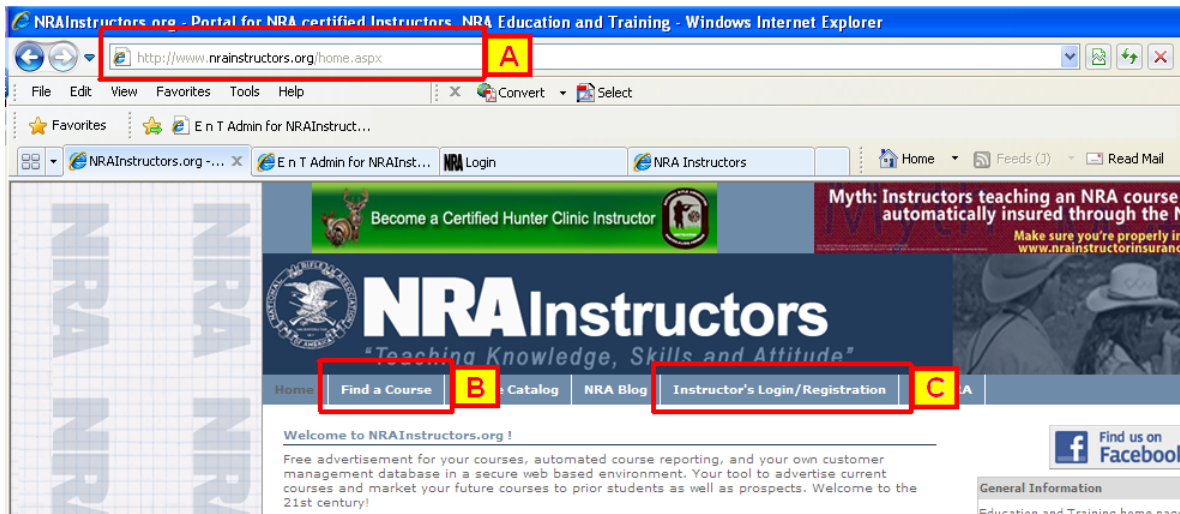


Registration and Login

When you first go to www.NRAInstructors.org, (A) there are 2 major directions to take:

- “**Find a Course**” (B) allows visitors to search for both Basic (left –hand column) and Instructor (right-hand column) courses.
- “**Instructor’s Login/Registration**” (C) allows: first-time users to register; registered Trainers to log in.



First time users: Click on “**Instructor’s Login/Registration**” then click on “**Click here to register now**”:

(You must be an NRA instructor to use this site.)

NRA Instructor Login

Login ID:

Password:

[Forgot password / Change password](#)

NRA Instructor Registration

Not yet registered ?
Click here to register now.
(It will take just a minute.)

Enter your NRA Instructor ID, Last Name, Country and Zip Code.

(Note: You must be a certified NRA Instructor to register.)

Registration - Verify Your Identity

NRA Instructor ID:

Last Name:

Country:

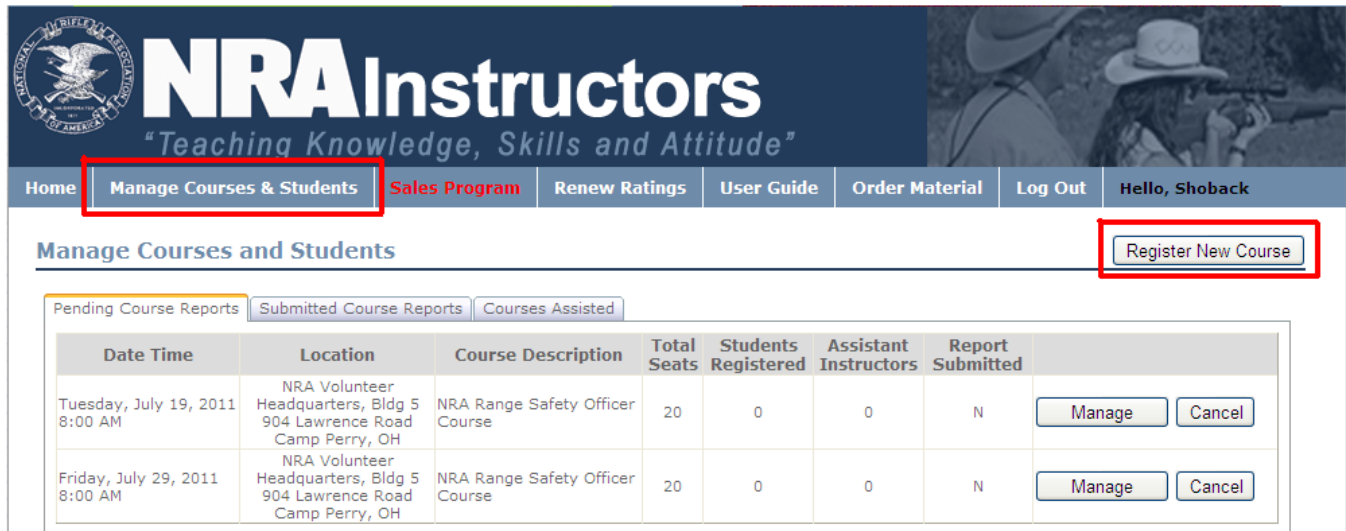
Zip Code:

After this, follow instructions to create your **Login ID** and your **Password**.

