AHA**e**CARDS

TRAINING. QUALITY. SECURITY.

Assigning eCards A Step-by-Step Guide

To start using AHA's eCards, first contact your designated distributor to get eCard inventory.

Log onto the AHA Instructor Network and hover over "**Manage eCards**."

From this drop-down menu, you have **three options** for assigning eCards depending on your role:

ASSIGN TO INSTRUCTOR
For Instructors to assign eCards to students

Available to Training Center Coordinators, Training Center Admins, and eCard Location Admins

1

Fill in the **Course**, **Training Center**, and **Instructor name** from the drop-down menus and click

Submit

Note: You may select more than one Instructor by using the left-mouse click with the Control (Ctrl) key.

2

Enter the number of eCards you'd like to assign to the Instructor based on your available inventory and click

Continue

3

Confirm that all information is correct before submitting your final request. If information is correct, click

Finish

Otherwise, click

Go Back

and revise the transaction.

ASSIGN TO eCARD LOCATION
For eCard distribution to Instructors and/or students who have successfully completed a course

Available to Training Center Coordinators and Training Center Admins only

1

Fill in the **Course**, **Training Center**, and **eCard Location** from the drop-down menus. Based on your Course selection, the number of eCards you have available for distribution will be displayed.

2

Enter the number of eCards you'd like to assign in the "Assign Quantity" field and click

Submit

3

Confirm that all information is correct before submitting your final request. If information is correct, click

Finish

Otherwise, click

Go Back

and revise the transaction.

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ASSIGN TO STUDENTS

For emailing eCards directly to students based on the course completed

Available to Training Center Coordinators, Training Center Admins, eCard Location Admins, and Instructors

1

Fill in the **Course**, **Inventory Source**, **Training Center**, and **Instructor name** from the drop-down menus.

2

Enter the number of eCards you'd like to assign in the "Assign Quantity" field and click

Submit

Note: You cannot assign more eCards than are available in your inventory.

3

Confirm that all information is correct before submitting your final request. If information is correct, click

Finish

and complete the transaction. If information is inaccurate, simply press

Go Back

to be redirected to the previous page.

4

After confirming the quantity of eCards you'd like to assign, you enter the **Course date**, **students' first name**, **last name**, and **email address**, then click

Submit

To save time, you can upload a student roster directly rather than manually inputting student information. To use this feature, download AHA's Student Roster Template directly from this web page. Be sure not to edit the column headings or order of the roster.

5

After clicking submit, you'll be asked to confirm that the information entered is correct before clicking

Finish

and completing the transaction. If information is inaccurate, simply press

Go Back

to be redirected to the previous page.