

NWSA Company Tutorial for Database System

Verision 2 5/6/2025

The NWSA Database Storage System is an internet-based database that can be accessed from anywhere you have service. The system is designed to store training, event, and fitness records for wildland firefighters. It can also be used to store non-NWSA Documents. If you are a paid member company or instructor, you should have been sent an email with instructions on how to finish your account set up, including choosing your password.

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Under Events go to Event Management and if you need a copy of your Event history for internal purposes or for a Proposal you can export the history to a PDF, CSV or just print the page.	25
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Additional Resources/Links

NWSA Home Page www.nwsa.us

NWSA Training Site www.nwsastraining.com

NWSA MOU's – Training Manual www.nwsa.us/training-documents

Wildland Fire Qualification Guide <https://www.nwcq.gov/publications/310-1>

R6 Class Notification for USFS <https://www.fs.usda.gov/detail/r6/workingtogether/contracting/?cid=stelprdb5446749>

Database Fees

Type	Cost for Member Company Employees	Cost for Non Members
Carded Classes	\$12.00 each student entry	\$30.00 each student entry
Non-Carded Classes	\$5.00 each student entry	\$5.00 each student entry

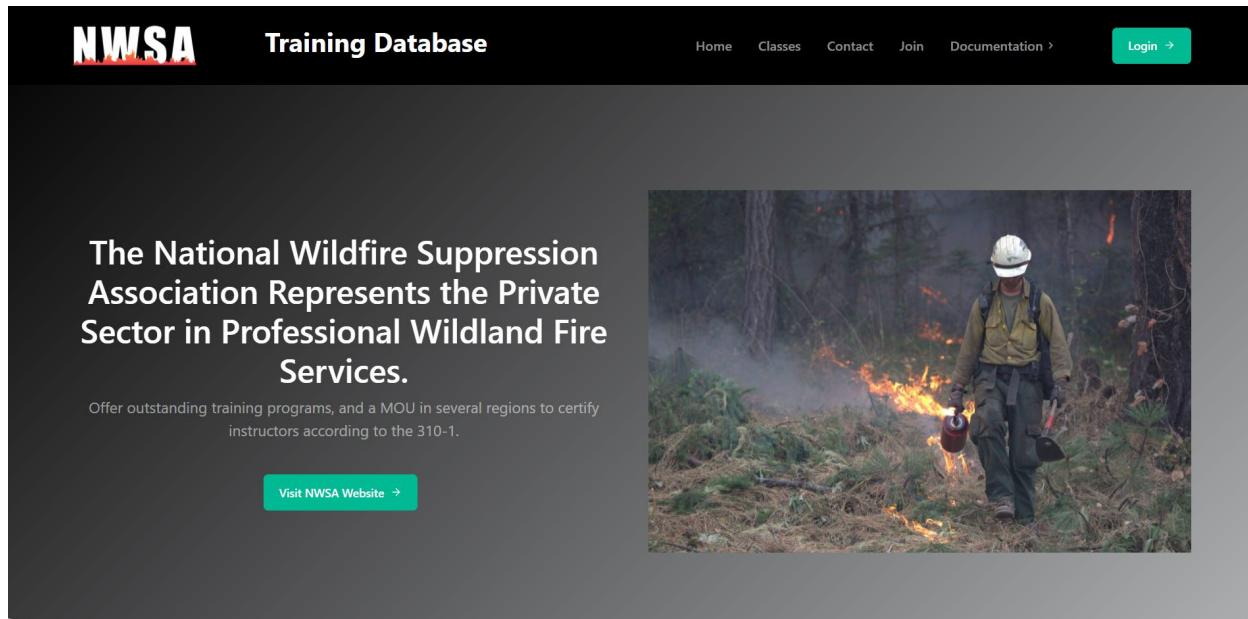
Carded Classes:

- Basic Firefighter (S190, S130, I 100, L180)
- Critical Ops (Region 5 Course)
- I-248
- I-348
- I-400
- L-180
- L-380
- Records Review (Instructor checks training done by Non NWSA Instructor and enters)
- RT 130

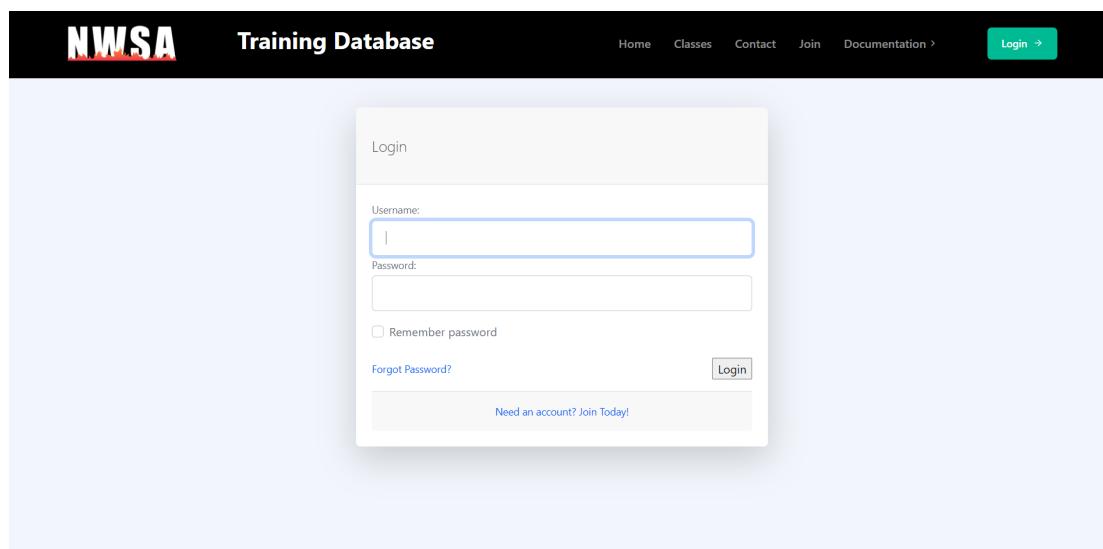
- S-130
- S-190
- S-200
- S-215
- S-230
- S-236
- S-290
- S-330
- S-341
- S-420

Navigating the NWSA Homepage

Only NWSA Companies, Instructors and Inspectors have access to the NWSA System. All other users have limited access including the state, local and federal agency personnel. To locate the database go to: www.nwsastraining.com



On the website's main page, you will see a green "Login" button in the upper right-hand corner. Once you click on "Login," you will be brought to this page. If you lose or forget your password, you can reset it on the login screen by clicking "Forgot Password?" and following the prompts.



Dashboard

Once you log in you will be taken to the Dashboard page. This page contains a condensed collection of pertinent information about your account

Video Tutorial:

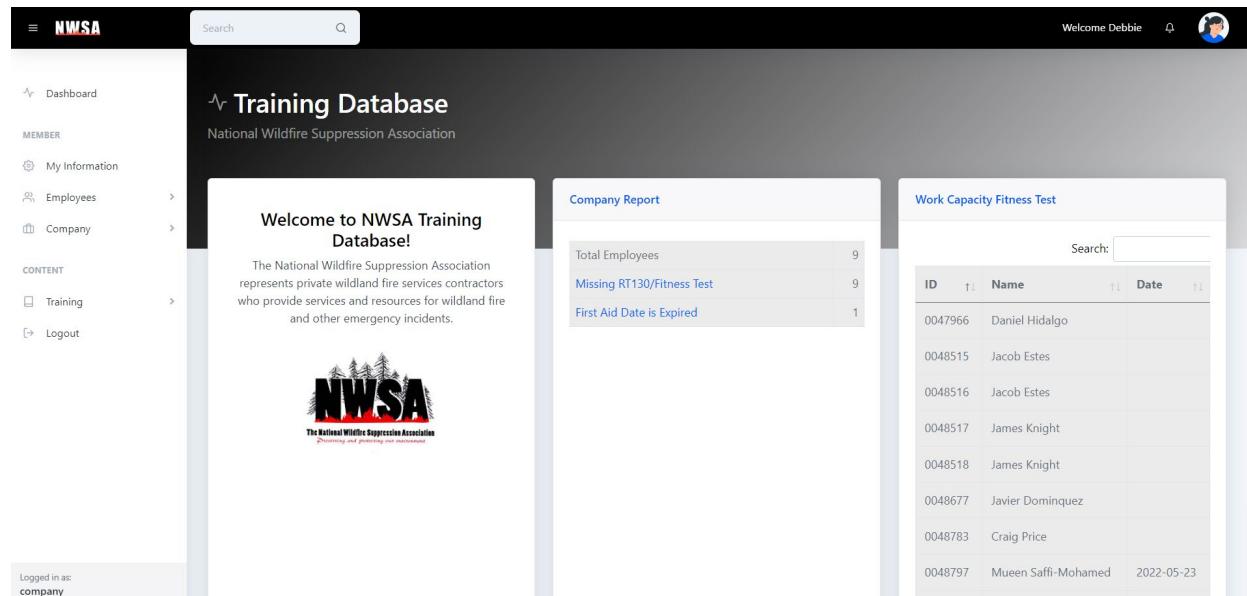
<https://www.loom.com/share/00418b7fbff444009053439072a5ff21?sid=59c44f70-dd9b-4e7a-8422-a0ddc2aecca5>

Company Report:

- **Missing their RT 130** (these are now tracked on a rolling 12-month cycle)
 - o You can click on the link in blue and it will up a list of all profiles missing this information.
- **Expired Fitness Test** – (tracked on rolling 12 months)
 - o You can click on the link in Blue to see all those missing this information.
- **First Aid Date is Expired** –
 - o For those that require a current First Aid this will provide you a list of those missing the data.