Once you have registered, click on “**Instructor’s Login/Registration**”, and enter the **Login ID** that you created and your **Password**.

Course Creation

Once you have logged in, you can create a course. Click on “Manage Courses and Students” then click “Register New Course”



The screenshot shows the NRA Instructors website interface. The navigation bar includes links for Home, Manage Courses & Students (highlighted), Sales Program, Renew Ratings, User Guide, Order Material, Log Out, and Hello, Shoback. Below the navigation bar, the page title is "Manage Courses and Students" and a "Register New Course" button is highlighted. A table displays pending course reports with columns for Date Time, Location, Course Description, Total Seats, Students Registered, Assistant Instructors, and Report Submitted. Each row includes "Manage" and "Cancel" buttons.

Date Time	Location	Course Description	Total Seats	Students Registered	Assistant Instructors	Report Submitted	
Tuesday, July 19, 2011 8:00 AM	NRA Volunteer Headquarters, Bldg 5 904 Lawrence Road Camp Perry, OH	NRA Range Safety Officer Course	20	0	0	N	Manage Cancel
Friday, July 29, 2011 8:00 AM	NRA Volunteer Headquarters, Bldg 5 904 Lawrence Road Camp Perry, OH	NRA Range Safety Officer Course	20	0	0	N	Manage Cancel

NOTE: the following procedure is also used to report PAST training events, except where noted.

You will be directed to the **Course Information** page. Follow these steps:

- Select **NRA** or **non-NRA** Course (NOTE: ONLY NRA courses will appear online; others are strictly to report training)
- Enter **Course Information** (NOTE: pay attention to formats specified for dates and times)
- Enter **Course Location Information**
- Enter **Notes**, if any (Important: make sure students/candidates know to have their NRA Member number, if applicable)
- Click **“Register”**

Enter **Assistant Instructor(s)**, if any, then click on **“Manage Courses and Students”**

From **“Manage Courses and Students”**, you will have 2 scenarios:

If the training is “current”, you will see two buttons: **“Manage”** and **“Cancel”**

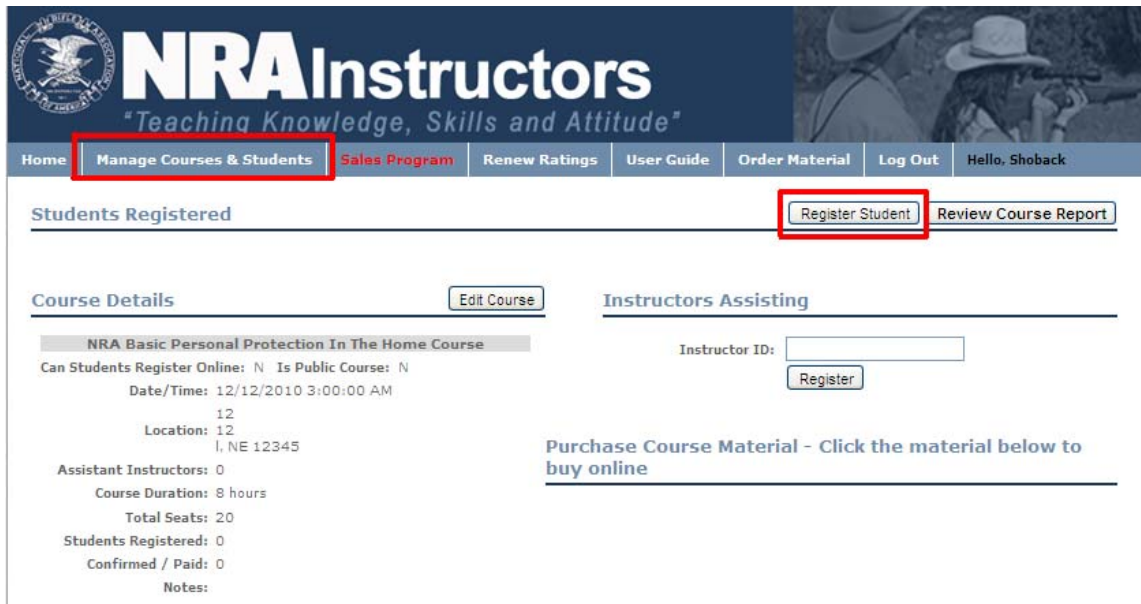
- Click **“Manage”** to enter student information or edit course details
- Click **“Cancel”** if you need to cancel the course (you will be prompted to enter the reason)

If the training is “past”, you will see the same **“Cancel”** button, but **“Manage”** will be replaced with **“Edit / Submit”**. This button will appear in red as a reminder that new courses can not be submitted until this course is either reported or cancelled. Use “Cancel” and **“Edit / Submit”** as above, with one small change (see below).

