin.



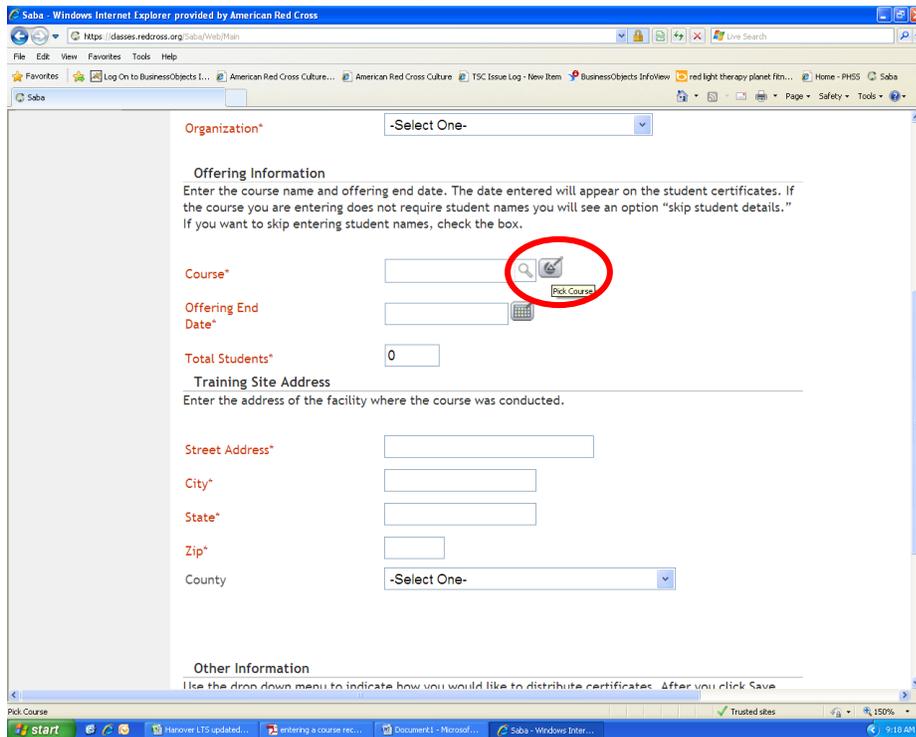
### 3. Select New Course Record.



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



5. Enter the Course Code by clicking on the picker.



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  
Personal Water Safety

HSSAQU303  
HSSAQU304

The screenshot displays the Saba LMS interface. A 'Select Course' dialog box is open, showing a search for course ID 'HSSAQU202'. The dialog box includes a 'Search' button and a table of results. The background shows the 'Create Course Record Sheet' form with fields for Organization, Offering Information, Course, and Training Site Address.

**Select Course Dialog Box:**

Course ID: HSSAQU202

Search

Select	Version	Course ID	Title
<input type="checkbox"/>		HSSAQU202	Parent and Child Aquatics Level 2

**Background Form Fields:**

- Organization\*
- Offering Information: Enter the course name and offering date. If the course you are adding is a new offering, you must enter the offering date. If you are adding an existing offering, you can skip this field.
- Course\*
- Offering End Date\*
- Skip Student Details
- Total Students\* 0
- Training Site Address: Enter the address of the facility where the course was conducted.
- Street Address\*
- City\*
- State\*

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 [www.instructorscorner.org](http://www.instructorscorner.org) to print the certification cards.

The screenshot shows the 'Offering Information' form in the Saba web application. A red circle highlights the 'Skip Student Details' checkbox, which is checked, and the 'Total Students' field, which contains the number 4. Other fields include 'Course' (Parent and Child Aquatics), 'Offering End' (07/31/2012), 'Total Successful' (2), 'Total Unsuccessful' (2), and 'Total Not Evaluated' (0). The 'Training Site Address' section includes 'Street Address' (430 W Orange St), 'City' (Lancaster), 'State' (PA), and 'Zip' (17604).

8. Click Add instructor. Either enter the instructor’s username or 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.

The screenshot shows the 'Add Instructor' search results in the Saba web application. A red circle highlights the search fields, which contain 'First Name: Ste' and 'Last Name: Foch'. Below the search fields is a table with columns for 'First Name' and 'Last Name', and a 'Select and Close' button. The table contains one entry: 'Stephen Focht'. The 'Select and Close' button is also circled in red.

## 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.

Organization: ARCSV Harrisburg Full Service (38196DF500003) Offering End Date: 07/01/2012

**Payment Information**

The total is automatically calculated based on the agreement between the organization and the American Red Cross. If the amount is different than expected, contact your local unit. Select the payment method and enter the required payment reference information. The Purchase Order option requires the organization has set up a PO with the Red Cross. When finished, click Submit.

Amount Per Student: 19  
Coupon Code:   
No. of students: 1  
Total: 19  
Payment Type:   
-Select One-  
-Select One-  
Purchase Order  
Credit Card

**Legal Information**

I certify that this training session has been conducted in accordance with the requirements and procedures of American Red Cross.

I Agree

Apply Coupon Submit Back Close

**Note:** Your course record has been sent to the chapter for review. Upon approval, you will receive an email with information and directions on printing your certificates. The reference number for this submitted course record is provided below. To view or print a summary of your submitted course record, click the "Print Summary" button.

Your course record has been sent to the Chapter. Once the Chapter reviews the information, you will be provided with a link to print certificates.

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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 ½ x 11 certifications. The second lets you know how much you were billed/paid by credit card.

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**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.

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