

EMS ConEd Tracker™



Service User Guide

Version 1.0

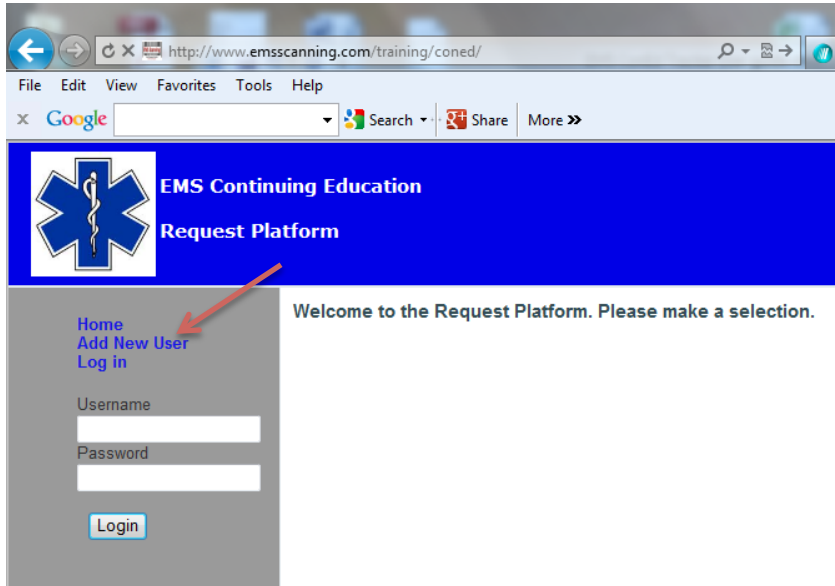
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Add a New User

Visit www.iaemstraining.com/coned

1. Click on Add New User



2. Select the Training program you wish to affiliate with.

Add a New User

Fields marked with an Asterisk (*) are required.

Training Program: * --Select Training Program--

* First Name:

* Last Name:

* Address:

Address 2:

* City:

* State:

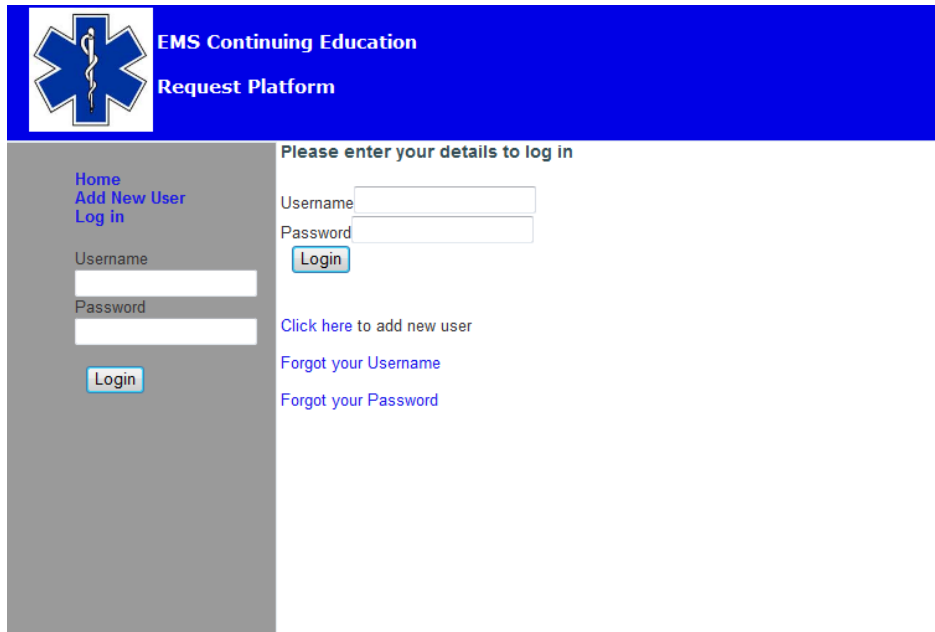
* Zip Code:

* Phone Number:

3. Fill out the rest of the form and create a username and password. After you submit the form then you will need to login with your newly created username and password.