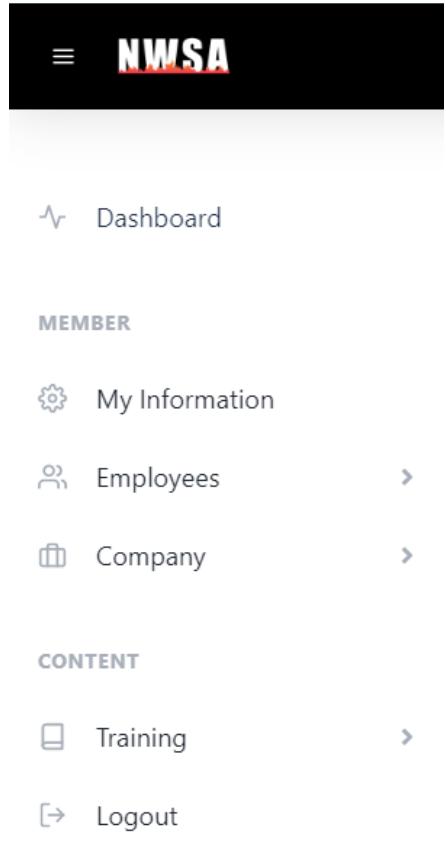
Work Capacity Fitness Test:

- This is a list of all your employees and you can sort them by expiration date to you can track when they will need to have a new one.



The screenshot shows the NWSA Training Database dashboard. On the left, a sidebar menu includes 'Dashboard', 'MEMBER' (with 'My Information' and 'Employees' sub-options), 'CONTENT' (with 'Training' sub-option), and 'Logout'. A message at the bottom of the sidebar says 'Logged in as: company'. The main content area has a header 'Training Database' and 'National Wildfire Suppression Association'. It features three main sections: 'Welcome to NWSA Training Database!', 'Company Report', and 'Work Capacity Fitness Test'. The 'Company Report' section displays a table with three rows: 'Total Employees' (9), 'Missing RT130/Fitness Test' (9), and 'First Aid Date is Expired' (1). The 'Work Capacity Fitness Test' section displays a table with 8 rows of employee data, each with columns for 'ID', 'Name', and 'Date'.

ID	Name	Date
0047966	Daniel Hidalgo	
0048515	Jacob Estes	
0048516	Jacob Estes	
0048517	James Knight	
0048518	James Knight	
0048677	Javier Dominguez	
0048783	Craig Price	
0048797	Mueen Saffi-Mohamed	2022-05-23



Navigation on Your Account

Video Tutorial:

From anywhere on the site, you can access the side menu on the left side of the screen. The menu is toggled on by default, but it can be hidden by clicking on the three lines in the top left corner.

Whenever the menu is referenced in the instructions, we will be referring to this navigational menu.

›

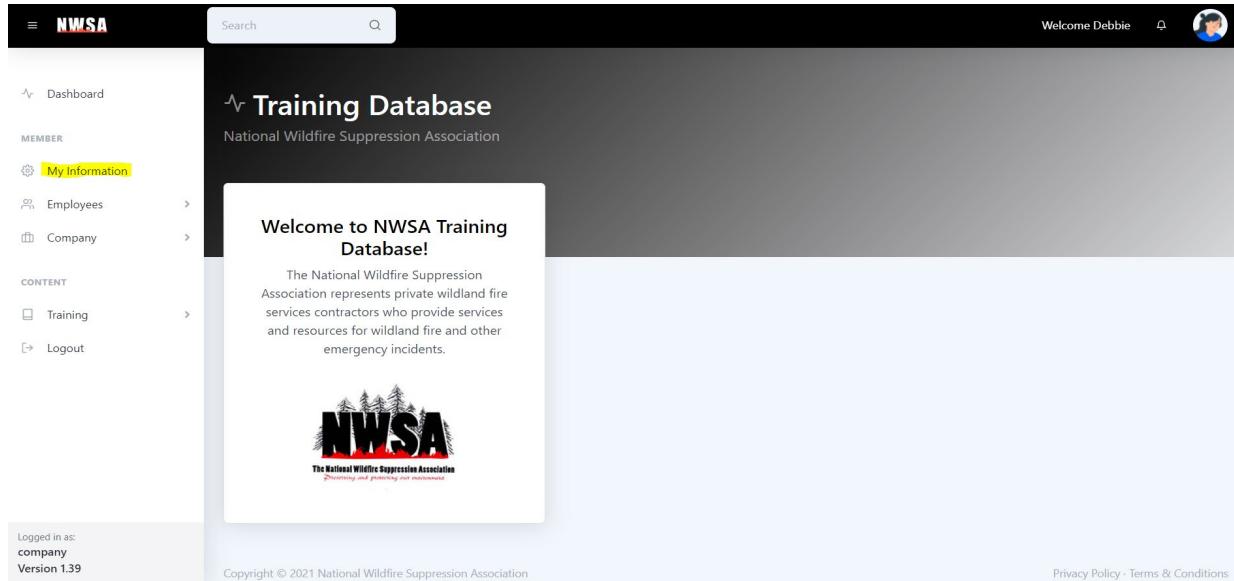
CONTENT

›

›

My Information

When you first log in to your account, click on “My information” on the left side of the screen. This will take you to your Account Settings.



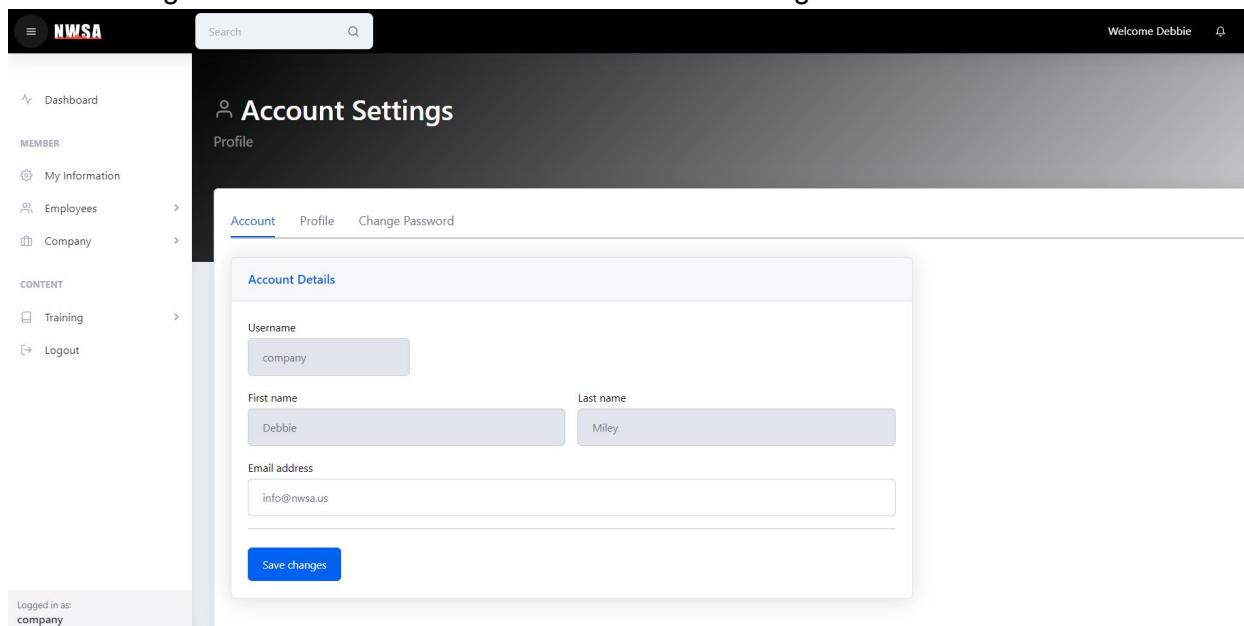
The screenshot shows the NWSA Training Database homepage. The left sidebar has a 'MEMBER' section with 'My Information' highlighted in yellow. The main content area is titled 'Training Database' and 'National Wildfire Suppression Association'. It features a 'Welcome to NWSA Training Database!' message, a description of the association's role, and the NWSA logo. The bottom left of the sidebar shows 'Logged in as: company Version 1.39'. The bottom right of the sidebar shows 'Privacy Policy · Terms & Conditions'.

Account

Video Tutorial:

<https://www.loom.com/share/2426994f15464b9e96e5336a846bb630?sid=234b3903-7b64-4108-80dd-804a9652bbc0>

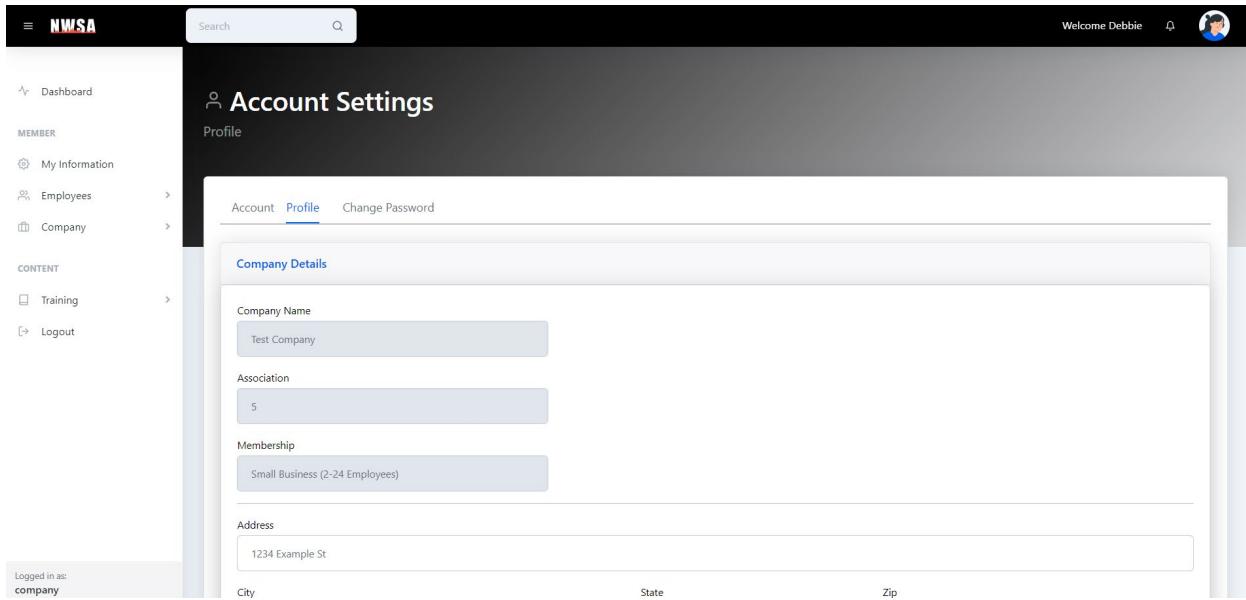
Now that you have your account settings, please verify your email under the “account” tab. You will not be able to edit any gray fields; however, any of the white fields can be updated. Click “Save Changes” at the bottom of the screen before continuing.



