STEP-BY-STEP GUIDE

Navigating to My Training Sites

1. From the Instructor Network dashboard, click on the left-hand menu item Edit My Profile:

2. Click the My Training Sites link
Requesting to become a Training Site

1. Click Align with Training Center

My Training Sites

Please click the links below to manage your Training Sites.

- View My Training Sites
- Align Existing Training Site with Training Center
- Align with Training Center
- Invitation from Training Centers

2. Lookup the Training Center

   a. Press [Lookup]

1. Select Training Center

   Training Center

   Lookup

   b. Complete the search information and click [Search]

   Country *
   - USA

   State/Province
   - Washington

   City
   - Seattle

   TC ID

   Search
c. Choose the Training Center by clicking [Select]

Training Center Lookup

Country *
USA

State/Province
Washington

City
Seattle

TC ID

Search

Result(s) found: 4

TC Name: Cascade Healthcare Services LLC dba Cascade Training Center (WA 158901)
1951 Nickerson St Ste 200
Seattle, WA 98109-1600 USA
(206) 213-9116

TC Name: Coordination

Email: cascade.tc@heart.org

Select

3. Select the correct discipline(s)

Training Center Discipline(s)*

Select TC discipline(s)

☐ Select all
☐ ACLS
☐ BLS
☐ Heartsaver
☐ PALS
4. Complete the Training Site information (contact information will fill-in automatically) and press [Submit]

2. Complete Training Site Information

<table>
<thead>
<tr>
<th>Training Site Name*</th>
<th>Training Site URL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address 1 *</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Address 2</td>
</tr>
<tr>
<td>City *</td>
</tr>
<tr>
<td>State/Province *</td>
</tr>
<tr>
<td>Select an Option</td>
</tr>
<tr>
<td>Country</td>
</tr>
<tr>
<td>USA</td>
</tr>
<tr>
<td>Zip/Postal Code *</td>
</tr>
<tr>
<td>Phone</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name *</td>
</tr>
<tr>
<td>John</td>
</tr>
<tr>
<td>Last Name *</td>
</tr>
<tr>
<td>Public</td>
</tr>
<tr>
<td>Email Address *</td>
</tr>
<tr>
<td><a href="mailto:cascade.instructor.1@test.heart.org">cascade.instructor.1@test.heart.org</a></td>
</tr>
</tbody>
</table>

Submit  Cancel

5. Success message

Training Site Application Form

✅ Your request to align with a Training Center has been submitted.