Login

In the navigation menu click on Login and enter in your username and password.



EMS Continuing Education
Request Platform

Please enter your details to log in

Home
Add New User
Log in

Username
Password

Username
Password

Login


Click here to add new user

[Forgot your Username](#)

[Forgot your Password](#)

Forgot your username

1. On the navigation menu click on login.
2. Click on Forgot my username.
3. Select your training program.
4. Then you can enter in your Email.



EMS Continuing Education
Request Platform

Home
Add New User
Log in

Username

Password

Login

Forgot your Username.

Fields marked with an Asterisk (*) are required.

Training Program: * --Select Training Program--


* Email:

Submit

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Forgot your Password

1. Enter in your Email
2. Enter your Username
3. Enter in a new Password
4. Re-enter your password.



EMS Continuing Education
Request Platform

Home
Add New User
Log in

Username

Password

Login

Reset your Password

Fields marked with an Asterisk (*) are required.

* Email:

* User Name:

* New Password:

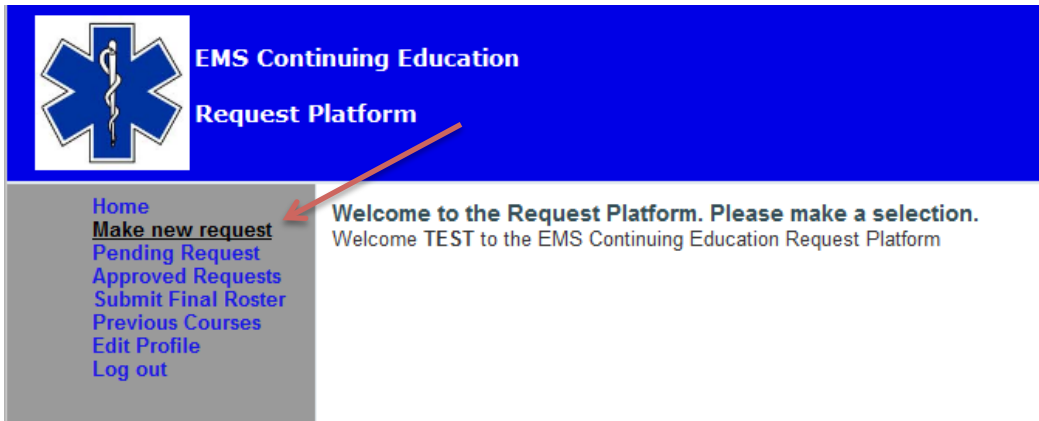
* Re-enter New Password:

Submit

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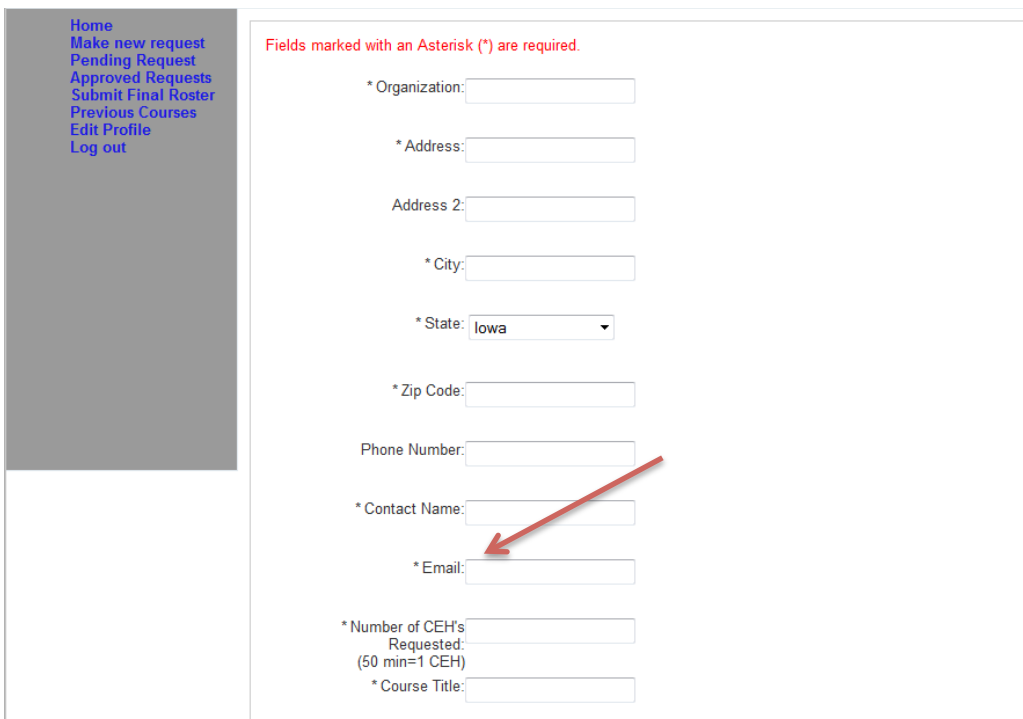
Make a new Request