The screenshot shows the NWSA Account Settings page. The left sidebar has a 'MEMBER' section with 'My Information' highlighted in yellow. The main content area is titled 'Account Settings' and 'Profile'. It has tabs for 'Account', 'Profile', and 'Change Password'. The 'Account' tab is selected. The 'Account Details' section contains fields for 'Username' (grayed out as 'company'), 'First name' (Debbie), 'Last name' (Miley), and 'Email address' (info@nwsa.us). A 'Save changes' button is at the bottom.

Profile

Please verify all the info under the “profile” tab as well. Make any changes or additions as needed. Click “Save Changes” at the bottom of the screen before continuing.



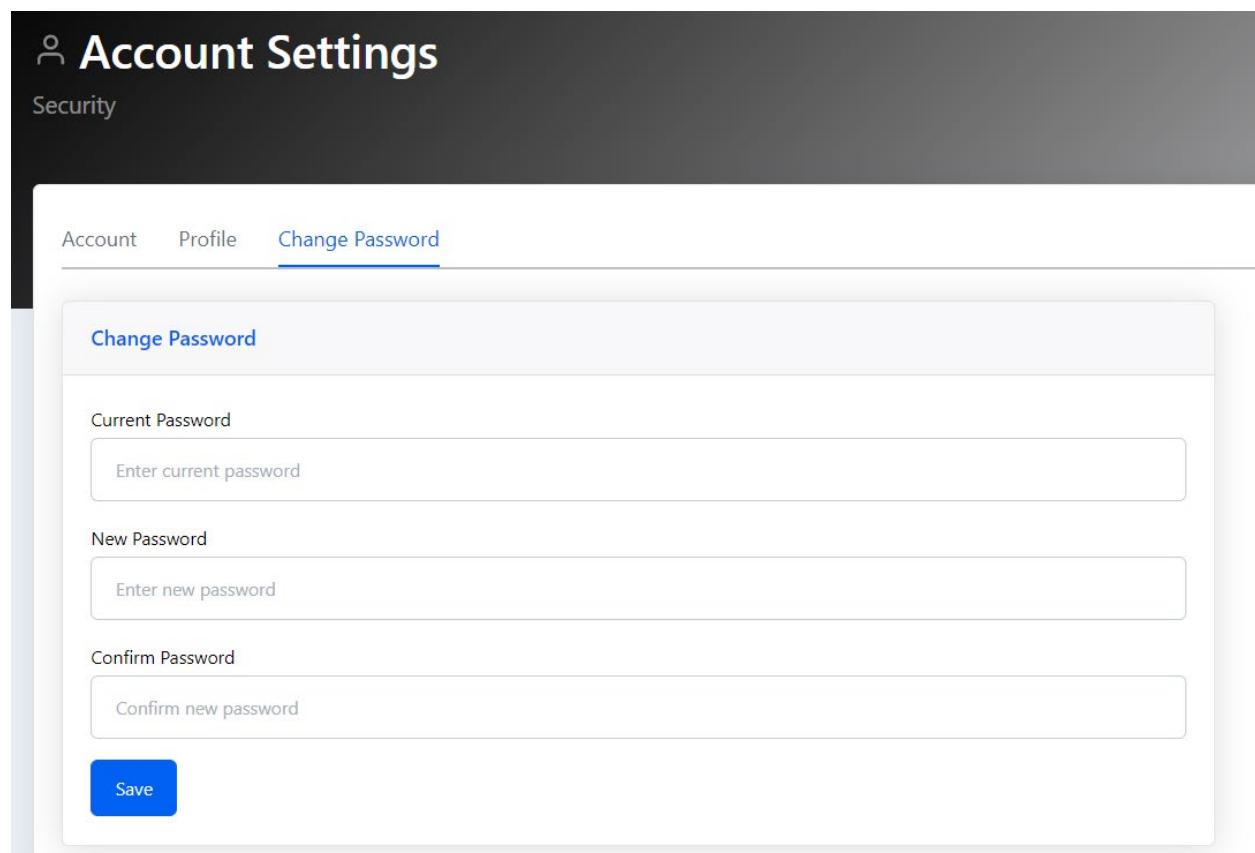
The screenshot shows the NWSA Account Settings Profile page. The left sidebar has sections for MEMBER (My Information, Employees, Company) and CONTENT (Training). The main content area is titled "Account Settings" and "Profile". It has tabs for Account, Profile (which is selected), and Change Password. The "Company Details" section contains fields for Company Name (Test Company), Association (5), and Membership (Small Business (2-24 Employees)). Below this, there are address fields with placeholder text: "1234 Example St", "City", "State", and "Zip". The top right shows a welcome message "Welcome Debbie" and a user icon.

Change Password

If you ever need to change your password, you can do so on the last tab. You should never share your password with anyone else; if you do so, you are responsible for their actions on your account.

General requirements for passwords include: The new password must be at least 8 characters long, not similar to the username, and not a common password. It must also have at least one digit, one lowercase letter, one uppercase letter, and one special character.

Additional Note: If you forget your password and are unable to access your account, you can reset it on the NWSA Training login screen by clicking “Forgot Password?” and following the prompts.



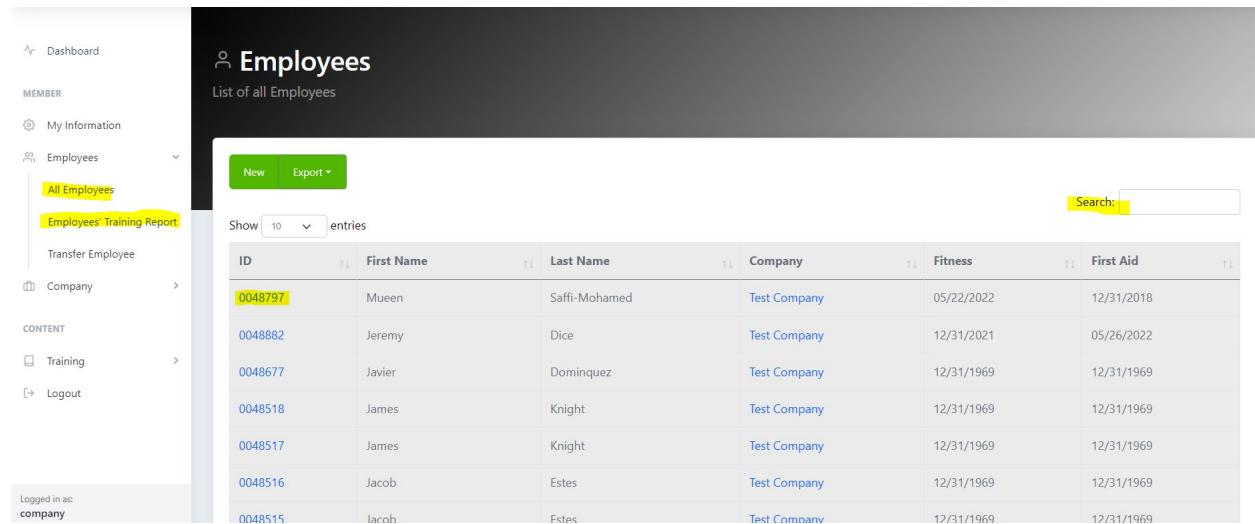
The screenshot shows a dark-themed user interface for account settings. At the top, there is a header with a person icon and the text "Account Settings". Below the header, the word "Security" is displayed. A navigation bar contains three tabs: "Account", "Profile", and "Change Password", with "Change Password" being the active tab and underlined. The main content area is titled "Change Password". It contains three input fields: "Current Password" (placeholder: "Enter current password"), "New Password" (placeholder: "Enter new password"), and "Confirm Password" (placeholder: "Confirm new password"). A blue "Save" button is located at the bottom left of the form.

Employees

All Employees (Employee Records)

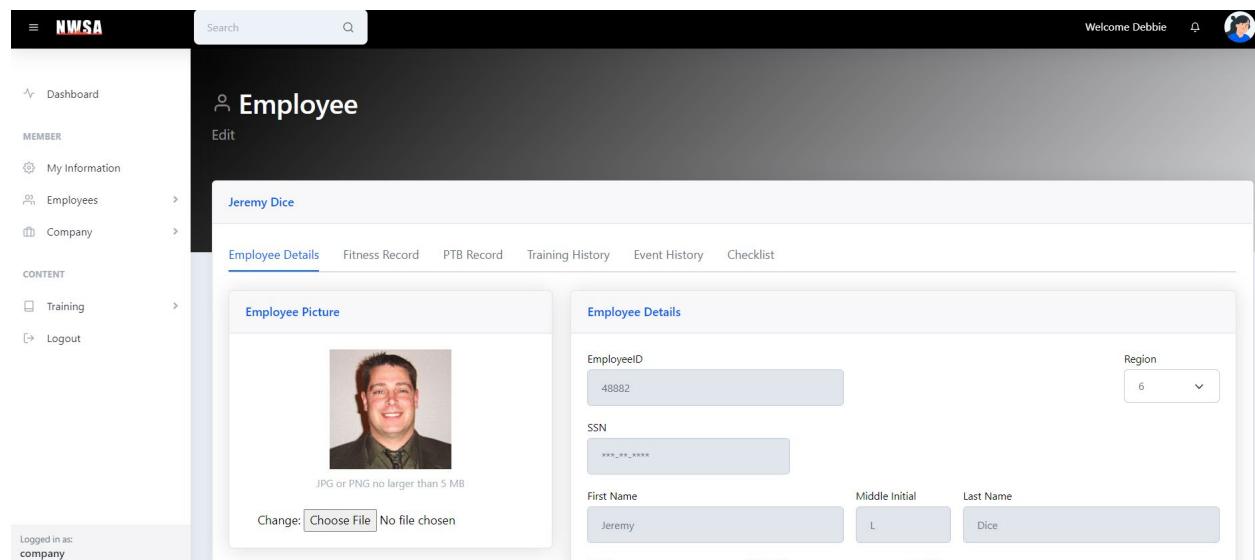
Video Tutorial: <https://www.loom.com/share/24fd62d568a94a609a97f804c1cc0889>

You can find your Employee's detailed profile by following a link from the Employee's ID number found under "Employees" > "All Employees" or "Employees Training Report". You can search for students by name, ID number or the last four digits of their SSN.



