STEP-BY-STEP GUIDE

Navigating to Training Sites screen

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

   ![My Training Center](image)

2. Click the Training Sites tab

   ![Training Sites Tab](image)

3. Click [Invite Training Site]

   ![Invite Training Site Button](image)
Inviting a Training Site

1. Select the discipline(s) the Training Site will teach for your Training Center by clicking the drop-down list

   - Select all
   - ACLS
   - BLS
   - Heartsaver
   - PALS

2. Select to invite a new Training Site or an existing Training Site

   - New Training Site – Training site is not already in Instructor Network
   - Existing Training Site – Training Site is in Instructor Network but not associated with your Training Center
New Training Site

- Click the New Training Site radio button

- Complete Training Site information

- Lookup an instructor to assign as a Training Site Coordinator
• Lookup instructor by email or instructor ID and click [Search]

**Instructor Lookup**

Instructor Email

OR

Instructor ID

• Click [select] on the correct instructor

**Instructor Lookup**

Instructor Email

OR

Instructor ID

• Click [Submit] in completed page to invite the instructor to be a TSC

**Submit**  **CANCEL**

Existing Training Site

• Click the Existing Training Site radio button

**Training Site Info**

- New Training Site
- Existing Training Site
• Lookup the Training Site

Training Site Info

- New Training Site
- Existing Training Site

Training Site ID*

Training Site Name*

Search

• Enter search criteria – At least one must be entered
  - Training Site Name
  - Training Site ID
  - State/Province

• Click [Search]

Training Site Lookup

Training Site Name

Training Site ID

State/Province

Select an Option

SEARCH

• Click [Select] on the correct Training Site

Training Site Lookup

Training Site Name

Training Site ID

State/Province

SEARCH

<table>
<thead>
<tr>
<th>Training Site</th>
<th>TSC Details</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>UT MD Anderson Cancer Center Site 3 (TS-0034)</td>
<td>Baylor</td>
<td>Select</td>
</tr>
<tr>
<td>San Antonio, TX</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
• All information on the screen will pre-populate

**Training Site Info**

- **New Training Site**  - **Existing Training Site**
- **Training Site ID**: TS-0034
- **Training Site Name**: UT MD Anderson Cancer Center Site 3

**Training Site Coordinator Info**

- **First Name**: Baylor
- **Last Name**: TrainingCenterAdmin
- **Email Address**: baylor.bca.test@heart.org

• Click [Submit] to invite an existing Training Site