1. In the Navigation bar click on make a new request.



The screenshot shows the top navigation bar of the EMS Continuing Education Request Platform. The bar is blue with a white Star of Life logo on the left. To the right of the logo, the text reads "EMS Continuing Education" and "Request Platform". Below the bar is a grey navigation menu with the following links: "Home", "Make new request", "Pending Request", "Approved Requests", "Submit Final Roster", "Previous Courses", "Edit Profile", and "Log out". To the right of the menu, a welcome message reads: "Welcome to the Request Platform. Please make a selection. Welcome TEST to the EMS Continuing Education Request Platform". A red arrow points from the "Make new request" link in the menu to the welcome message.

2. On the new request page you will be asked to fill out the information about where your class is being held and the organization to be listed for any payments required.



The screenshot shows the new request form. On the left is a grey navigation menu with the same links as in the previous screenshot. The main form area has a red heading: "Fields marked with an Asterisk (*) are required." Below this heading are several input fields: "* Organization:", "* Address:", "Address 2:", "* City:", "* State:" (with a dropdown menu showing "Iowa"), "* Zip Code:", "Phone Number:", "* Contact Name:", "* Email:", "* Number of CEH's Requested: (50 min=1 CEH)", and "* Course Title:". A red arrow points to the "* Email:" field.

3. The Email Field is very **IMPORTANT**. This email will be the email address your sign in sheet will be sent to.

(50 min - 1 CCR)

* Course Title:

* Start Date:

* Start Time: 7 AM : 00

* End Date:

* End Time: 7 AM : 00

* Course Objectives:

By the end of this session the participants will be able to:

- 1.
- 2.
- 3.

* Training Location:

* Instructor(s) Name and Credentials:

* Target Audience BLS:

Target Audience ALS:

3. Fill out the rest of the request and hit submit. This will notify the training program that you have submitted a new request.

How to edit or view pending requests

1. Click on edit pending request in the navigation menu. This will show all of your pending requests. If you would like to edit the request click on the pencil icon (✎). This will allow you to make any changes you would like to your request. After you make your changes click update. After a request has been approved you can no longer make changes to that request.


EMS Continuing Education
Request Platform

[Home](#)

[Make new request](#)

[Pending Request](#)

[Approved Requests](#)

[Submit Final Roster](#)

[Previous Courses](#)

[Edit Profile](#)

[Log out](#)

View Pending Requests

Request ID: 74

Course Title: Trauma Review

Date: 2013-03-30

Course Location: Your Ambulance Service

Instructor: Herky the Hawk, Paramedic

 [edit](#)