ID	First Name	Last Name	Company	Fitness	First Aid
0048797	Mueen	Saffi-Mohamed	Test Company	05/22/2022	12/31/2018
0048882	Jeremy	Dice	Test Company	12/31/2021	05/26/2022
0048677	Javier	Dominquez	Test Company	12/31/1969	12/31/1969
0048518	James	Knight	Test Company	12/31/1969	12/31/1969
0048517	James	Knight	Test Company	12/31/1969	12/31/1969
0048516	Jacob	Estes	Test Company	12/31/1969	12/31/1969
0048515	Jacob	Estes	Test Company	12/31/1969	12/31/1969

Once you click on their ID number it will take you to that Employee's profile.



Employee Details

EmployeeID	48882	Region	6
SSN	987-65-4321		
First Name	Jeremy	Middle Initial	L
		Gender	D
Last Name	Dice		

Employee Details

Under Employee details each student will need to have a headshot uploaded that can be later printed onto their student card. The system will auto resize images but will not accept any images that are larger than <insert limit>. If your image exceeds this limit please use a photo editing system to resize your image. This page also contains a basic overview of the employee's training and personal details.

On this page you are able to print Student Cards as well as request an Inspection. You can also change which qualifications are shown on the student's card if the default order doesn't include the qualifications that need to be prioritized.

Create new entry X

Pack Test Score	Passed
Fitness Level	Arduous
Effective Date	2022-04-07
Certified By	

Create

Fitness Record

On this page you have the ability to add, edit, download or print the employee's fitness record. To add a new record, click on "New" and fill out all required fields in the pop up. Once all fields are filled go ahead and click "create" to add

PTB Record

On this page you have the ability to add, edit, download or print the employee's PTB records. These records should update as the student completes courses.

John Smith

Student Details Fitness Record **PTB Record** Training History Event History Checklist

New	CSV	PDF	Print	Search: <input type="text"/>				
Qualification	Initiated	Certified	Certifier	Approved	Document			
	04/6/2022	04/6/2022		false	N/A			
Qualification	Initiated	Certified	Certifier	Approved	Document			

Showing 1 to 1 of 1 entries

Previous **1** Next

Training History

On this page you have the ability to download or print the employee's Training history. You can also access and print their Certificate and Certification Letter. To view and/or print the Certificate and Certification letter click on the blue box, this will pull up the document to view, from here you can choose to print or close the document.

Student Details Fitness Record **PTB Record** **Training History** Event History Checklist

CSV	PDF	Print	Search: <input type="text"/>					
Date	Class Name	Course Name	Lead Instructor	Unit Instructor	Location	Letter	Certification	Document
04/4/2022	ICS 700	ICS 700	HarryHarry		Common Name, AL	Certification Letter	Certificate	
Date	Class Name	Course Name	Lead Instructor	Unit Instructor	Location	Letter	Certification	Document

Event History

On this page you can download or print the employee's Event History.

Checklist

On this page, either the Company or the Instructor can upload a document detailing the Master plan for the student working on acquiring skills/class credits to reach an end goal.

Student Document Upload

Title

Upload

No file chosen

Employees' Training Report

Located under “Employees” > “Employees’ Training Report”

On this page you can view and print your employees’ training reports.

Printing Cards

There are two options to print cards as follows:

Video Tutorial:

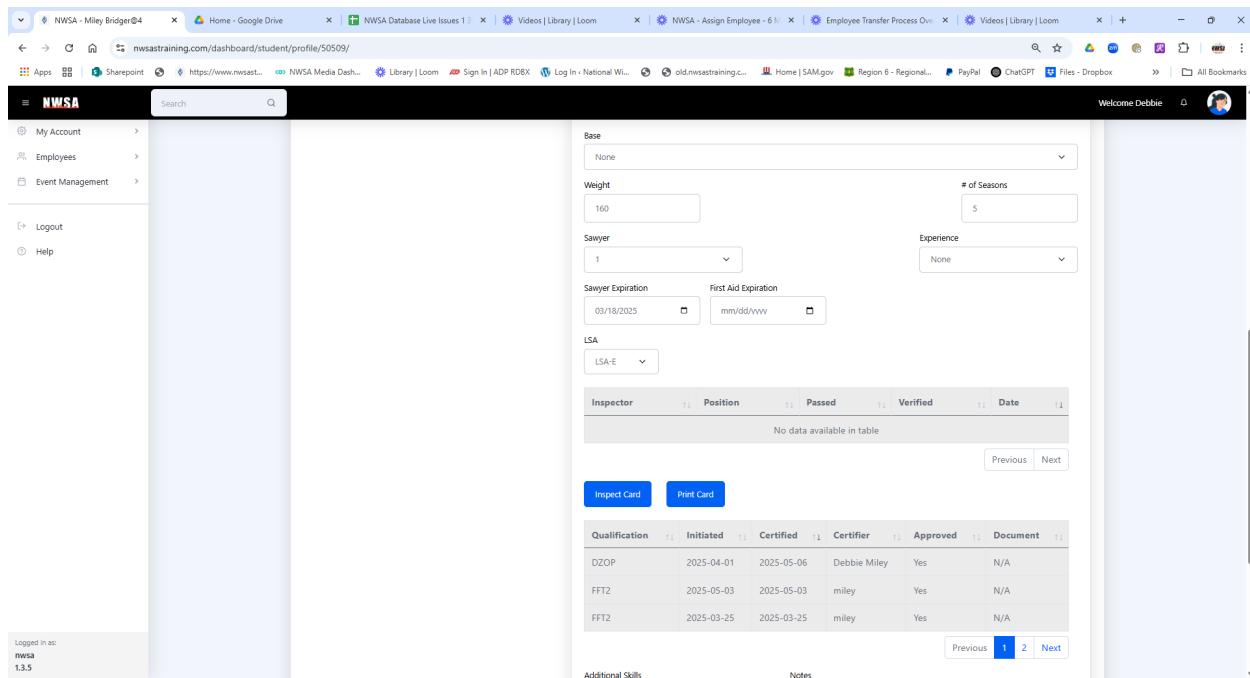
<https://www.loom.com/share/a766983684f5483d8352bb466fbcae8a?sid=f52a7887-c6b2-44af-9a67-6a9a2200ef57>

The screenshot shows the NWMSA Employee dashboard. The left sidebar includes 'My Account', 'Employees' (selected), 'All Employees', 'Transfer Employee', 'Inspections', 'Event Management', 'Logout', and 'Help'. The main content area is titled 'Employees' and shows a list of 10 employees. The columns are: ID, First Name, Last Name, Fitness Expiration Date, RT-130, and First Aid. The data is as follows:

ID	First Name	Last Name	Fitness Expiration Date	RT-130	First Aid
0050509	Miley	Bridger@4	04/10/2025	05/03/2025	
0026785	Debbie	Fire	02/13/2025	04/24/2025	
0026790	Forest	Fire	01/24/2025	04/21/2025	
0050440	Brandnew	Firefighters	01/23/2025	02/06/2025	
0050461	Deborah	Forrest	01/23/2025	01/24/2025	
0026786	Noname	Joe	02/15/2016	05/03/2025	
0050460	Nellie	Kay	01/23/2025	01/24/2025	
0026791	Fire	Lady	04/22/2021	04/22/2021	
0030055	Noname	Miley	02/25/2025	04/07/2025	
0026787	Bridger	Miley	04/07/2025	05/03/2025	02/29/2021

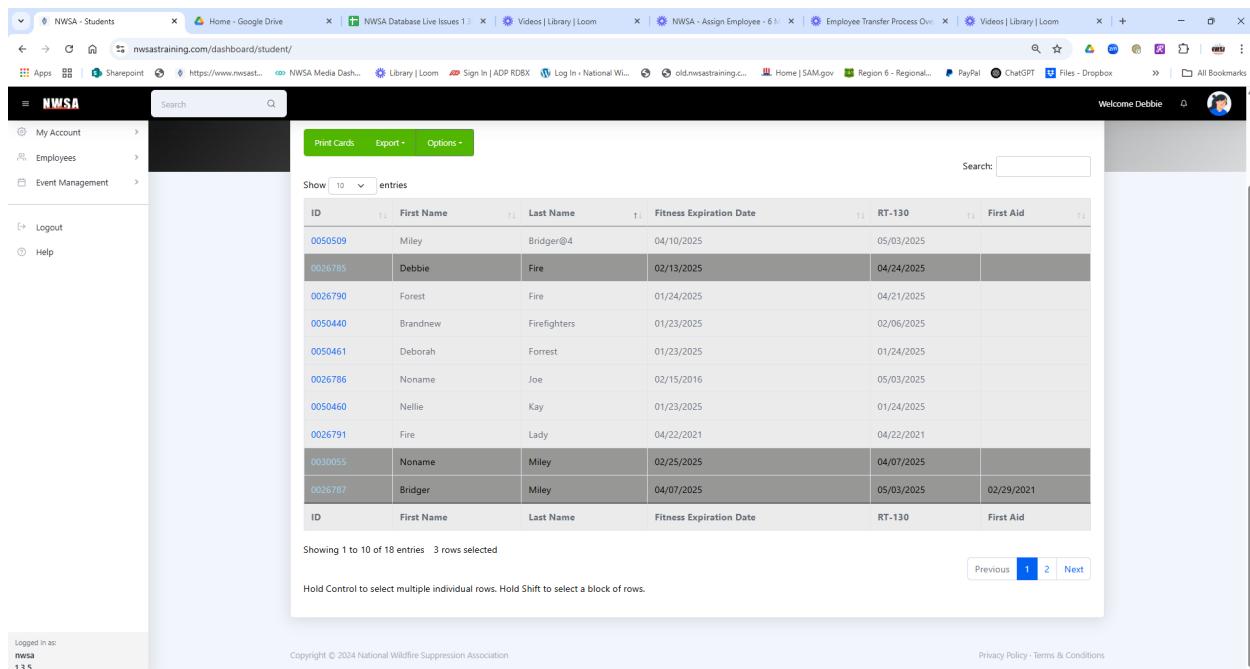
At the bottom of the list, there is a table with columns: ID, First Name, Last Name, Fitness Expiration Date, RT-130, and First Aid. The data is identical to the previous table.