Register Students

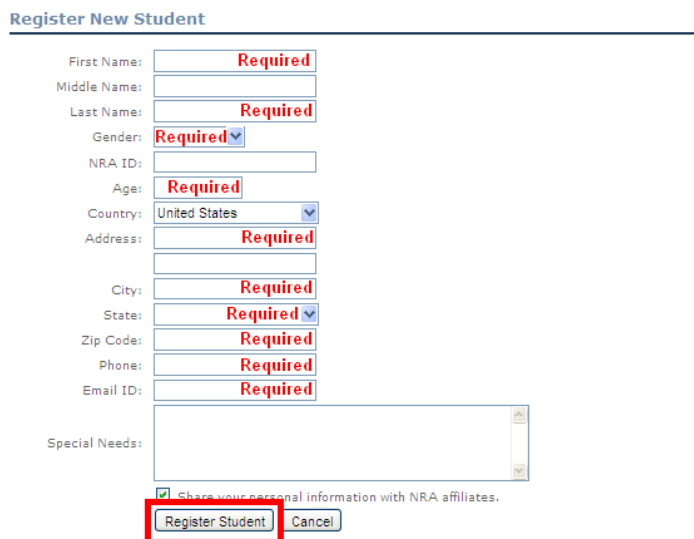
From “**Manage Courses and Students**”, select “**Manage**” or “**Edit / Submit**” next to the course in question. Follow these steps to register students:

A. Click “Register Student”



The screenshot shows the NRA Instructors website interface. At the top, there is a navigation bar with the following links: Home, **Manage Courses & Students** (highlighted with a red box), Sales Program, Renew Ratings, User Guide, Order Material, Log Out, and Hello, Shoback. Below the navigation bar, there is a section titled "Students Registered" with a "Register Student" button (highlighted with a red box) and a "Review Course Report" button. The main content area is divided into two columns. The left column is titled "Course Details" and contains information for the "NRA Basic Personal Protection In The Home Course". The right column is titled "Instructors Assisting" and contains an "Instructor ID:" field and a "Register" button. Below the "Instructors Assisting" section, there is a link that says "Purchase Course Material - Click the material below to buy online".

You will be directed to the Student Information screen:



The screenshot shows the "Register New Student" form. The form contains the following fields and options:

- First Name: Required
- Middle Name:
- Last Name: Required
- Gender: Required
- NRA ID:
- Age: Required
- Country: United States
- Address: Required
- City: Required
- State: Required
- Zip Code: Required
- Phone: Required
- Email ID: Required
- Special Needs:

At the bottom of the form, there is a checkbox labeled "Share your personal information with NRA affiliates." which is checked. Below the checkbox are two buttons: "Register Student" (highlighted with a red box) and "Cancel".

All required fields must be filled in.

NOTES:

1. For **INSTRUCTOR COURSES**: Ensure that NRA ID, if candidate is a Member, is filled in. Additionally, if candidate is a non-Member Instructor, enter Instructor ID.
2. For BSA or other youth activities (when student information is sensitive): Enter per below (use actual student info for First Name, Last Initial, Gender, Age, State, and Zip Code):

Register New Student

First Name:

Middle Name:

Last Name:

Gender:

NRA ID:

Age:

Country:

Address:

City:

State:

Zip Code:

Phone:

Email ID:

Special Needs:

Share your personal information with NRA affiliates.

3. When all information is entered, click “**Register Student**”
4. Repeat all steps until all students are registered.

Manage Course

Once all students have registered, you can manage the course:

Become a Certified Hunter Clinic Instructor

Myth: Instructors teaching an NRA course are automatically insured through the NRA.
Make sure you're properly insured
www.nrainstructorinsurance.com

NRA Instructors

"Teaching Knowledge, Skills and Attitude"

Home Manage Courses & Students Sales Program Renew Ratings User Guide Order Material Log Out Hello, Shoback