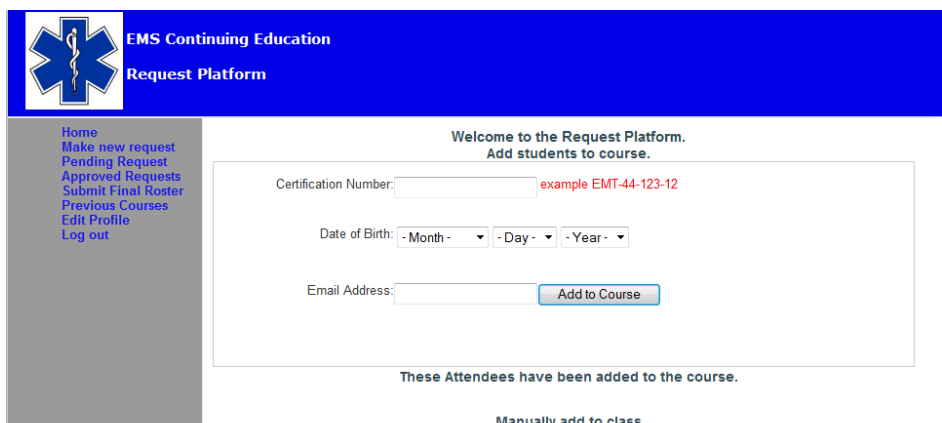
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Add Students to an Approved Course.

1. In the navigation menu click on Approved requests. You will see a list of all your approved requests that have not had the final roster submitted.
2. Click on Add Students.



3. Students then just need to enter in their certification number and it will look them up. If they cannot be found they will need to scroll down and sign in manually.
4. Students will be prompted one time to enter in their date of Birth. After they type in their certification number it will look their date of birth.
5. Students can also **optionally** provide their email address. *If no email address is provided and the option to email out certificates is requested, the student will **not** receive a certificate.*



Student could not be found by certification number

1. When a student cannot be found by certification number ensure that you have included the proper dashes (-)
2. If you are unable to be located by a lookup you should add to the class by using the form below the certification lookup.

Manually add to class

Fields marked with an Asterisk (*) are required.

* First Name:

* Last Name:

* Address:

Address 2:

* City:

* State:

* Zip Code:

Certification Number:

* Date of Birth:

Email Address:

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Manual Sign in Sheet

Didn't get an email with a sign in sheet

Don't have internet access where I hold my course

1. Login to the system and on the navigation bar click on approved request.
2. You will then see where you can add students electronically or you can view your sign in sheet.
3. Click on view your sign in sheet.
4. This will bring up a PDF document with your sign in sheet you can print this sheet and have your students sign in during the course.



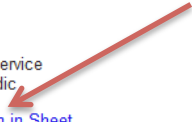
**EMS Continuing Education
Request Platform**

- [Home](#)
- [Make new request](#)
- [Pending Request](#)
- [Approved Requests](#)
- [Submit Final Roster](#)
- [Previous Courses](#)
- [Edit Profile](#)
- [Log out](#)

**Welcome to the Request Platform.
View Approved Requests**

Course Title: Trauma Review
Date: 03-30-2013
Course Location: Your Ambulance Service
Instructor: Herky the Hawk, Paramedic

[Add Students](#) [View Sign in Sheet](#)



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PDF of the sign in sheet.

age

Program Provider: Test Program

Emergency Medical Services - Continuing Education Hours (CEH's) Student Record

| Program Title | Location | Instructor Name | Sponsorship Number |
|---------------|------------------------|---------------------------|--------------------|
| Trauma Review | Your Ambulance Service | Herky the Hawk, Paramedic | 13-9999-0017 FE |
| Course Date | Start Time | End Time | CEHs Awarded |
| 03/30/2013 | 15:00:00 | 17:00:00 | 2.00 |

All Information is Required. Incomplete and/or illegible information may cause inaccurate participant records.

| Printed Name | Address | City | Zip Code | Date of Birth | Certification Number |
|--------------|---------|------|----------|---------------|----------------------|
| 1) | | | | | |
| 2) | | | | | |
| 3) | | | | | |
| 4) | | | | | |
| 5) | | | | | |
| 6) | | | | | |
| 7) | | | | | |
| 8) | | | | | |
| 9) | | | | | |
| 10) | | | | | |
| 11) | | | | | |
| 12) | | | | | |
| 13) | | | | | |
| 14) | | | | | |
| 15) | | | | | |
| 16) | | | | | |
| 17) | | | | | |
| 18) | | | | | |
| 19) | | | | | |
| 20) | | | | | |

