

Instructor Tutorial for NWSA Database Storage System

Updated Version 3 (May 13, 2025)

The NWSA Database Storage System is an internet-based database that can be accessed from anywhere you have service. It is designed to store training, events, and fitness records for wildland firefighters and can also store non-NWSA Documents. Once you have been set up in our system, new members and instructors will be sent an email link to set your password.

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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.nwcg.gov/publications/310-1>

R6 Class Notification for USFS: <https://bit.ly/4jm02hO>

- Note this notification page is only for those teaching class in Region 6 (Oregon and Washington).

Cost for Entering Data

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

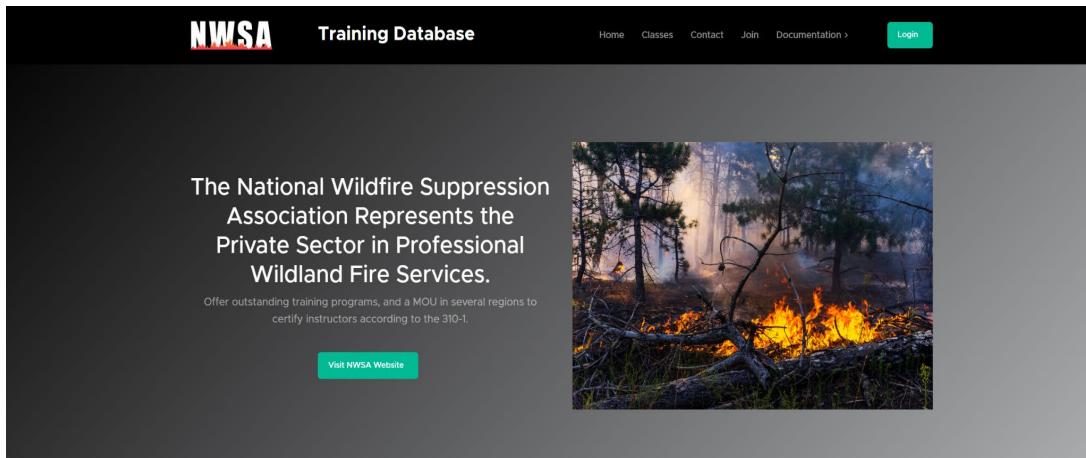
Carded Classes:

Number	Name	Hours
Basic FFT2	S-130 Firefighting Training (30 Hours) Field Exercise, S-190 Introduction to Wildfire Fire Behavior (6 Hours); L180; IS700 Introduction to the National Incident Management System; ICS100 Introduction to ICS Meets all NWCG Standards	40
Basic FFT2 Blended	Blended S130 Firefighter Training, Field Day Exercise (Module 13), S190 Introduction to Wildfire Fire Behavior (6 Hours); L180; IS700 Introduction to the National Incident Management; ICS 100 Meets all NWCG Standards	38
Basic FFT2 – Non-NWSA	S-130 Firefighting Training (30 Hours) Field Exercise; S-190 Introduction to Wildfire Fire Behavior (6 Hours); L180; ICS100 Introduction to ICS; Introduction to National Management System/Non-NWSA Trained - Reviewed and Meets all NWCG Standards	38
Camp Runner	I-100, Standards for Survival, Fire Shelter	6
Critical Ops Training – Reg 5	Critical Operational Training, Region 5 (40 hours)	40
G-231	Wildland Training (ENGB) for Structural Firefighters	42
ICS 200 Online	Basic ICS - ICS for Single Resources and Initial Action Incident, ICS-200(12 - 16 hours) Has Met all NWCG Standards	12
L-180 (2008) Classroom	Human Factors on the Wildland Fire Service (2008) (4 hours) - Classroom	4
L-180 Online	L-180 Human Factors in the Wildland Fire Service (Online)	4

