TAS Guide

Entering Courses

Go to <u>tc.mytasystem.com</u> 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.

	📜 Cart (0 - \$0.00)				FAQ Sign Out		
					My Profile		
	Courses	Scheduled					
	Store Getting Started	Date Range	Start Date	Stop Date			
		Next 30 Days 🔹	10-04-2021	11-03-2021	Clear Filter		
		Discipline	Location	Торіс			
1	lcon Key	select discipline 🔻	select location 🔻	select topic 🔻]		
	Ø - Attach item	Find a Class		, 			
	译 - Add item to Cart	class id or topic or instruct	or or discipline	New Class	Export		
	👷 - Add item to Cart	Event ID Class Time(s)	Topic Active Client Inst	tructor(s) Location Discipline So	eats Filled Open Ca		
	🗟 - Open Class Roster						
	🛍 - Delete item						
	🗟 - Download file						
https://heartcert.	mytasystem.com						

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.

sel	ect topic	Ψ	New Class
Client		Location	
select client	Ŧ	select location	
Start Date	Start Time	Stop Time	
Missing required field Missing required field		Missing required field	
Start Date	Start Time	Stop Time	

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.

st Price	Sale Price	Seats		Bank
				please select
Shippable	Taxable			
lass Notes				
ote		A	udience	
			select 🔻	Save Note
		Audience		Note
Last Update				
	d Files			
Last Update		ent/File Name		

							Save File
File ID	Name	File Name	Size	Ext.	Use	Last Up	date
Toggle File	Manager						

Instructors								
Рау Туре		P	ay Rate					
select type 🔻		•	Save Pay Rate		Notify All Instructors			
ID First Name	Last Name	Email	Phone	Certifications	Issued	Expires	Рау Туре	Pay Rate
A Toggle Instructo	or Manager							

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.

Student Editor											
First Na	me	Last N	ame	Email							
								Sav	ve Student		
Phone				Label			Score	Finaliz	e Class Roster		
				sel	ect status .	*					
i Tog	gle Addi	tional Inform	ation								
Students Report								Student	ts 🔾 Waitlist		
RID	PID	Student	Email	Phone	Label	Score	Notes	Products	Due		

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: <u>student info, who attended</u>, 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								In Scor		ictor	rs	Update	Score(s	
	RID	Name	Email	Phone	Label	Att	Inv	Paid	Pass	Score	Card	Cert		
	59177	test test	test@gm	ail.com									P	Ï
Select All Records Clear All Selections						I	Export	Card(s)		Ger	ierate Ce	ertificat	e(s)	
Seat All Students Invoice All Students						Mark	All Stu	idents P	aid	F	Pass All S	tudent	5	
Back Save Changes														