

ENTERING CLASS ROSTERS ONLINE



SOME REASONS TO ENTER CLASSES ONLINE

- WILL ENSURE CORRECT SPELLING OF PARTICIPANTS, LOCATIONS, AND DEPARTMENTS. (WE CANNOT ALWAYS DETERMINE CORRECT SPELLING ON HANDWRITTEN ROSTERS.)
- YOU WILL RECEIVE YOUR CLASSES BACK QUICKER.
- YOU ARE ABLE TO PRINT ROSTERS AND GENERATE AN “INVOICE” FOR LOCAL GOVERNMENT’S, AND OR DEPARTMENTS.

INFORMATION

- If you do not have your instructor number, please contact the State Office at 865-689-3256, Monday – Friday from 9:00 AM – 4:30 PM EST.
- When entering your instructor number online *DO NOT ENTER THE "A" or "B" at the end.* This letter only designates which update you attend.
- No class certificates will be printed and/or mailed prior to payment being made unless approved by the State Office.



Tennessee Association of Rescue Squads

HOME ABOUT TARS CONTACT OUR MEMBERS MEMBERS ONLY **UPDATES & MEETINGS** RESCUE COLLEGE

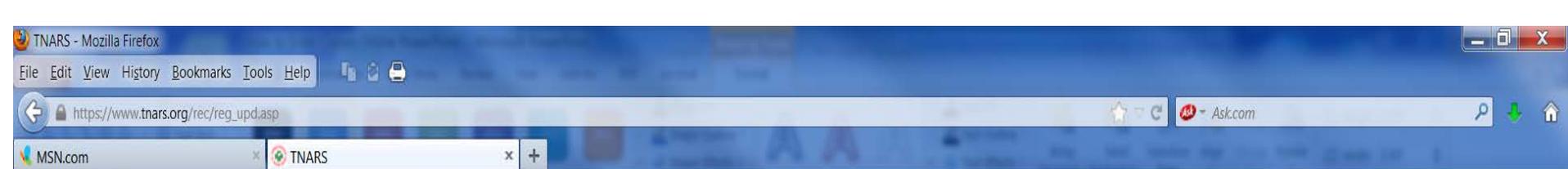
[Forgot your login information?](#) || [First Time User?](#) || [Contact us](#)

TARS
Instructor
Number:
Password:
Type the
characters
below.

[Your computer is registering an IP Address of:
50.142.197.222]

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Site designed and maintained by [Interwux Development](#)

If you are a "First Time User" Click on "First Time User"



If at anytime you have any questions or problems, please contact us at the state office at 865-689-3256 or by e-mail at info@tnars.org

Enter Your Instructor Number (Leave off the A or B)

Your E-Mail Address

Scrambled Letters & Numbers

Then Hit Continue

*** Very Important Information ***

After you hit continue, you will automatically be sent a password by e-mail. After this we will have to approve you here at the State Office. After we approve you, you will receive another e-mail advising you have been approved. Only then will you be ready to start entering classes. This process may take up to 48 hours.

**INSTRUCTIONS
FOR
ENTERING
CLASSES ONLINE**

Go to our homepage
www.tnars.org

Click Members Only for Drop Down Box



HOME ABOUT TARS CONTACT OUR MEMBERS MEMBERS ONLY UPDATES & MEETINGS RESCUE COLLEGE

TARS The Ultimate Rescue Convention Returns This Fall.



October 4-5, 2013
Music Road Hotel
Pigeon Forge

CONVENTION

TARS Convention 2013

What's New?



- ▶ Register online for the new Motor Sports Rescue class
- ▶ Carden Foundation Application Form is now online updated 1/24/13 (Application deadline is March 1, 2013)
- ▶ Upcoming June Regional Meetings info updated 4/25/13
- ▶ Latest Rescue Line added updated 1/5/13

Tennessee Association of Rescue Squads, Inc.

Welcome!

Thank you for visiting our site. This site is designed for visitors and Rescue personnel to learn about the Tennessee Association of Rescue Squads, Inc.