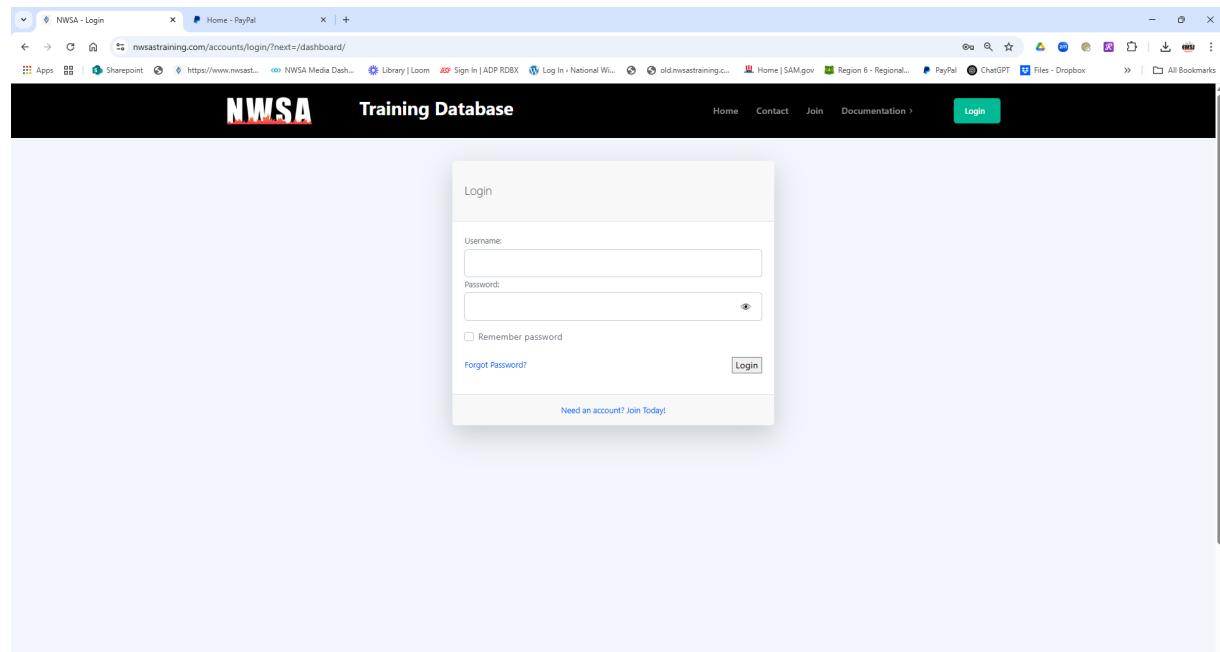
<u>L-380 (2005)</u>	Fireline Leadership (2005) Classroom	40
<u>Records Review</u>	Having Reviewed Training Records not done by NWSA Instructors (All but RT 130/ FFT2)	0
<u>RT130/Non-NWSA Cert</u>	Annual Fireline Refresher (Non-NWSA) 4-6 hours Min. (Certificate Reviewed)	6
<u>RT-130</u>	Annual Fireline Safety Refresher (6-8 Hours NWSA Standard)	0
<u>S-130 (2003)</u>	Firefighter Training (37-41Hrs.)	37
<u>S-130 Blended08</u>	FIREFIGHTER TRAINING (BLENDED) Field Exercise (Module 13) (30-32 hours)	30
<u>S-130 Field Day Only</u>	S-130 Field Day 2020	6
<u>S-130 Online</u>	Firefighter Training	30
<u>S-131</u>	Advanced Firefighter Training NFEF 1388 (12 hours)	12
<u>S-131 (2016)</u>	Firefighter Type 1, S-131 (12 Hours)	12
<u>S-190 (2006)</u>	Introduction to Wildland Fire Behavior	7
<u>S-190 Online 08</u>	INTRODUCTION TO WILDLAND FIRE BEHAVIOR (ONLINE) (6-8 hours)	6
<u>S-200</u>	Initial Attack Incident Commander	19
<u>S-215 (2013)</u>	FIRE OPERATIONS IN THE WILDLAND/URBAN INTERFACE (16-24 hours)	16
<u>S-230 (2004)</u>	CREW BOSS (SINGLE RESOURCE)	26
<u>S-230 (Blended)</u>	CREW BOSS (SINGLE RESOURCE) (BLENDED) 2012	24
<u>S-236 (2013)</u>	HEAVY EQUIPMENT BOSS (SINGLE RESOURCE) (20-24 hours)	20
<u>S-290 (2007)</u>	INTERMEDIATE WILDLAND FIRE BEHAVIOR	37
<u>S-290 Online 10</u>	INTERMEDIATE WILDLAND FIRE BEHAVIOR (ONLINE)	15
<u>S-330 (2014)</u>	TASK FORCE/STRIKE TEAM LEADER (21-22.5 hours)	21
<u>S-341</u>	GIS SPECIALIST FOR INCIDENT MANAGEMENT (42-50 hours)	42
<u>S-420 (2002)</u>	COMMAND AND GENERAL STAFF (42-44)	42

