

Instructions for Completing the AHA Online Registration and Forms

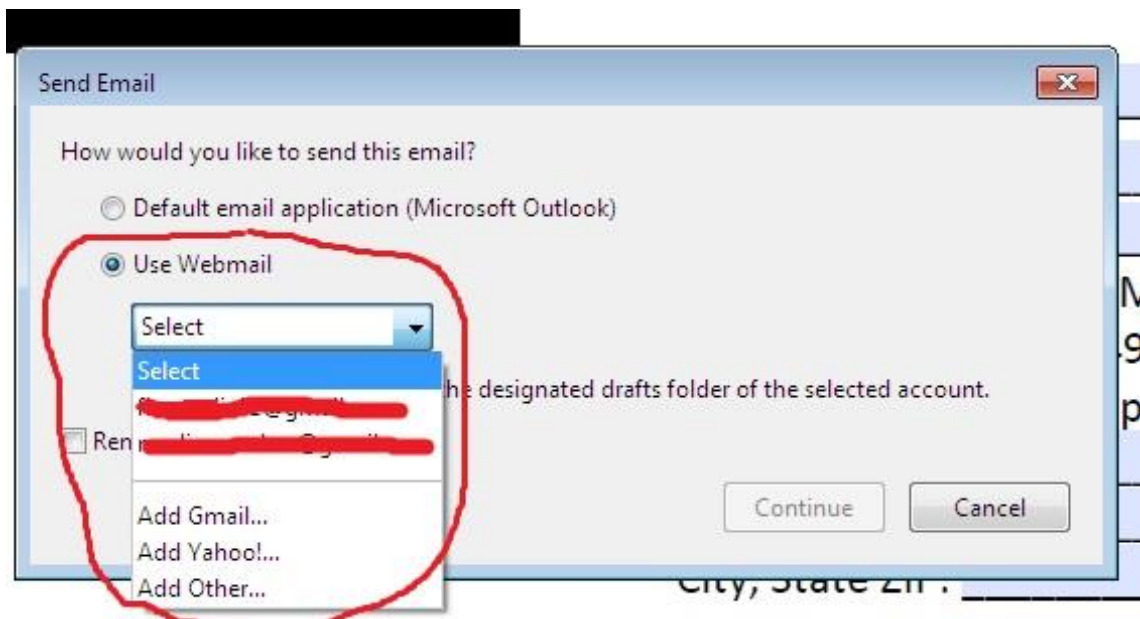


As you have likely noticed on the Seven Mountains EMS Council website, course registration forms, and course rosters are a little different than what you may be used to. In keeping with changing technology, ease of form completion, and efficiency in registering and processing courses, these have all been made into digital forms that you can complete and email directly to Cathy at the council office. If you are not used to the forms, they can be a bit confusing, but if you follow the instructions below for submitting your forms, the process should be simple.

1. Fill out the course registration form or course roster as you normally would. Remember, courses **MUST** be registered at least **10 DAYS PRIOR** to the start of your course to ensure materials that you need are available for you!! Rosters are also to be completed in a timely fashion so that all courses can be processed efficiently.
2. Here is where the confusing part starts: **IF YOU ARE USING A WEB BASED EMAIL** (gmail, yahoo, Hotmail, etc.) **YOU HAVE TWO OPTIONS:**

OPTION 1:

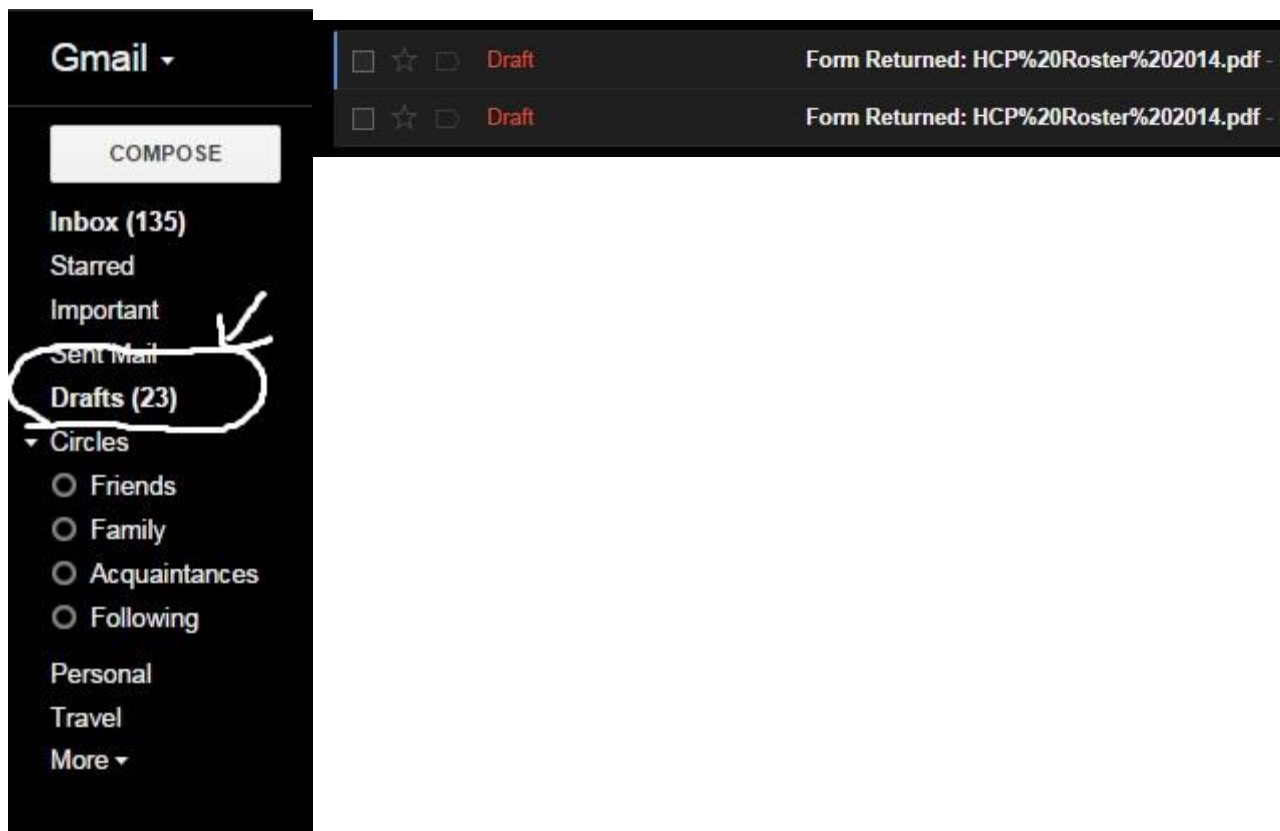
- Complete the form and click on the “SUBMIT FORM” or “SUBMIT ROSTER” button
- There will be a box pop up, asking you to select either a “default email application” or “webmail” – **SELECT THE WEBMAIL OPTION** (see below) and select the mail that you use:



- Once you select the appropriate webmail, it will ask you to enter your email address: (example)



- Once you enter your email address, click OK and then click CONTINUE – This will automatically generate an email to Cathy from YOUR email
- The program will automatically open your email program (yahoo, gmail, etc.) LOG IN to your email account.
- The automatically generated message will be saved in your DRAFTS folder... Open that folder and select the message. It will have a subject line of “Form Returned” EXAMPLE:



- Select the message and change the subject line to AHA FORM (AHA Roster; AHA Registration, etc.) and hit SEND – the message will then be sent directly to Cathy.

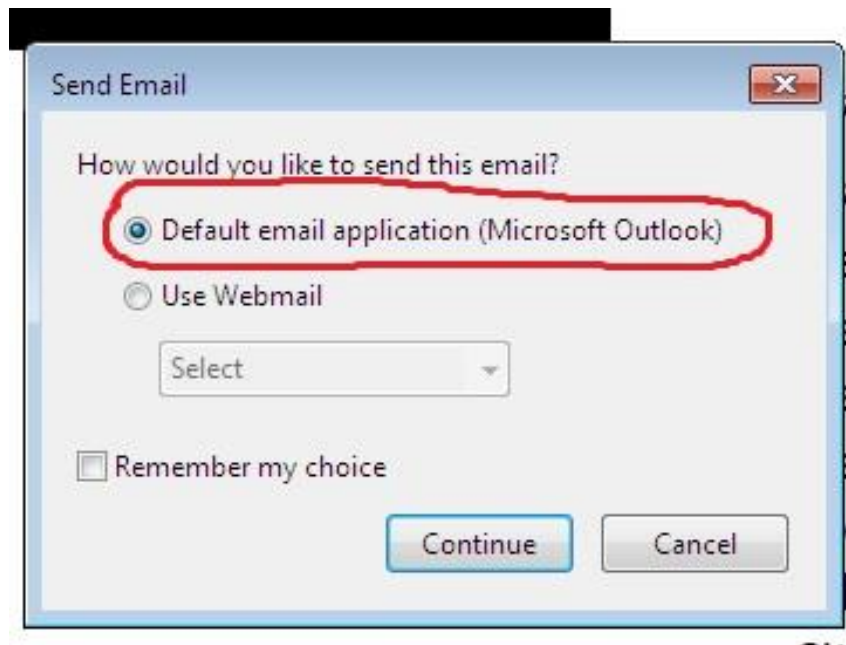
OPTION 2:

- When you complete the form, go to the “FILE” tab and select “SAVE AS”
- Choose a location to save your AHA Files (a folder on your desktop or in “my documents” titled AHA is probably the best way)
- Save the form to your computer
- Send an email to cgrimes@smemsc.org and attach the file to the email.

FOR INSTRUCTORS USING MICROSOFT OUTLOOK:

*** IF YOU ARE USING MICROSOFT OUTLOOK – SIMPLY CLICK ON THE SUBMIT FORM OR SUBMIT ROSTER BUTTON AND SELECT THE FIRST OPTION AND AN EMAIL TO CATHY WILL BE AUTOMATICALLY GENERATED ***

EXAMPLE:



*** If you have any further questions, please contact the council office for assistance***