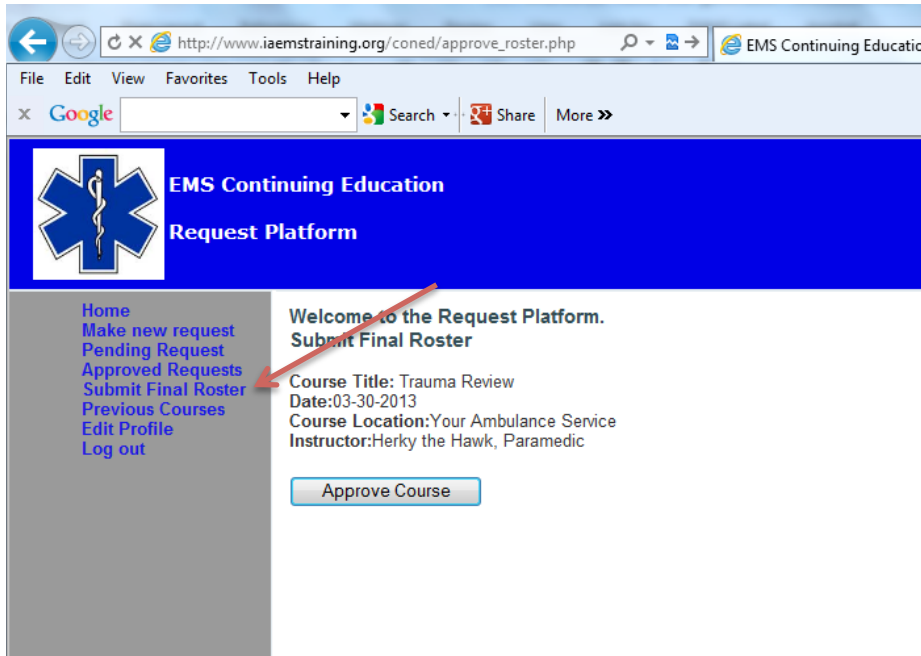
Instructor Signature _____

Page 1 | 1

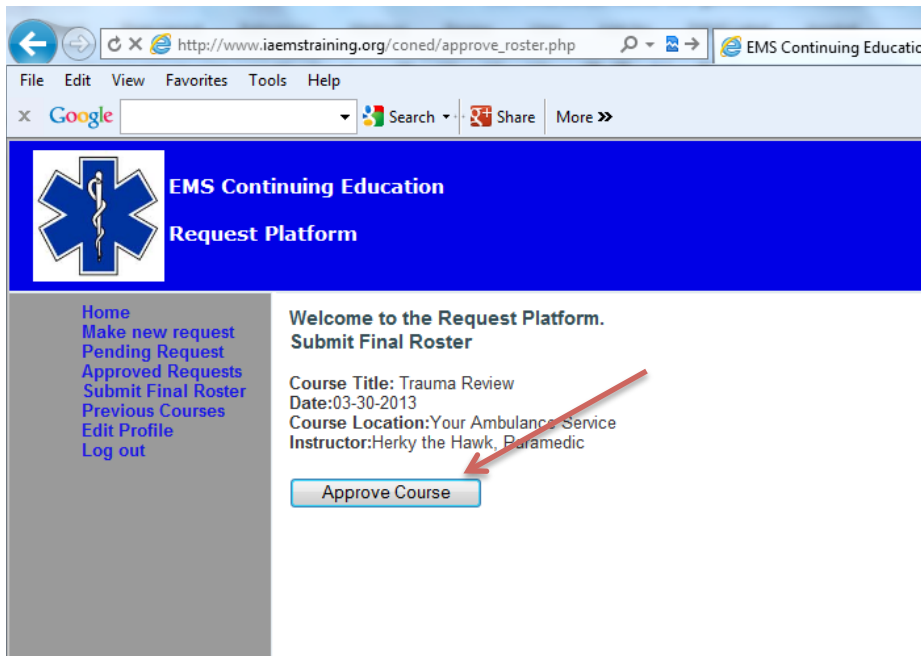
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Submit Final Roster

1. Click on Submit Final Roster
 - a. You will see all pending courses that have not been submitted to your training program.



