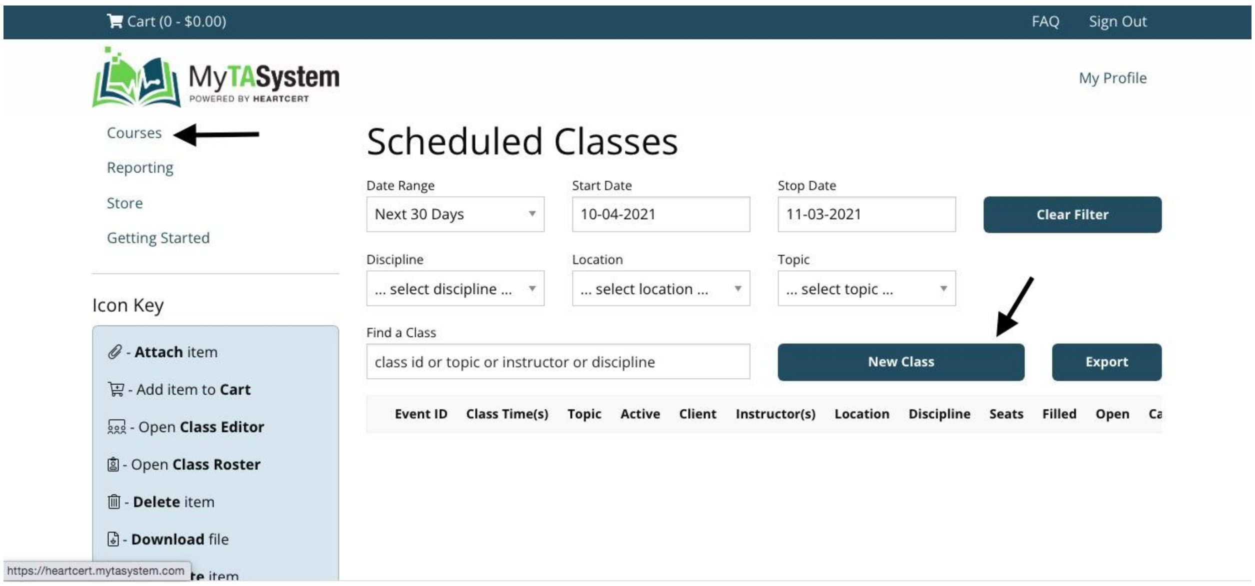
TAS Guide

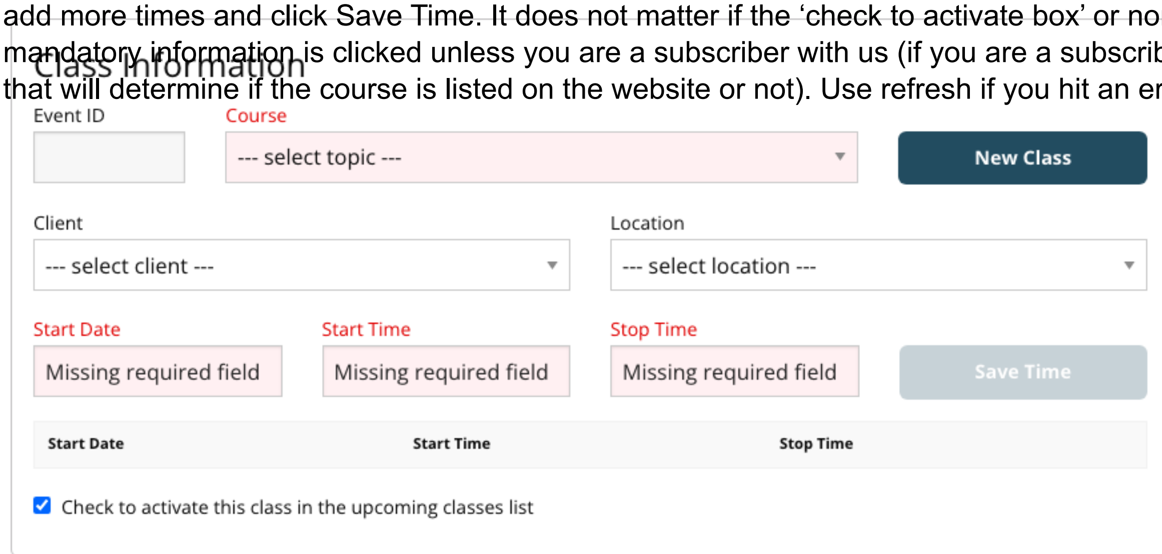
Entering Courses

Go to tc.mytasystem.com and enter your email as the username and select forgot password to get your account set up and log in.