The Tennessee Association of Rescue Squads is an Association of Life Saving,



Select Instructor Login

HOME ABOUT TARS CONTACT OUR MEMBERS MEMBERS ONLY UPDATES & MEETINGS RESCUE COLLEGE

- Instructor Login
- Membership Login
- Become a Member

TARS
The Ultimate Rescue Convention Returns This Fall.

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If you have forgotten your login information Click here

[Forgot your login information?](#) || [First Time User?](#) || [Contact us](#)

TARS Instructor Number:

Password:

Type the characters below.

xum0unx4

Continue >>>

- Enter :
- Instructor Number (leave the A or B off)
 - Password
 - Scrambled Letters
 - Hit CONTINUE

[Your computer is registering an IP Address of: 72.161.39.182]



Welcome Stacy Rhodes!

You have successfully entered the Instructor section of the Tennessee Association of Rescue Squads. Here you may add your class rosters, view your history as well as other options that will be added soon.

If you have any questions or problems, please feel free to contact us by phone at 865-689-3256

Thank you,

Stacy Rhodes
Executive Director

Downloads

- The Tennessee Code Annotated, Title 4; Title 63 and Title 68 amendment for the "Vanessa K. Free Act" (*.PDF, 24KB)
- Printable Class Roster (*.PDF, 955KB)
- POST Commission forms for the VKF Module 1 (*.PDF, 1.27MB)

Roster information

-  Add a new class roster
-  Email members of TARS
-  View your class history and rosters

Update your information

-  Update your login password
-  Update your email address

Logout

- Logout

This is how your screen will look. To Enter a class, click on "Add a new class roster"



Your session's ID is 674902685714. If this ID disappears, please let Jim know.

Please select which class was instructed.

* Course Title:

- Please Choose -
- Please Choose -
- Basic Extrication
- Basic Extrication w/ BBP
- Extrication Recert
- Extrication Recert w/ BBP
- EVOC - VKF Compliant
- EVOC w/ BBP - VKF Compliant
- EVOC Recert - VKF Compliant
- EVOC Recert w/ BBP - VKF Compliant
- BBP
- Agency Certified Roster - VKF Compliant
- Other

Select Class Type
Hit Continue

*** NOTE ***
The system will only allow you to enter classes that certified to teach.



Tennessee Association of Rescue Squads

[INSTRUCTOR'S HOMEPAGE](#) [LOGOUT](#)

EVOC w/ BBP - The Emergency Vehicle Operations Course is a program designed to make the student aware of the obligations and responsibilities of operating an emergency vehicle. It will give the student a look at the dynamics and forces that come into play while a vehicle is in operation. To meet Tennessee's statutory requirement the Vanessa K. Free training module must be taught in conjunction with the standard EVOC lesson plan. A driving component must be included which is designed to build the skill and confidence in the participants ability to understand and operate the department apparatus. Total Approx. course hrs. 12-16 hrs. Certification is valid for 2 years. (Tennessee Law requires annual training for which the VKF module(s) may be used to maintain compliance). A Certificate and wallet card will be issued with this class submission. Cost will be calculated at \$12 per attendee. CEU's awarded 1.0

The BBP module is designed to help responders understand the dangers of bloodborne pathogens and the steps to prevent personal exposure. The modes of transmission and precautions needed to protect yourself as well as the laws and regulations that govern our actions are also discussed. OSHA standards suggest annual training for emergency workers on this subject. Course hours: 3 hours of classroom only. This program may be combined with either the Extrication or EVOC programs as indicated. If taught in conjunction, total CEUs may be increased to a maximum of 1.0 on some courses and documentation will be included on the certificate or card issued. If submitted in conjunction with one of the appropriate classes there is no additional fee. If submitted as a Stand Alone Program a Certificate will be issued and 0.3 CEU's awarded.

I have read the above class description and hereby agree that I have followed TARS instructional guidelines and followed due process in instructing this class with all registered students. (You must check the box to proceed).

[Continue >>>](#)





Some Information will already be added.

Enter Class Completion Date

Departments City & State

Mailing Information

And any comments you need to add.