2. Click on Approve Course button for the course that you would like to send to the training program.





- Home
- Make new request
- Pending Request
- Approved Requests
- Submit Final Roster
- Previous Courses
- Edit Profile
- Log out

Welcome to the Request Platform.
Submit Final Roster

Program Provider: **Kirkwood Community College**
Emergency Medical Services- Continuing Education Hours (CEHs) Student Record

| Program Title | Location | Instructor Name | Sponsorship Number |
|---------------|------------------------|------------------------------|--------------------|
| Trauma Review | Your Community College | Herky the Hawk, Paramedic | 13-9999-0017 FE |
| Course Date | Start Time: | End Time: | CEHs Awarded |
| 2013-03-30 | 15:00:00 | 17:00:00 | 2.00 |

All Information is Required. Incomplete and/or illegible information may cause inaccurate participant records.

| Printed Name | Address | City | Zip Code | Certification Number |
|--|--------------|---------|----------|----------------------|
| <input checked="" type="checkbox"/> John Doe | PO BOX 12345 | Anytown | 00000 | EMT-44-111-11 |
| <input checked="" type="checkbox"/> Jane Doe | PO BOX 12345 | Anytown | 00000 | EMR-55-555-11 |

Instructor signature: _____ ROSTER NOT VALID UNTIL SIGNED

By checking this box I electronically verify that the following roster is correct and true. All attendees attended the course on the listed date and time and attended in full. I understand that falsification of records will disqualify this roster and maybe reported.

3. Make sure that all the students on the list attended your course. If you need to delete a student click on the red X ().
4. Click the box to verify your roster.
5. Then click on Electronically Sign and Submit.

Delete a Student



- Home
- Make new request
- Pending Request
- Approved Requests
- Submit Final Roster
- Previous Courses
- Edit Profile
- Log out

Welcome to the Request Platform.
Submit Final Roster

Program Provider: **Kirkwood Community College**
Emergency Medical Services- Continuing Education Hours (CEHs) Student Record

| Program Title | Location | Instructor Name | Sponsorship Number |
|---------------|------------------------|------------------------------|--------------------|
| Trauma Review | Your Community College | Herky the Hawk, Paramedic | 13-9999-0017 FE |
| Course Date | Start Time: | End Time: | CEHs Awarded |
| 2013-03-30 | 15:00:00 | 17:00:00 | 2.00 |

All Information is Required. Incomplete and/or illegible information may cause inaccurate participant records.

| Printed Name | Address | City | Zip Code | Certification Number |
|--|--------------|---------|----------|----------------------|
| <input checked="" type="checkbox"/> John Doe | PO BOX 12345 | Anytown | 00000 | EMT-44-111-11 |
| <input checked="" type="checkbox"/> Jane Doe | PO BOX 12345 | Anytown | 00000 | EMR-55-555-11 |

Instructor signature: _____ ROSTER NOT VALID UNTIL SIGNED

By checking this box I electronically verify that the following roster is correct and true. All attendees attended the course on the listed date and time and attended in full. I understand that falsification of records will disqualify this roster and maybe reported.

1. If you find a student that you need to delete from your roster, click on the red X (✗).
2. Once you have deleted the student if you are ready you can electronically sign and submit.

View Previous Courses

1. Click on Previous Courses.
2. *View Returned Sign In Sheet* will allow you to see completed sign in sheets.

The screenshot displays the 'Request Platform' interface for EMS Continuing Education. On the left is a navigation menu with links: Home, Make new request, Pending Request, Approved Requests, Submit Final Roster, Previous Courses, Edit Profile, and Log out. The main content area is titled 'View Previous Courses' and lists four courses:

- Request ID:31, Course Title:dave& test, Date:2013-01-21, Course Location:&, Instructor:&. Buttons: Duplicate, View Sign in Sheet.
- Request ID:32, Course Title:dave& test, Date:2013-01-21, Course Location:&, Instructor:&. Buttons: Duplicate, View Sign in Sheet.
- Request ID:34, Course Title:Test, Date:2013-01-23, Course Location:test, Instructor:test. Buttons: Duplicate, View Sign in Sheet.
- Request ID:74, Course Title:Trauma Review, Date:2013-03-30, Course Location:Your Ambulance Service, Instructor:Herky the Hawk, Paramedic. Buttons: Duplicate, View Sign in Sheet.