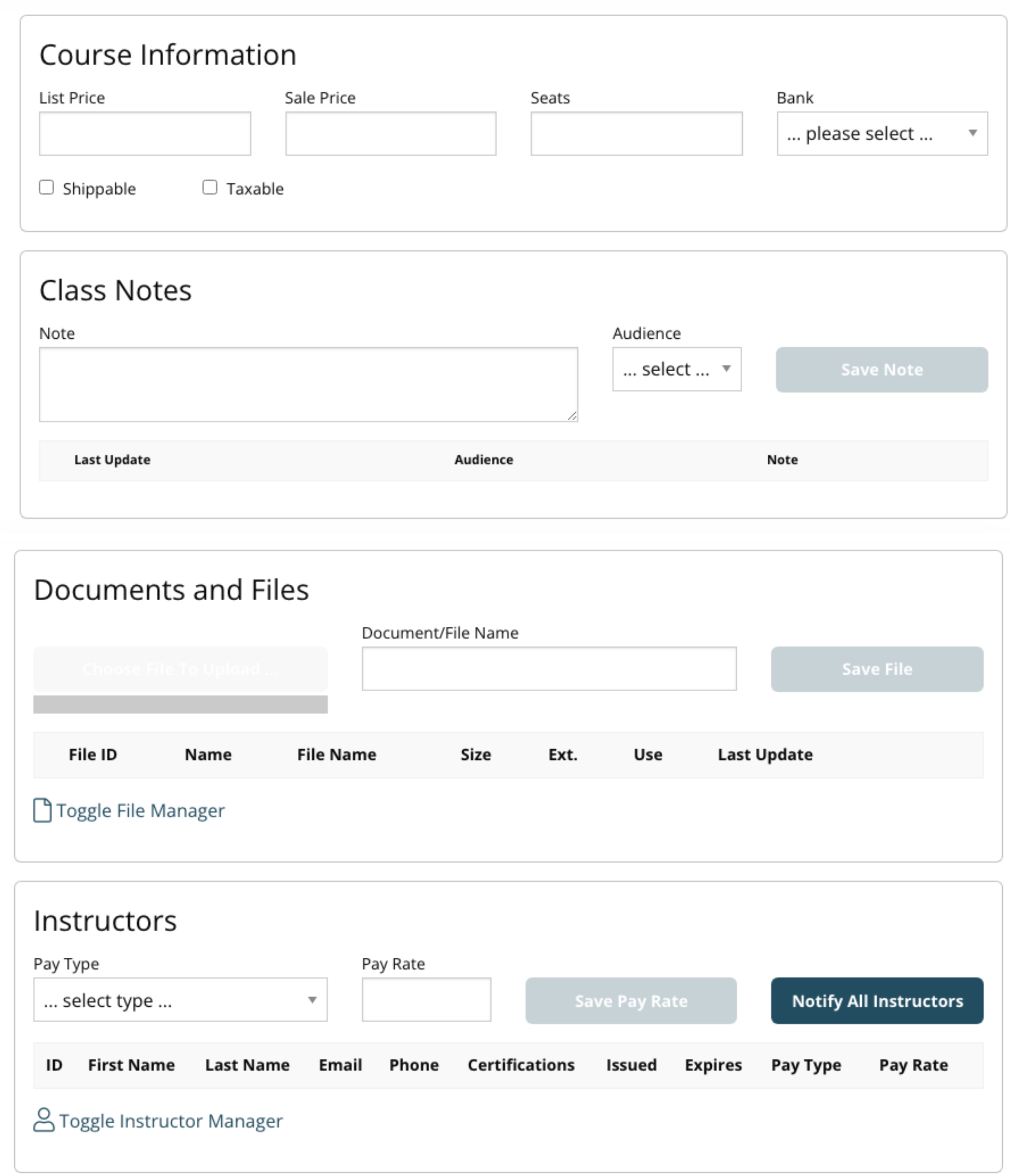
Once you are logged into TAS, there are two ways to create a course. You can select Courses in the left column and then select Class Scheduler, or you can click the button that says New Class. To edit a class created, there is a paper/pen icon to the left of the event ID to click to edit details. See the icon key and FAQs for additional help and below for further creation instructions.