Navigating the NWSA Homepage

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

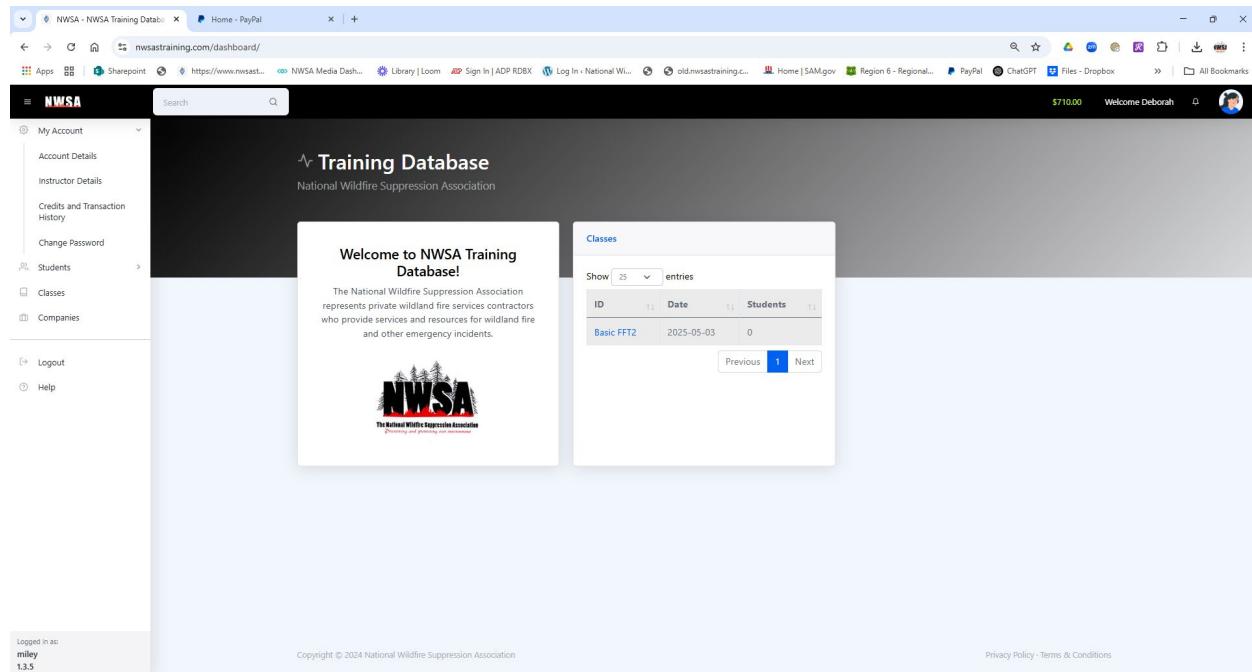


On the main page of the website, you will see a green “Login” button on the upper right-hand side. Once you click on “Login,” you will be directed to this page. If you lose or forget your password, you can reset it on the login screen by clicking “Forgot Password?” and following the prompts that appear.



Dashboard

Once you log in, you will be taken to the Dashboard page. You will see a list of all classes your currently have open to complete on this dashboard also.