To print a single person's card you can do that from the Student Profile. Simply click on their ID number and bring up the profile, then scroll down to Print Card Button.



The screenshot shows the NWSA student profile page for user ID 0050509. The page includes fields for Base (None), Weight (160), and Experience (5 seasons). It also shows Sawyer's expiration date as 03/18/2025 and First Aid expiration as mm/dd/yy. A table for Inspectors is empty. Below the table are buttons for 'Inspect Card' and 'Print Card'. A qualification table lists DZOP, FFT2, and FFT2 with their respective dates and status. The 'Print Card' button is highlighted in blue.

To print multiple cards at one time, go to: You can show All and sort by Last name, then hold down the CTRL button and click on each employee you want to highlight.



The screenshot shows the NWSA student list page. At the top, there are buttons for 'Print Cards', 'Export', and 'Options'. A table lists student records with columns for ID, First Name, Last Name, Fitness Expiration Date, RT-130, and First Aid. The table shows records for Miley Bridger, Debbie Fire, Forest Fire, Brandnew Firefighters, Deborah Forrest, Noname Joe, Nellie Kay, Fire Lady, Noname Miley, and Bridger Miley. The 'Print Cards' button is highlighted in green. A note at the bottom of the table says 'Hold Control to select multiple individual rows. Hold Shift to select a block of rows.'

Hit Print Cards and it will give you a PDF Version to Print. Set your printer to print double sided and they will print front to back. Your electronic signature will print on the back of the card as the company representative.

If your cards will not print, check for the following:

- Sent for Inspection but not yet completed
- Need Photo, Current WCFT and Training in Training History by your designated instructor.

*Note: Company owners cannot enter training that must be completed by a recognized NWSA Certified Instructor must complete before your cards will print.

Transfer Employee

Video Tutorial:

<https://www.loom.com/share/563a4a039e1c43fe962b4a0038804127?sid=2b633df9-a4bf-4b14-82cf-e9fc00a79408>

Located under “Employees” > “Transfer Employee” If you have an employee that you need to transfer to your company you are able to fill out the form and pay the transfer fee in this section.

You will need the Employee’s First Name, Last Name and the unique database id or last four digits of their social security number to make the request.

Also remember FFT1, ICT5 and SRB have a 48 hold before the transfer is completed. All others are transferred immediately. This process only works for those employees housed in our database.

The screenshot shows the NWSA website interface. The top navigation bar includes the NWSA logo, a search bar, and a user icon. The left sidebar has sections for MEMBER (My Information, Employees - expanded to show All Employees, Employees' Training Report, Transfer Employee), CONTENT (Training, Logout), and a status message: 'Logged in as: company Version 1.5.2'. The main content area is titled 'Transfer Employee' and contains a form with four input fields: 'First Name' (placeholder 'Enter First Name'), 'Last Name' (placeholder 'Enter Last Name'), 'Employee ID' (placeholder 'Enter Employee ID'), and 'Employee Last 4 SSN' (placeholder 'Enter Employee last 4 SSN'). A 'Submit' button is at the bottom of the form.

After clicking submit you will be taken to a paypal page to pay the transfer fee. Your request will not be processed as complete until the fee has been paid.

Once your payment has gone through you will be taken to a confirmation page.

The screenshot shows the NWSA website interface. The top navigation bar includes the NWSA logo, a search bar, and a user icon. The left sidebar has sections for MEMBER (My Information, Employees, Company), CONTENT (Training, Logout), and a status message: 'Logged in as: company Version 1.5.2'. The main content area is titled 'Transfer Request' and contains a confirmation message: 'Transfer Requested' followed by 'We have received your request and are processing it! You will receive an email with more information once we have processed your request.' There are two buttons at the bottom: 'Transfer Another Student' (blue) and 'Close' (red).

Record Inspection Request

Video Tutorial:

<https://www.loom.com/share/93a3aee3e3e74e35a7120b025b11a8e2?sid=5dc921f5-2448-4889-bba3-9656595542d9>

This section describes how that process will work for those required in Region 6 for Engines, EMT, and Fallers. Please remember that you will still need to provide the inspector with a Checklist and a WCFT Roster for each inspection. Also, if you are doing an upgrade in position or someone who is higher than an FFT2 that has never been inspected, you will still need to submit the following on top of what is stored in the database:

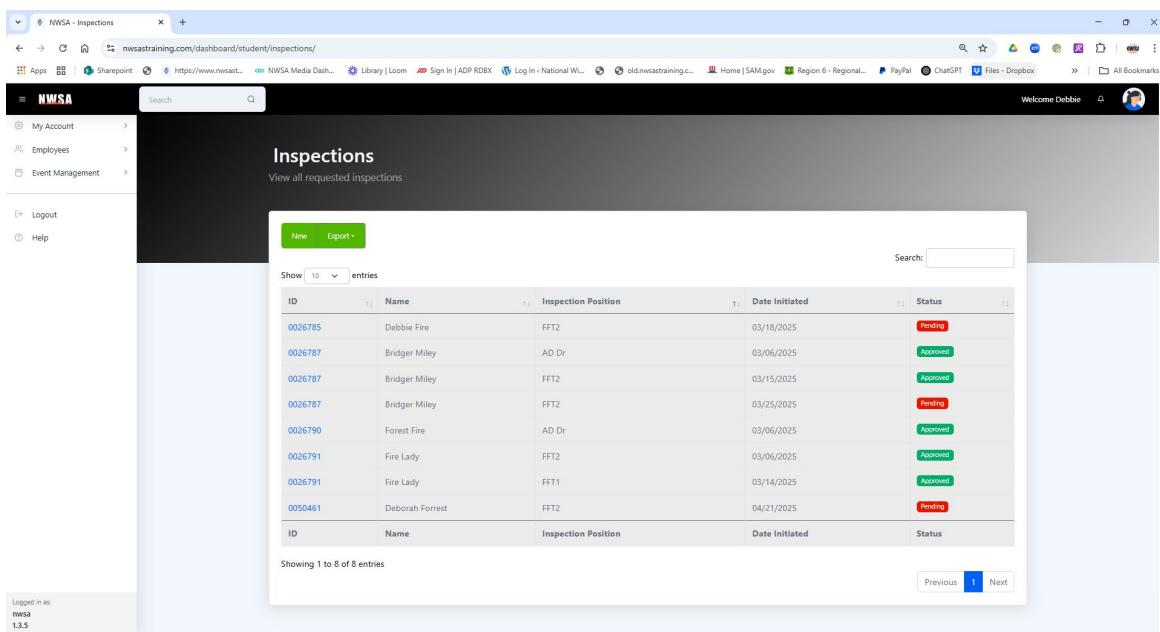
- CTR's showing the required number of shifts and fires in the appropriate positions.

You will click on Inspections on this screen:

The screenshot shows a web browser window for the 'NWSA - NWSA Training Database' site. The URL is <https://nwsastraining.com/dashboard/>. The page has a dark header with the 'NWSA' logo and a 'Training Database' title. On the left, a sidebar menu includes 'My Account', 'Employees' (with 'All Employees' and 'Transfer Employee' sub-options), 'Inspections', 'Event Management' (with 'Logout' and 'Help' sub-options), and a 'Logged in as' message for 'nwsa 1.3.5'. The main content area has a 'Welcome to NWSA Training Database!' box with a brief description of the association. To the right are two tables: 'Company Report' and 'Work Capacity Fitness Test'. The 'Company Report' table shows statistics: Total Employees (20), Missing RT130 (3), Expired Fitness Test (4), and First Aid Date is Expired (1). The 'Work Capacity Fitness Test' table lists 10 entries with columns for ID, First Name, Last Name, and Date. The data is as follows:

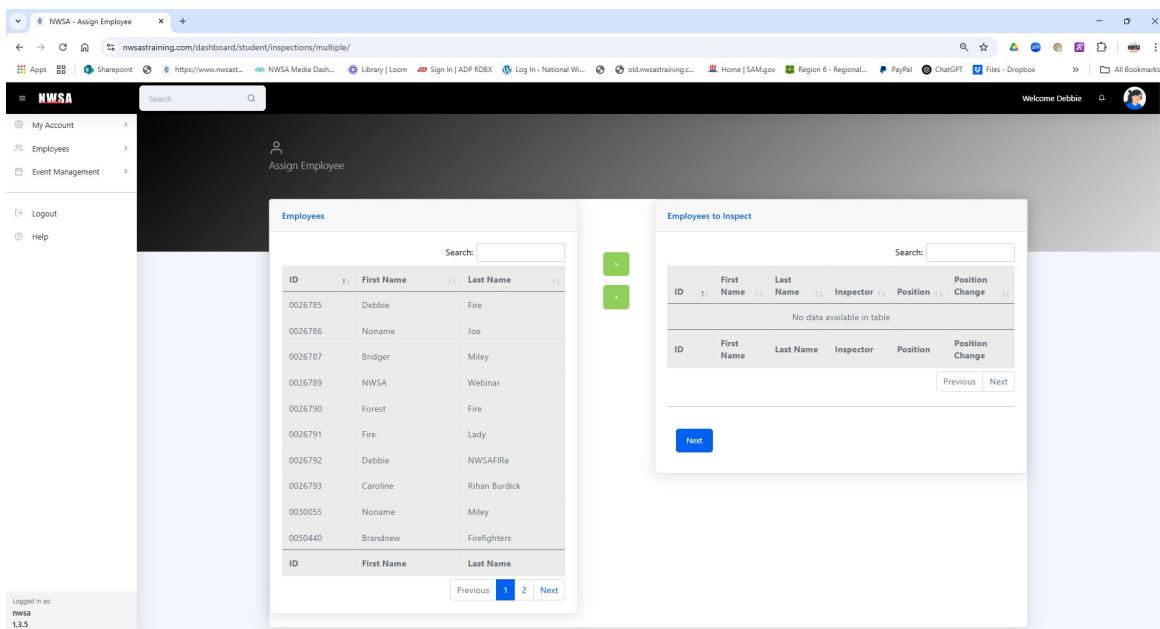
Show	10	entries	Search:
ID	First Name	Last Name	Date
0026785	Debbie	Fire	2026-02-13
0026786	Noname	Joe	2017-02-15
0026787	Bridger	Miley	2026-04-07
0026789	NWSA	Webinar	2019-01-08
0026790	Forest	Fire	2026-01-24
0026791	Fire	Lady	2022-04-22
0026792	Debbie	NWSAFIRE	2023-10-24
0026793	Caroline	Rihan Burdick	
0030055	Noname	Miley	2026-02-

On the next screen you will see all pending and approved inspections you have previously submitted.



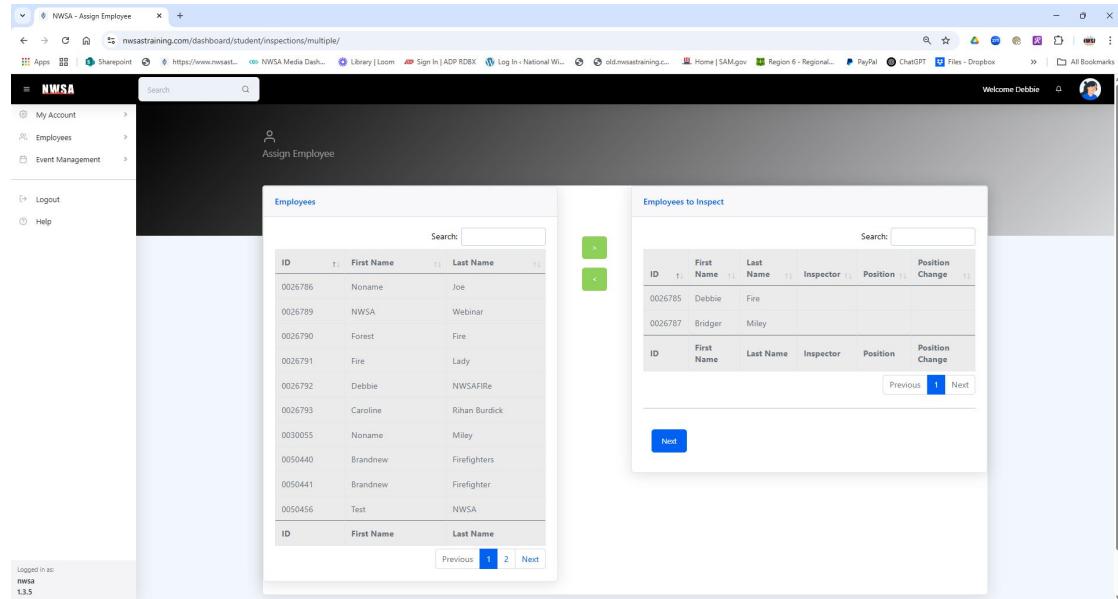
The screenshot shows a web browser window titled 'NWSA - Inspections'. The URL is 'nwsastraining.com/dashboard/student/inspections/'. The page has a dark header with the NWSA logo and a search bar. On the left, there is a sidebar with links for 'My Account', 'Employees', 'Event Management', 'Logout', and 'Help'. The main content area is titled 'Inspections' and sub-titled 'View all requested inspections'. It features a table with columns: ID, Name, Inspection Position, Date Initiated, and Status. The table contains 8 entries. The 'Status' column uses color-coded buttons: red for 'Pending' and green for 'Approved'. At the bottom of the table, there is a search bar, a 'Previous' button, and a 'Next' button.

To start **New** Inspection Request click on **New** button. Then on this screen you will use the >< arrows to add those people who are ready to be inspected.



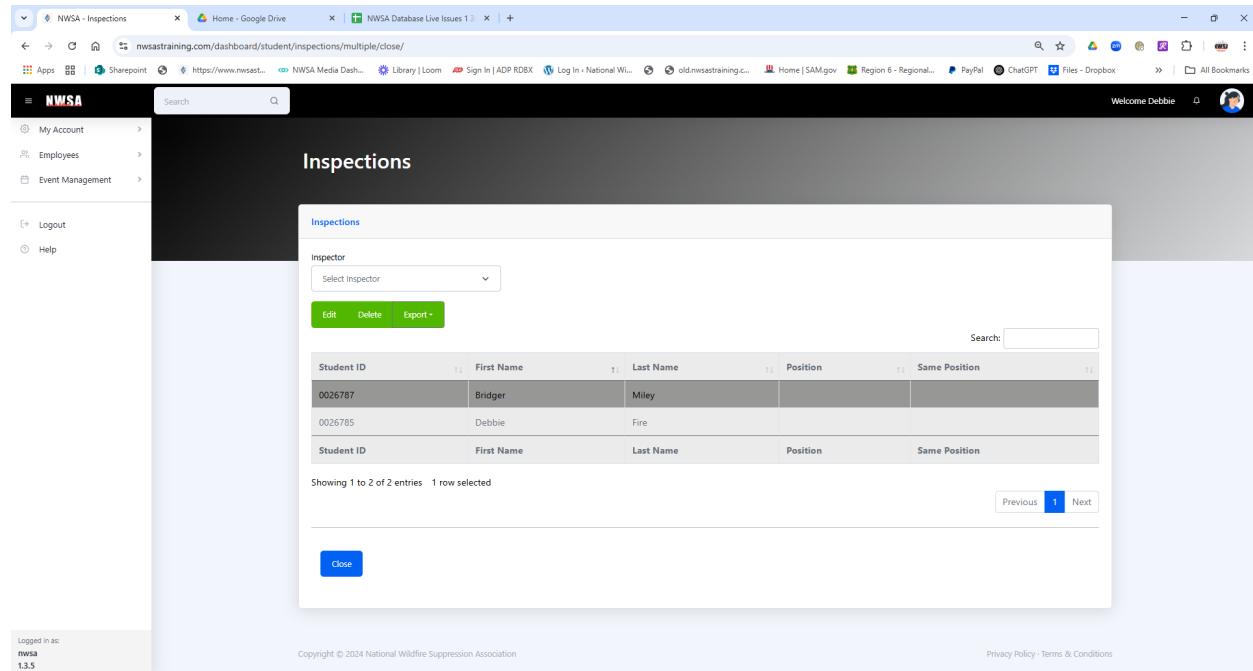
The screenshot shows a web browser window titled 'NWSA - Assign Employee'. The URL is 'nwsastraining.com/dashboard/student/inspections/multiple/'. The page has a dark header with the NWSA logo and a search bar. The sidebar on the left is identical to the previous screenshot. The main content area is titled 'Assign Employee' and has two tables. The left table is titled 'Employees' and lists employees by ID, First Name, and Last Name. The right table is titled 'Employees to Inspect' and lists inspectors by ID, First Name, Last Name, Inspector, Position, and Position Change. Both tables have search bars and 'Previous' and 'Next' buttons at the bottom. The inspector table also has a note 'No data available in table'.

Once you move them over to the Employees to inspect then click on Next



The screenshot shows the 'Assign Employee' page. On the left, a list of employees is shown with columns for ID, First Name, and Last Name. On the right, a list titled 'Employees to Inspect' is shown with columns for ID, First Name, Last Name, Inspector, Position, and Position Change. A 'Next' button is visible at the bottom of the right-hand list.

On the next screen you will select your inspector. Then you will also from Drop down under Position and Inspection Type.



The screenshot shows the 'Inspections' page. A dropdown menu labeled 'Inspector' is open, showing 'Select Inspector'. Below the dropdown, there is a table with columns for Student ID, First Name, Last Name, Position, and Same Position. The table contains two entries: one for Bridger Miley and one for Debbie Fire. A 'Close' button is at the bottom of the modal.

Hit Close: You will be prompted to make payment. Once you have completed it, your inspector will be notified that the records are in their file to inspect. Once they have completed them, their signature will show up on the card when you print them.