Students Registered

Name	Phone	Address	Age	Gender	Paid	Attended	Passed	
Morticia Adams	565-454-5654	1313 Cemetary Lane Gore, CA 56456	55	F	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Delete"/> <input type="button" value="Manage"/>
Tommy Flanagan	555-555-5555	55 Jablonski Court No Town, NE 98765	45	M	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Delete"/> <input type="button" value="Manage"/>
Tommy Gunn	454-545-4545	45 Forty-Fifth Street Forty Five, UT 45454	45	M	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Delete"/> <input type="button" value="Manage"/>
Herman Munster	123-456-7890	1313 Mockingbird Land Mockingbird Heights, IL 65478	99	M	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Delete"/> <input type="button" value="Manage"/>
					<input type="button" value="Update"/>	<input type="button" value="Update"/>	<input type="button" value="Update"/>	

Course Details

NRA Basic Personal Protection In The Home Course

Can Students Register Online: N Is Public Course: N

Date/Time: 12/12/2010 3:00:00 AM

Location: 12
I, NE 12345

Assistant Instructors: 0

Course Duration: 8 hours

Total Seats: 20

Students Registered: 4

Confirmed / Paid: 2

Notes:

Instructors Assisting

Instructor ID:

Purchase Course Material - Click the material below to buy online

NOTE: When updating status, you can only update by column (e.g. if all have paid, check “**Paid**” next to each, and click “**Update**” at bottom of **Paid** column)

Finalize and Submit Course Report

Once training is complete and all results are final, you can finalize the report and submit to NRA.

1. Ensure all information is correct.
2. For **Basic Courses**: ensure that at least **“Passed”** is checked next to each student who has successfully met all learning objectives.
3. For **Instructor Courses**: Ensure that **“Passed”** is checked next to each student and that appropriate **Certificate** (Apprentice, Assistant, Certified or None) as is selected next to each candidate (click **“Update”** at bottom or **Certificate** column):

Students Registered Register Student Review Course Report

Name	Phone	Address	Age	Gender	Paid	Attended	Passed	Certificate		
Morticia Adams	565-454-5654	1313 Cemetary Lane Gore, CA 96456	55	F	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CERT	Delete	Manage
Tommy Flanagan	555-555-5555	55 Jablonski Court No Town, NE 98765	45	M	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	ASST	Delete	Manage
Tommy Gunn	454-545-4545	45 Forty-Fifth Street Forty Five, UT 45454	16	M	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	APP	Delete	Manage
Herman Munster	123-456-7890	1313 Mockingbird Land Mockingbird Heights, IL 65478	99	M	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NONE	Delete	Manage

Update Update Update Update

Course Details Edit Course Instructors Assisting

NRA Instructor Pistol Shooting Course
Can Students Register Online: N Is Public Course: N
Date/Time: 12/12/2010 3:00:00 AM
Location: 12
I, NE 12345
Assistant Instructors: 0
Course Duration: 17 hours
Total Seats: 20
Students Registered: 4
Confirmed / Paid: 4
Notes:

Instructor ID:
Register

[Purchase Course Material - Click the material below to buy online](#)

Once you are certain that all information is correct, you are ready to submit report.

1. Click **“Review Course Report”**
2. Once you verify that all information is click **“Submit Report to NRA”**

Home **Manage Courses & Students** **Sales Program** Renew Ratings User Guide Order Material Log Out Hello, Shoback

Instructor Training Report Print Report Submit Report to NRA

Date: 6/7/2011

NRA Instructor Pistol Shooting Course
Administrator's Name: STEPHEN P HOBACK
Administrator's ID Number: 164663130
Course Start Date: 12/12/2010 3:00:00 AM Hours of Instruction: 17 hours
Location: 12
I, NE 12345
No. of students attended: 4. Number Completed: 3
THE INSTRUCTOR CANDIDATES WERE ISSUED:
Trainer's Guide (new candidates only): N
Appropriate Instructor Candidate Package: N
Appropriate Basic Student Course Packets: N
Course Completion Cards: N
THE RANGE SAFETY OFFICER CANDIDATES WERE ISSUED:
Range Safety Officer Student Packets: N

PLEASE NOTE:
To expedite processing and ensure proper credentialing of instructor candidates or Range Safety Officers, Training Counselors or Chief Range Safety Officers need to submit to the NRA Training Department, within 10 days following the training course, the instructor application form listing the examination serial number for each student and each student's check payable to the NRA with the appropriate fee, along with this report.

CREDIT FOR ASSISTING INSTRUCTORS:
Name and ID numbers of other NRA Instructors who assisted in a teaching capacity

Name	Age	Address	Passed	Cert	NRA Member ID
Morticia Adams	55	1313 Cemetary Lane, , Gore, CA 96456 Email: morticia@adams.com Phone: 565-454-5654	Y	CERT	234568965

3. A dialogue box will be displayed, stating:
“Are you sure you want to submit the report to NRA? Once you submit, you will not be able to make any changes to the course or students!”
4. Click **“OK”**

Message from webpage

Are you sure you want to submit the report to NRA? Once you submit the report, you will not be able to make any changes to the course or students !

OK Cancel