A red (*) indicates required fields.

* Instructor: Stacy Rhodes	Instructor Number: 2010074	
* Instructor Phone Number: 865-123-4567	* Instructor Email: stacy@tnars.org	
* Class Completion Date: 07/08/2013 <small>Select Date</small>		
<small>* Please note the expiration date for the class is determined by the class completion date. If this needs to be different, please contact the TARS office at time of roster submission.</small>		
* Enter Departments name that course is being conducted for: TARS State Office		
* City Where Course Conducted: Knoxville	* State Where Course Conducted: TN	
Mail Certificates to:		
* C/O: Stacy Rhodes	* Address: 2906 Tazewell Pike Suite 'B'	
* City: Knoxville	* State: TN	* Zip: 37918
Comments: TEST Class		

Continue >>>



Tennessee Association of Rescue Squads

INSTRUCTOR'S HOMEPAGE LOGOUT

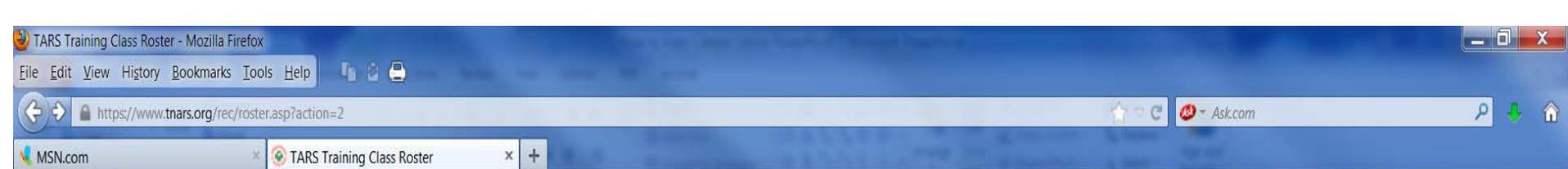
If the information below is correct, please press "Continue >>>".
If it is not, [click here to return and make corrections](#). Your information should be saved for you to edit.

Instructor:	Stacy Rhodes
Inst. Number:	2010074
Inst. Phone:	865-123-4567
Inst. Email:	stacy@tnars.org
Course:	EVOC w/BBP
Completion Date:	07/08/2013
Course Location:	TARS State Office Knoxville, TN
Send to 'Care of':	Stacy Rhodes 2906 Tazewell Pike Suite 'B' Knoxville, TN 37918
Comments:	TEST Class

[Continue >>>](#)

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Make sure all information is correct. If not click here to go back and correct. If all information is correct hit "Continue"



Adding Assistant Instructors

If there were no assistant Instructors click here to skip this section.

To add Assistant Instructors, Click on the First Letter of the Instructors Last Name

TO ADD ASSISTANT INSTRUCTORS



[Click here if there are no Assistant Instructors to add.](#)

Select the **radio button** next to the Assistant Instructor that assisted with the class.

Select	Name
<input checked="" type="radio"/>	Dujuana Naylor
<input type="radio"/>	Jeremy Wayne Neal
<input type="radio"/>	Joshua Aaron Neely
<input type="radio"/>	Jimmy Glen Neill
<input type="radio"/>	Tinsley C. Neilson
<input type="radio"/>	William Kenneth Nelms III
<input type="radio"/>	Brian Newberry
<input type="radio"/>	Michael Wade Newberry
<input type="radio"/>	Steven D. Newby
<input type="radio"/>	Jeremy Newcome
<input type="radio"/>	David Newman
<input type="radio"/>	Carl Eric Newman
<input type="radio"/>	Hunter Tyler Newton
<input type="radio"/>	Tony Grady Nichols
<input type="radio"/>	William D. Nichols
<input type="radio"/>	Chuck Nichols
<input type="radio"/>	Will Allen Nicholson
<input type="radio"/>	Dennis James Nicley
<input type="radio"/>	Lawrence L. Niemi
<input type="radio"/>	Jeffery D. Nix
<input type="radio"/>	Neil J. Noe
<input type="radio"/>	Alan D. Noe
<input type="radio"/>	Thomas E. Nokes
<input type="radio"/>	Daniel A. Norfleet
<input type="radio"/>	John E. Norris
<input type="radio"/>	Roger N. Norris