A red arrow points to the 'View Sign in Sheet' button for the last course (Request ID:74). The footer contains the text: 'Contact Us | © 2013 Event Management Solutions, LLC. All Rights Reserved.'

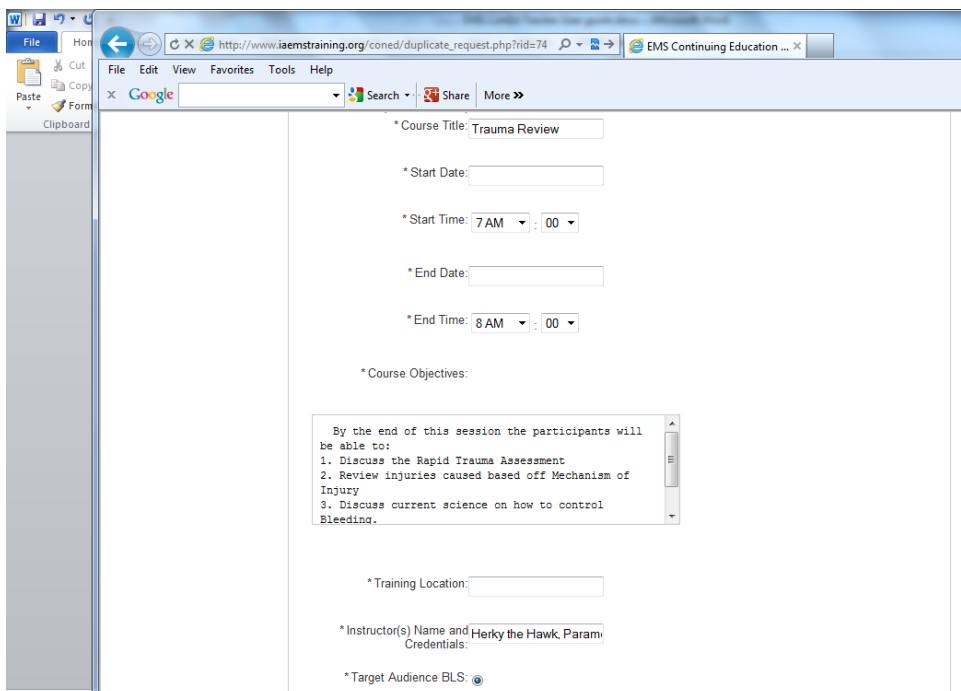
Duplicate a Course

This feature was developed to duplicate a course that you are holding again at another location without the need to retype in all the course information.

1. Click on Previous courses from the navigation bar. Then find the course you would like to duplicate.



- Once you click on Duplicate it will bring up a new request with all the course information filled out except the following fields. Start Date, End Date, Start Time, End Time, and Training Location. Also remember if you are going to hold this course at a different location you will need to update any of the billing information.



Edit your Profile

Change your Password

Update your Profile

Change your Username

1. Click on Edit profile. You can change any user information on this screen.
2. To change your username you can type in a new username and it will search to let you know if that user name is available.
3. Click on change password to change your current password.

Edit your account.

Fields marked with an Asterisk (*) are required.

* First Name:

* Last Name:

* Address:

Address 2:

* City:

* State:

* Zip Code:

* Phone Number:

* Email:

* User Name: Username is available

[Click here](#) to change your password

About Event Management Solutions, LLC

Founded in December 2011 Event Management Solutions (EMS) was formed to help automate events and training records. Their first product, EMS Scanning™, released in March 2012 was created to automate the work associated with conferences and events. In 2012, Event Management Solutions created EMS ConEd Tracker™ to help track continuing education for training programs. EMS ConED Tracker V 1.0 was released in January 2013. Coming in late 2013, a new way to track your American Heart Association™ training center records. For more information about Event Management Solutions, LLC visit our website at www.EMSuiteOnline.com.

"There's a way to do it better—find it."— Thomas Edison