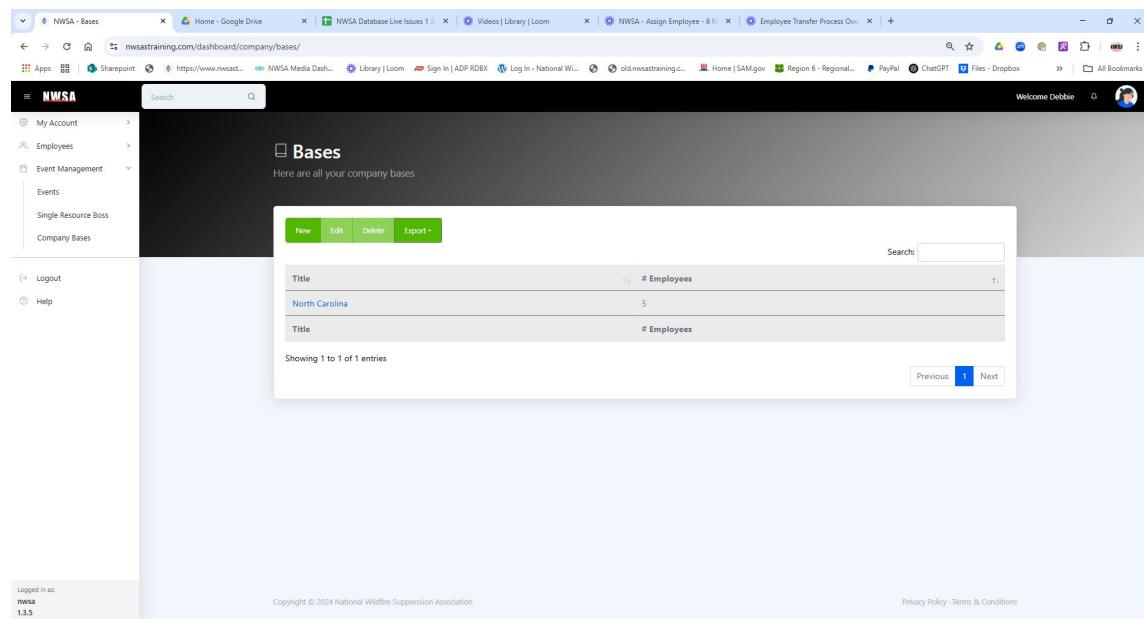
Company Bases

We have created a place for some of you who run resources out of multiple bases to add employees to specific bases that run out of. In this section, we will discuss that.

Video Tutorial:

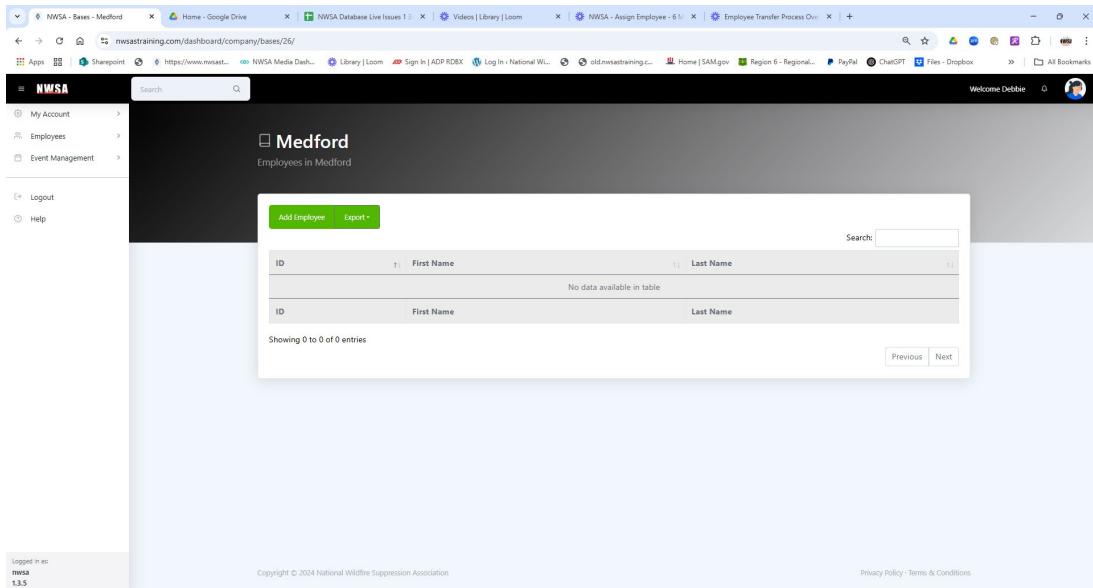
<https://www.loom.com/share/f3a7ffa13e3f4e5d899fbb0f02561001?sid=b7eb5b56-056f-4dec-8c22-bd458a27c1cb>

Go to Event Management in Menu, then click on company bases.



Title	# Employees
North Carolina	5

To set up a base click on New. You will be prompted to type in Title name of the base. You will then see the base listed under Bases. Click on the base you want to manage. Click on Add Employee.

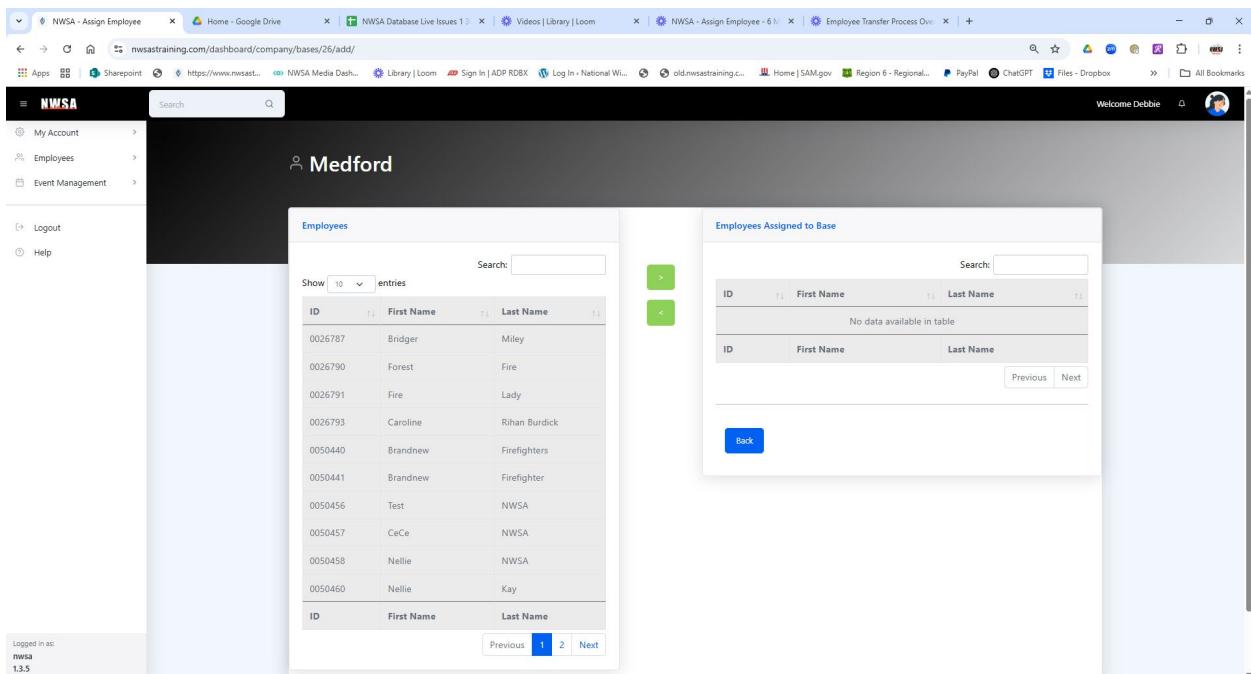


Logged in as: nwsa 1.3.5

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You will be prompted to assign your employees to that base with the <> arrows.



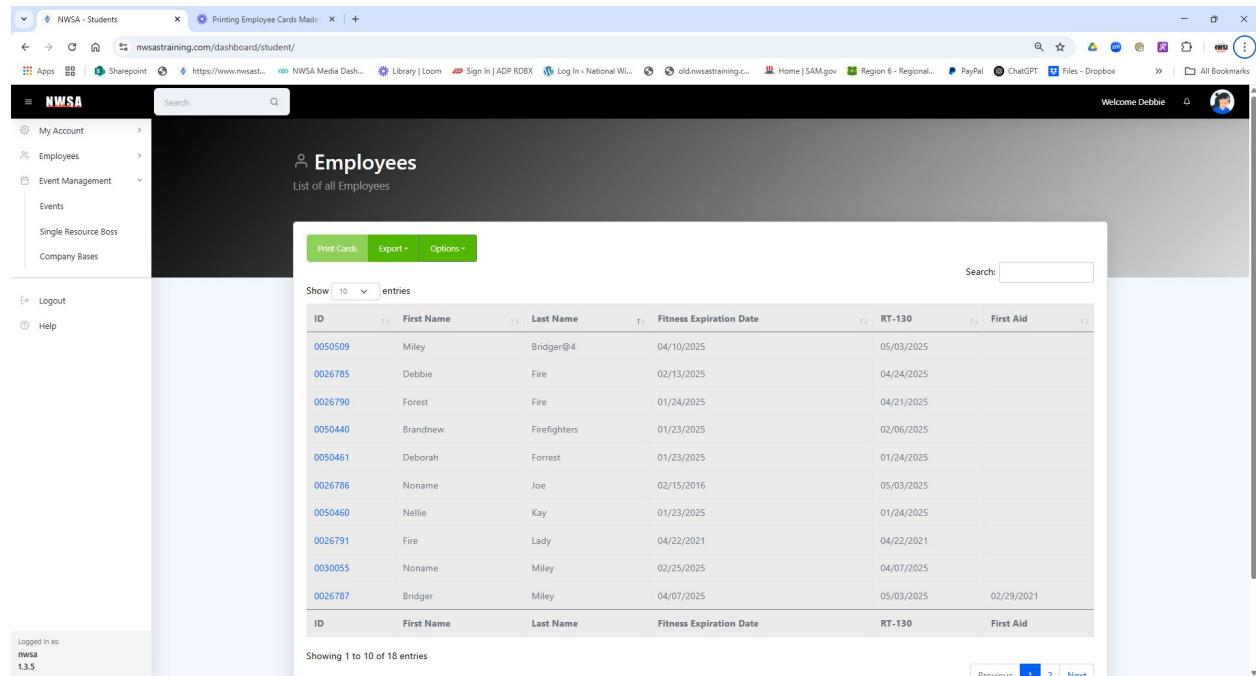
Logged in as: nwsa 1.3.5

Event Management

Video Tutorial:

<https://www.loom.com/share/bfbe8bbc651d448bbdaaca83480a6c15?sid=368df53e-1098-454c-bb63-4f960ab652c6>

In the Event Management section we will walk through setting up events. You will click on Event Management, then go to Events



ID	First Name	Last Name	Fitness Expiration Date	RT-130	First Aid
0050509	Miley	Bridger@4	04/10/2025	05/03/2025	
0026785	Debbie	Fire	02/13/2025	04/24/2025	
0026790	Forest	Fire	01/24/2025	04/21/2025	
0050440	Brandnew	Firefighters	01/23/2025	02/06/2025	
0050461	Deborah	Forrest	01/23/2025	01/24/2025	
0026786	Noname	Joe	02/15/2016	05/03/2025	
0050460	Nellie	Kay	01/23/2025	01/24/2025	
0026791	Fire	Lady	04/22/2021	04/22/2021	
0030055	Noname	Miley	02/25/2025	04/07/2025	
0026787	Bridger	Miley	04/07/2025	05/03/2025	02/29/2021

In this screen you will be able to see all the Events that you have set up. To set up a new event click on New. The items that are marked with a red * are required.