Select the Name of the Assistant Instructor

See bottom of screen on next slide

SELECT	NAME
<input checked="" type="radio"/>	Dujuana Naylor
<input type="radio"/>	Jeremy Wayne Neal
<input type="radio"/>	Joshua Aaron Neely
<input type="radio"/>	Jimmy Glen Neill
<input type="radio"/>	Tinsley C. Neilson
<input type="radio"/>	William Kenneth Nelms III
<input type="radio"/>	Brian Newberry
<input type="radio"/>	Michael Wade Newberry
<input type="radio"/>	Steven D. Newby
<input type="radio"/>	Jeremy Newcome
<input type="radio"/>	David Newman
<input type="radio"/>	Carl Eric Newman
<input type="radio"/>	Hunter Tyler Newton
<input type="radio"/>	Tony Grady Nichols
<input type="radio"/>	William D. Nichols
<input type="radio"/>	Chuck Nichols
<input type="radio"/>	Will Allen Nicholson
<input type="radio"/>	Dennis James Nidley
<input type="radio"/>	Lawrence L. Niemi
<input type="radio"/>	Jeffery D. Nix
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<input type="radio"/>	Alan D. Noe
<input type="radio"/>	Thomas E. Nokes
<input type="radio"/>	Daniel A. Norfleet
<input type="radio"/>	John E. Norris
<input type="radio"/>	Roger N. Norris
<input type="radio"/>	Seth Thomas Norris
<input type="radio"/>	Robert Shane Norris
<input type="radio"/>	Patrick Nugent J
<input type="radio"/>	Chris Nunley M.
<input type="radio"/>	Cecil Nunley

After Selecting Asst. Instructors, Click on Continue.





INSTRUCTOR'S HOMEPAGE LOGOUT

You have successfully added the Assistant Instructor.

[Add another Assistant Instructor](#)

[Start adding Students >>>](#)

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To add additional instructors click here



When you are done adding assistant instructors click here to start adding students



Put the number of students in your class here and hit continue

If you need to add more students you may do so in the next step.



Tennessee Association of Rescue Squads

INSTRUCTOR'S HOMEPAGE LOGOUT

Name as given will appear on the certificate,
Please only enter names of students who successfully completed the course.

Please use only numbers in the SS# column! If you do not know the number, please leave it blank.

[Click here for additional Instructor Information](#)

Name	Last 4 SS#	Squad or Dept.
Stacy Rhodes		TARS State Office

[All Names Are Now Added, Continue](#) [Extend Form](#)

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Enter Name as you would like it on the Certificate.

DO NOT PUT IN SSN LEAVE BLANK

After all names have been entered hit "Continue"

To add more names Click on "Extend Form"



If Roster is Complete and ready to submit Click Here

Please check the appropriate box. (You must check at least one box to proceed)

- This roster is complete and ready for submission.
- Save this class in the "Pending Rosters" folder. It will not be submitted for approval and may be edited later.

Continue >>>

If you are not ready to submit click here and you may submit later. It will be saved until you are ready to submit.

After your selection hit continue.

You may also go back and modify the class before submitting



Tennessee Association of Rescue Squads

INSTRUCTOR'S HOMEPAGE LOGOUT

Your class has been successfully registered!

 [Click here to print/view vital information pertaining to your class.](#)

[Return to the Instructors Section homepage](#)

[Logout](#)

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Click here to print /
view vital
information on your
class.



TARS Training Class Roster

Please note the tracking number assigned to your "EVOC w/ BBP" class taught by Stacy Rhodes at TARS State Office in Knoxville, TN on 7/8/2013 is "2013495"

This is your Class ID Number

To Print Roster Click on "Print". If you are viewing click on "Done" when Finished.

