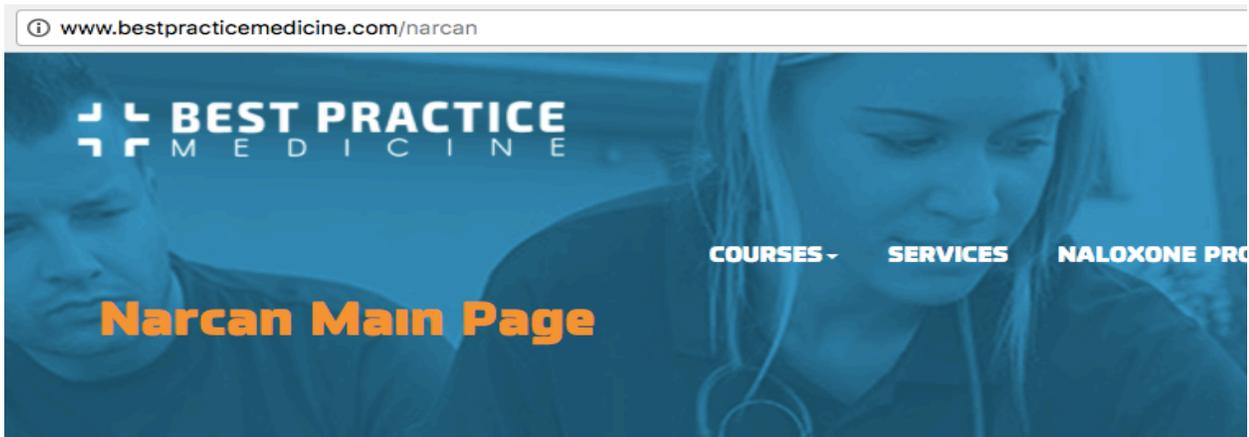


Instructions for Roster Entry

Step 1: From the Narcan Main Page, select “click here to enter skills training rosters”. Log in using the information you would have received from activating your account with Basecraft.



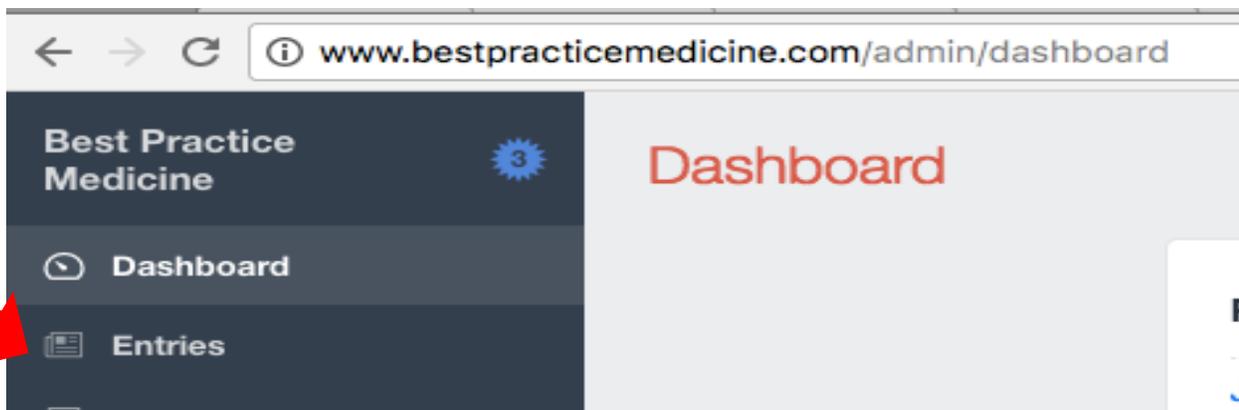
Users Name: [redacted]

LOGOUT

CLICK HERE TO ENTER SKILLS TRAINING ROSTERS

NALOXONE TRAINING ONLINE CLASSROOM PORTAL

Step 2: To enter class and student information, from your dashboard, select the “Entries” option.



Step 3: Click on “Narcan Roster Profiles” then click “new entry” in the upper right corner.

The screenshot shows the 'Entries' page. On the left sidebar, 'NARCAN Roster Profiles' is highlighted with a red arrow. The main area contains a table with the following data:

Title	Post Date	Expiry Date	Roster Member Type	Date Of Birth
Jus [redacted]	Friday		Master Trainer	9/7 [redacted]
Key [redacted]	Friday		Master Trainer	7/7 [redacted]

Step 4: Enter student/profile information into appropriate fields.

- a. Enter ALL information pertaining to the student.
- b. Enter renew by date: 2 years following day of successful skills session completion
- c. Click red “Save” button located upper right
- d. Repeat steps a-c for each roster (student) entry

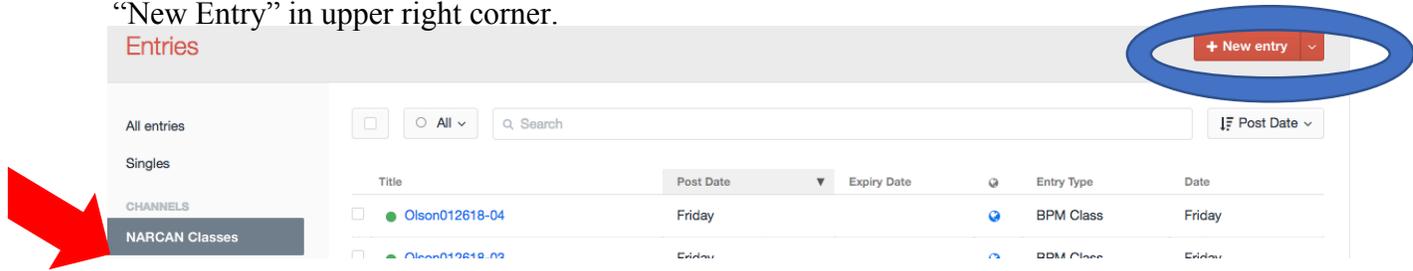
The 'Sample Entry' form contains the following information:

- Title:** Sample Entry
- First Name:** Sample
- Last Name:** Entry
- Roster Member Type:** NALOXONE Authorized Users
- Date Of Birth:** 1/1/2000
- Profile Email:** ssample@email.com
- Profile Phone:** 555-555-5555
- Department / Organization:** Montana
- County:** Beaverhead

Metadata on the right sidebar:

- Slug:** sample-entry
- Author:** aolson
- Post Date:** 1/30/2018 1:42 PM
- Expiry Date:** [empty]
- Enabled:** [checked]
- Date Created:** 1/30/2018 1:42 PM
- Date Updated:** 1/30/2018 1:42 PM

Step 5: To enter class specific information, from the entries tab, click “Narcan Classes” then click “New Entry” in upper right corner.



Step 6: Enter all class information for each session conducted

- Title = Course ID Number: Instructor Last Name+First Initial+Date as mmddyyy+course session for that day. Example: OlsonA110817-01
- Add Instructor – search and select from list, click red “Select” button
- Enter Date of course
- Under BPM Training Roster, click “+Add a row” once for each number of students in the skills session roster
- For each row, click “+ Add roster profile”, search and select each student and select either “Pass” or “Needs Remediation”
- Once all session roster entries are added for each Skills Session, click red “Save” button located upper right of screen.

A complete guide to these instructions is also located on the back of your printed roster. Please email aolson@bestpracticemedicine.com with any questions or issues.