Company *: NWSA Training

Base:

Event Type *: Agency

Event Name *:

Location *:

Event Description:

Start Date *: mm/dd/yyyy

End Date: mm/dd/yyyy

Departure Location

Arrival Location

Delayed

Report To

Project No

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On this screen, you will also be able to set the base from which they were dispatched if you have set up any bases. You will also be able to have a drop-down screen that allows you to select the Single Resource boss assigned to this event. (That function is being worked on and will be available by May 15th.)

You can also select your drivers and vehicle information as well.

Then hit CREATE. Once you create the event, you can go to the Events page, open up the event. On this screen you can assign employees by clicking on the Assign Employee Button.

Employee OR Cargo Name	Qualification	Gender	Weight	Shifts
Debbie_Fire	FF72	M	140	2
Norman_Joe	DRWB	M	120	3
Sunny_Day	FF72	M	80	4
Forest_Fire	WTOF	F	154	2
Fire_Lady	WTOF	F	80	0

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Here you will use the >< arrows to assign the employees. You can CRTL and click on multiple people at a time to add them to the event. Once done hit close.

The screenshot shows the 'NWSA - Assign Employee' page. On the left, a sidebar includes 'My Account', 'Employees', 'Event Management', 'Logout', and 'Help'. The main area has two tables: 'Unassigned Employees' and 'Passenger'. The 'Unassigned Employees' table lists entries like '0026789 NWSA Webinar' and '0030055 Noname Miley'. The 'Passenger' table lists entries like '0026785 Debbie Fire' and '0026786 Noname Joe'. Between the tables are green arrows with '+' and '-' symbols, used for moving employees between lists. At the bottom of each table are 'Previous' and 'Next' buttons.

You can then reopen the event and at the bottom of this page, you have a dropdown to assign their positions (quals) for the Event as well as when they return from the event you can enter the number of shifts they performed.

The screenshot shows the 'NWSA - Event' page. The sidebar includes 'My Account', 'Employees', 'Event Management', 'Logout', and 'Help'. The main area has a 'Employees' section with a 'Hidden' dropdown and an 'Assign Employees' button. Below this is a table for assigning shifts. The table has columns for 'Employee OR Cargo Name', 'Qualification', 'Gender', 'Weight', and 'Shifts'. The 'Shifts' column contains input fields with values like 'SF-245', '2', and '2 IA'. At the bottom of the table are 'Cancel' and 'Save' buttons. The table lists employees with their names and qualifications, such as 'Debbie, Fire' with 'FF72' and 'M'.

If you wish to and all the appropriate information in the event and the employees profile you can select the appropriate Manifest and it will auto populate for you. Select the button for VIPR Agreements besides crews is SF245.

CREW MANIFEST (Form SF-245)					
STANDARD FORM 245 (6-77) SUBSCRIBED BY USA FMS 5716 USDI MP94005.51B		PASSENGER AND CARGO MANIFEST		NO. OF PASSENGERS ON THIS PAGE:	PAGE 1 OF 1
ORDERING UNIT	PROJECT NAME	PROJECT NO			
NAME OF CARRIER	MODE OF TRANSPORTATION & ID. NO.	PILOT OR DRIVER			
CHIEF OF PARTY	REPORT TO	IF DELAYED, CONTACT			
None	None	None			
DEPARTURE		INTERMEDIATE STOPS		DESTINATION	
PLACE	ETD	ETA	PLACE	ETD	ETA
Debbie, Fire					
Noname, Joe					
Day, Sunny					
Forest, Fire					
Fire, Lady					
Brandnew, Firefighters					
Brandnew, Firefighter					
Brider, Miley					
Caroline, Rhan Burdick					
CoCe, NWSA					
Debbie, NWSAFRe					
Deborah, Forrest					
Miley, Bridger@4					
Nellie, NWSA					
Nellie, Key					
Brandnew, Firefighters					

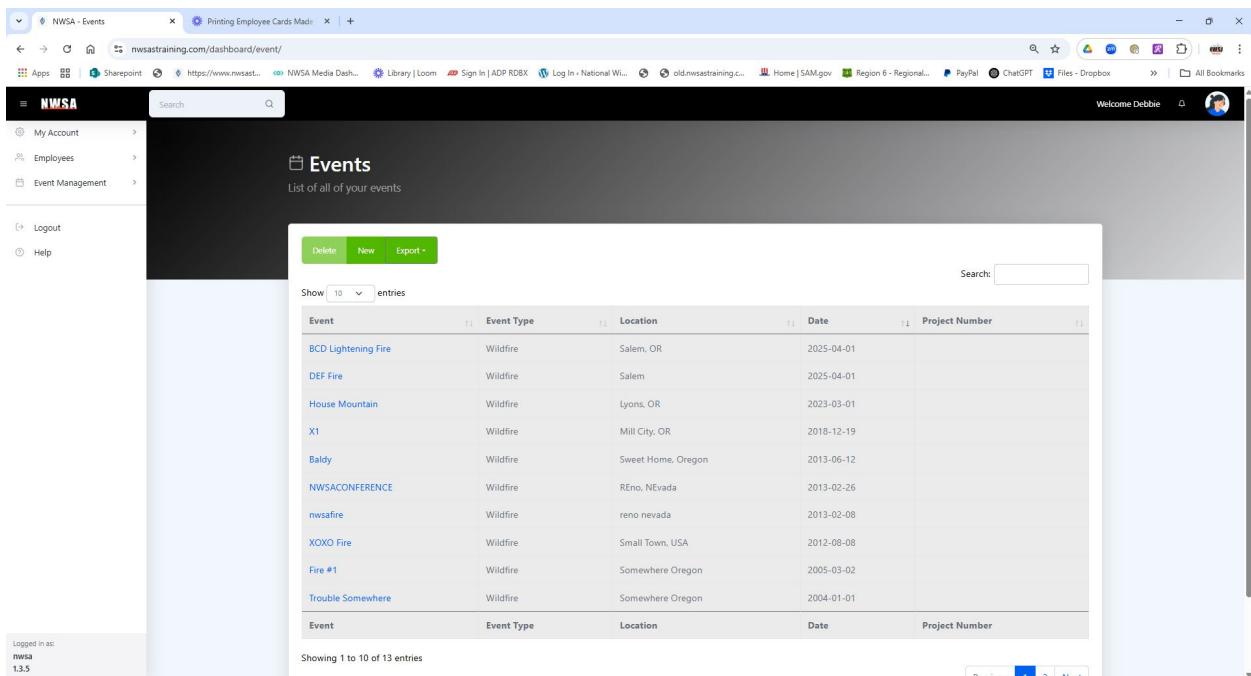
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The Selection for 2 is for Type 2 Crew Agreement and the T2IA for the National Type 2 IA Crew Contract.

Once the crew/resource returns from the event, you can enter the total number of shifts for each and upload the Performance Appraisals if you choose to. Click on the Appraisal button and then hit save, which will save the appraisal to this screen.

Event History Printout –

Under Events go to Event Management and if you need a copy of your Event history for internal purposes or for a Proposal you can export the history to a PDF, CSV or just print the page.



The screenshot shows a web browser window with the title 'NWSA - Events' and a sub-tab 'Printing Employee Cards Made'. The URL is 'nwsastraining.com/dashboard/event/'. The page has a dark header with the NWSA logo and a search bar. The main content area is titled 'Events' and displays a table of 13 entries. The table columns are 'Event', 'Event Type', 'Location', 'Date', and 'Project Number'. The entries include various wildfire events like 'BCD Lightning Fire', 'DEF Fire', 'House Mountain', 'X1', 'Baldy', 'NWSACONFERENCE', 'nwafire', 'XOXO Fire', 'Fire #1', and 'Trouble Somewhere'. The table has a light gray header and rows. At the bottom of the table, there is a summary row with the same columns. The bottom left of the page shows a login message: 'Logged in as: nwsa 1.3.5'. The bottom right has navigation buttons for 'Previous', 'Next', and a search bar.

Event	Event Type	Location	Date	Project Number
BCD Lightning Fire	Wildfire	Salem, OR	2025-04-01	
DEF Fire	Wildfire	Salem	2025-04-01	
House Mountain	Wildfire	Lyons, OR	2023-03-01	
X1	Wildfire	Mill City, OR	2018-12-19	
Baldy	Wildfire	Sweet Home, Oregon	2013-06-12	
NWSACONFERENCE	Wildfire	REno, NEvada	2013-02-26	
nwafire	Wildfire	reno nevada	2013-02-08	
XOXO Fire	Wildfire	Small Town, USA	2012-08-08	
Fire #1	Wildfire	Somewhere Oregon	2005-03-02	
Trouble Somewhere	Wildfire	Somewhere Oregon	2004-01-01	
Event	Event Type	Location	Date	Project Number
Showing 1 to 10 of 13 entries				

FAQs

What if I lost my password and can no longer access my account?

If you lose or forget your password you can reset the password on the login screen by clicking "Forgot Password?" and following the prompts after that.

How do I print Certificate or Certification Letters?

You can locate these files on the student's profile page under the training history tab. To navigate to a student's page follow the instructions found [here](#). The student's training history tab is discussed [here](#).

How do I print Student Cards?

Under Student details there is a blue box titled "Print Card" this downloads the student's card as a PDF and allows you to print.