Names submitted on this roster:

STACY RHODES

Print Done

Send payment to:
TARS State Office
2906 Tazewell Pike Suite B
Knoxville, TN 37918

[Return to the Instructors Homepage](#)

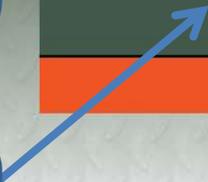
This is the number you will need to reference if you contact the office for information on the class.



The screenshot shows the Tennessee Association of Rescue Squads (TARS) instructor homepage. At the top, there is a banner with the TARS logo (a green cross with a hand) and the text "Tennessee Association of Rescue Squads". Below the banner, there are links for "INSTRUCTOR'S HOMEPAGE" and "LOGOUT". The main content area displays a green message box with the text "Your class has been successfully registered!". Below this message, there is a link with a printer icon that says "Click here to print/view vital information pertaining to your class.". Further down, there are links for "Return to the Instructors Section homepage" and "Logout". At the bottom of the page, there is a footer with the text "All Content © 2002-2013, TARS, Inc. All Rights Reserved. Site designed and maintained by Interwux Development".

CONGRATULATIONS!!
You have successfully
entered a class!

Click here to
Return to the
Instructors Home
Page



Additional Information





[INSTRUCTOR'S HOMEPAGE](#) [LOGOUT](#)

Welcome Stacy Rhodes!

You have successfully entered the Instructor section of the Tennessee Association of Rescue Squads. Here you may add your class rosters, view your history as well as other options that will be added soon.

If you have any questions or problems, please feel free to contact us by phone at 865-689-3256

Thank you,

Stacy Rhodes
Executive Director

Downloads

- [The Tennessee Code Annotated, Title 4; Title 63 and Title 68 amendment for the "Vanessa K. Free Act" \(*.PDF, 24KB\)](#)
- [Printable Class Roster \(*.PDF, 955KB\)](#)
- [POST Commission forms for the VKF Module 1 \(*.PDF, 1.27MB\)](#)

Roster information

- [Add a new class roster](#)
- [Email members of TARS](#)
- [View your class history and rosters](#)

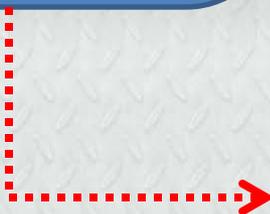
Update your information

- [Update your login password](#)
- [Update your email address](#)

Logout

- [Logout](#)

When Submitting Payment, Please Use the "TARS Training Class Roster Found Here" Click on "View Your Class History and Rosters".



Tennessee Association of Rescue Squads

INSTRUCTOR'S HOMEPAGE LOGOUT

View your class rosters

Editable classes have a link to the editing section indicating that you have not "submitted" the class for processing.

Status: - Received, Pending Payment | - Payment Received, Pending Processing | - Completed

Status	Class ID	Course	Completion Date	Edit
	2013495	EVOC w/ BBP	7/8/2013	
	2012069	EVOC Recert	1/28/2012	
	2011649	Basic Extrication	10/6/2011	

There are no classes recorded that you have assisted in instructing.

Classes that you have assisted in instructing

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Click on the Class ID Number to View the Roster

The next Slide will show a copy of this roster. You may submit it to your department as an invoice as well.

You may edit any class if it has not been submitted.



TARS Training Class Roster

EVOC w/ BBP

Stacy Rhodes 2906 Tazewell Pike Suite Knoxville, TN 37918
OFFICE USE ONLY
Initials: _____ Date: _____

This is your Class Tracking Number that we Reference

Please note the tracking number assigned to your "EVOC w/ BBP" class taught by Stacy Rhodes at TARS State Office in Knoxville, TN on 7/8/2013 is "2013495"

To ensure proper credit, please be sure to send a payment in the amount of \$12.00 to TARS by Wednesday, August 07, 2013

Include a copy of this page with payment or note the tracking number on the form of payment.

Please note that the class information will not be processed and certificates/cards printed until payment is received.

Names on roster #205995814714
STACY RHODES

Print Done

THE END!

This concludes the demonstration. We thank you for interest and for teaching our classes. The State Office values your assistance by entering your classes online. If you have any questions, please contact us at the office at 865-89-3256.