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.

Step 2: To enter class and student information, from your dashboard, select the "Entries" option.
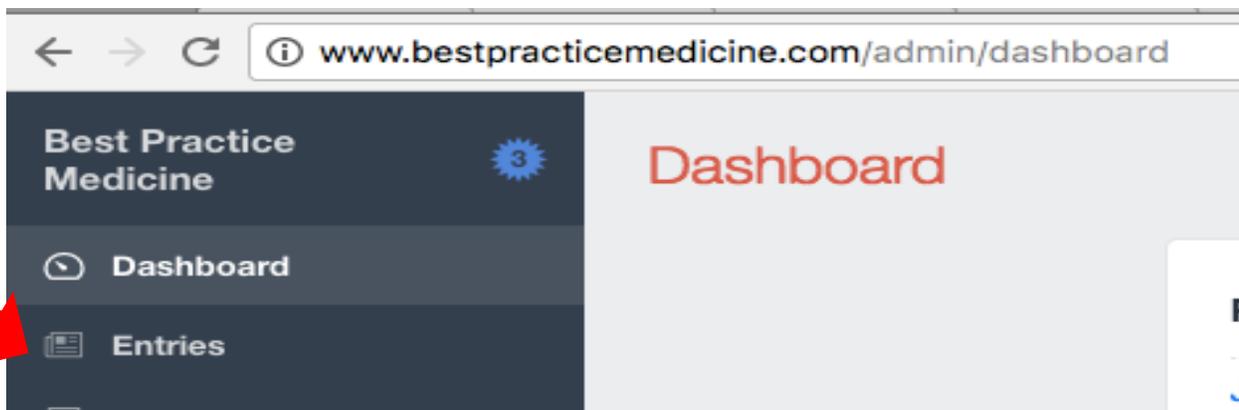
Step 3: Click on "Narcan Roster Profiles" then click "new entry" in the upper right corner.

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

Step 5: To enter class specific information, from the entries tab, click "Narcan Classes" then click "New Entry" in upper right corner.
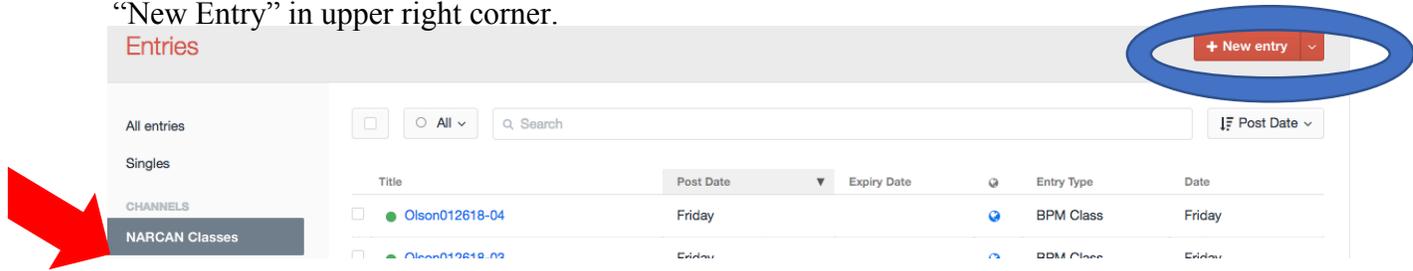
Step 6: Enter all class information for each session conducted
a. Title = Course ID Number: Instructor Last Name+First Initial+Date as mmddyyy+course session for that day. Example: OlsonA110817-01
b. Add Instructor – search and select from list, click red "Select" button
c. Enter Date of course
d. Under BPM Training Roster, click "+Add a row" once for each number of students in the skills session roster
e. For each row, click "+ Add roster profile", search and select each student and select either "Pass" or "Needs Remediation"
f. 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.