First, you will want to create the course. To do this, scroll down to select the course type from the drop-down menu, enter the date, and add the start and end time then click **save** at the bottom. If your course will be meeting more than one day, <u>after saving</u> the class you will want to add more times and click Save Time. It does not matter if the ‘check to activate box’ or non-mandatory information is clicked unless you are a subscriber with us (if you are a subscriber, that will determine if the course is listed on the website or not). Use refresh if you hit an error.



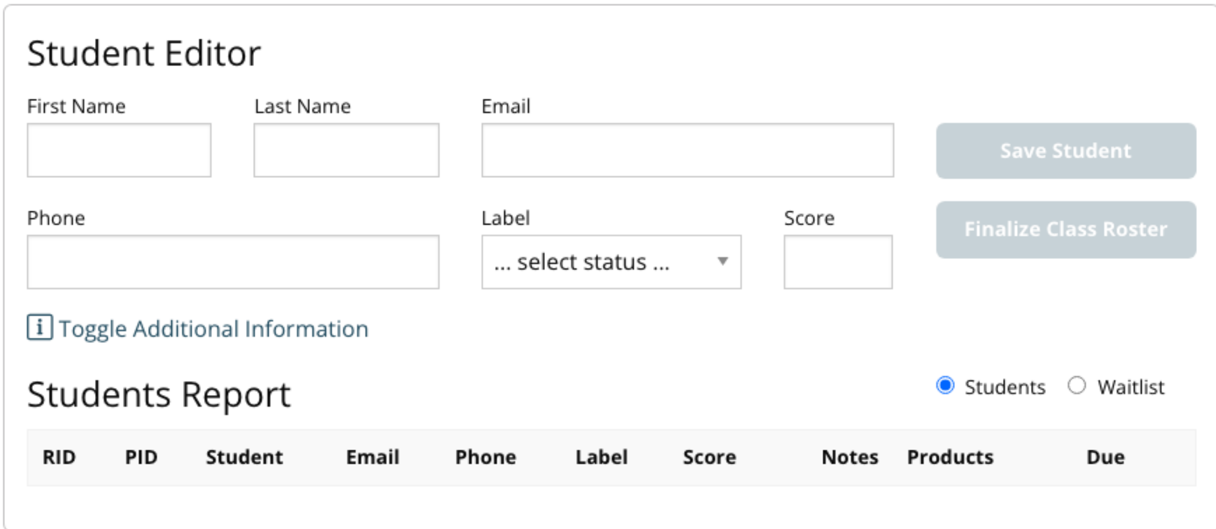
You then have options to add details such as pricing, number of students (seats), notes, files (can be uploaded from your computer, i.e. completion certificates), and instructor(s). Instructor(s) are required, the rest is optional for you unless otherwise directed by your TC.



After all details have been entered (or any time you go in and make adjustments), always be sure you click the **Save Changes** button at the bottom of the screen. The class must first be saved before uploading documents or adding notes.

Student Roster and Issuing Cards

After saving your created course, you can go in and add students to your roster. Remember, each student should have their own unique email address. If you want to add additional information (such as address or notes), click Toggle Additional Information.



Once all of your students are entered, click Finalize Class Roster (button under save student). This is where you will record who attended, if they passed, and what their score was. You can Select All Records and then input that information if it is all the same. There are options to select if cards or certificates were sent, but those are optional and just for your own records. Please check with your Training Center on any other procedures but be sure to add: student info, who attended, if they passed, and what their score was.

To issue the students cards, click Select All Records and then Export Cards. This will download a document in AHA format that you can upload into your instructor network account. You will need to use the 'store' and 'catalog' links for ordering cards. Allow 72 business hours for cards to be placed in your account and we have a separate walkthrough for this process. Instructors are encouraged to order cards *before* a class and have some on hand so you can issue in a timely manner unless otherwise directed by their Training Center. 'Att' (attended or 'seated'), 'Pass' and 'Score' are required to be filled out. Please check with your Training Center for any other questions.

AHA Basic Life Support (BLS) Classroom Course

Monday - December 20, 2021 10:00 AM

eCard Code: 15-3001

Instructors

Score

Update Score(s)

	RID	Name	Email	Phone	Label	Att	Inv	Paid	Pass	Score	Card	Cert		
☐	59177	test test	test@gmail.com			☐	☐	☐	☐		☐	☐		

Select All Records | Clear All Selections | Export Card(s) | Generate Certificate(s)

Seat All Students | Invoice All Students | Mark All Students Paid | Pass All Students

Back | Save Changes