The screenshot shows a web browser window for the NWSA Training Database. The URL is <https://nwsatraining.com/dashboard/>. The page title is "Training Database" under "National Wildfire Suppression Association". On the left, a sidebar menu includes "My Account" (Account Details, Instructor Details, Credits and Transaction History, Change Password), "Students", "Classes", and "Companies". Below the sidebar is a "Logout" link and a "Help" link. The main content area has a "Welcome to NWSA Training Database!" section with the NWSA logo and a "Classes" table. The table has a header row with "ID", "Date", and "Students" columns. A single entry is shown: "Basic FFT2" with "2025-05-03" in the Date column and "0" in the Students column. Navigation buttons "Previous" and "Next" are at the bottom of the table. The bottom of the page includes a footer with "Copyright © 2024 National Wildfire Suppression Association", "Privacy Policy - Terms & Conditions", and a note "Logged in as: miley 1.3.5".

NOTE:

Sorting: On all screens, next to columns, you will see up and down arrows. This will help you sort by one of the columns if necessary.

Exporting: On most screens you will see an Export on the screen, this allows you to export the data on that page into the following formats:

- PDF
- CVS (excel)
- Or you can print the page.

 Dashboard

 My Account

 Students

 Classes

 Companies

 Logout

 Help

Navigation on Your Account

From anywhere on the site, you will be able to access the side menu on the left-hand side of the screen. By default, the menu is toggled on, 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.

My Account

My Account

Account Details

Instructor Details

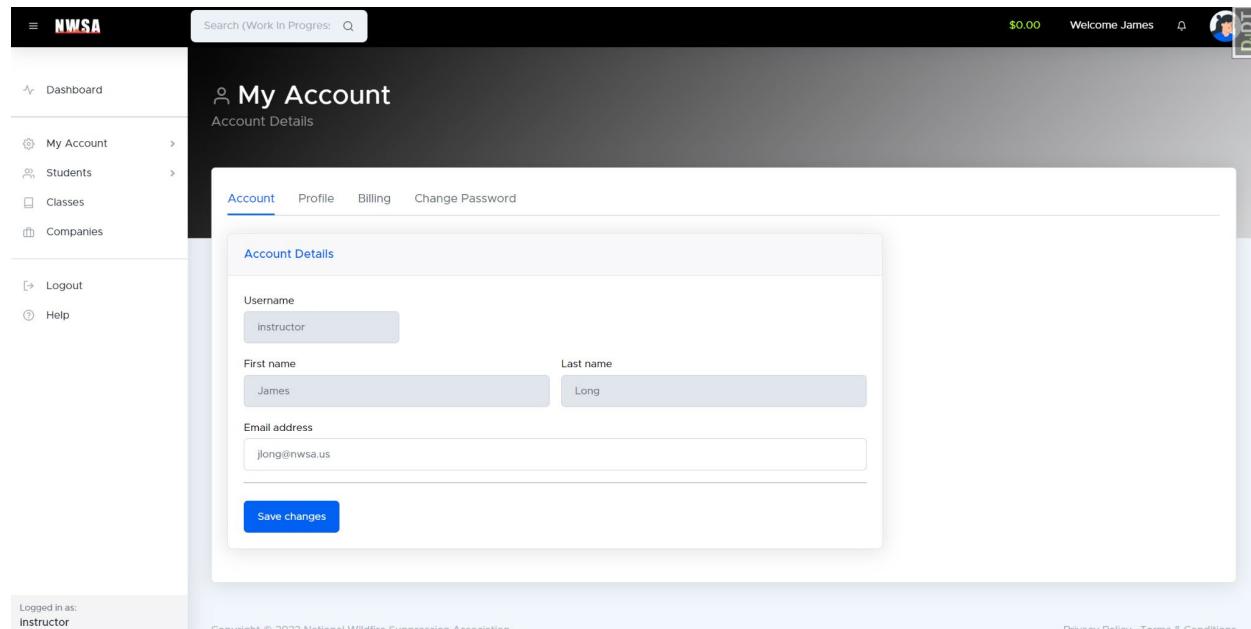
Credits and Transaction History

Change Password

The first time you log in to your account, click on “My Account” on the left-hand side of the screen.

Account

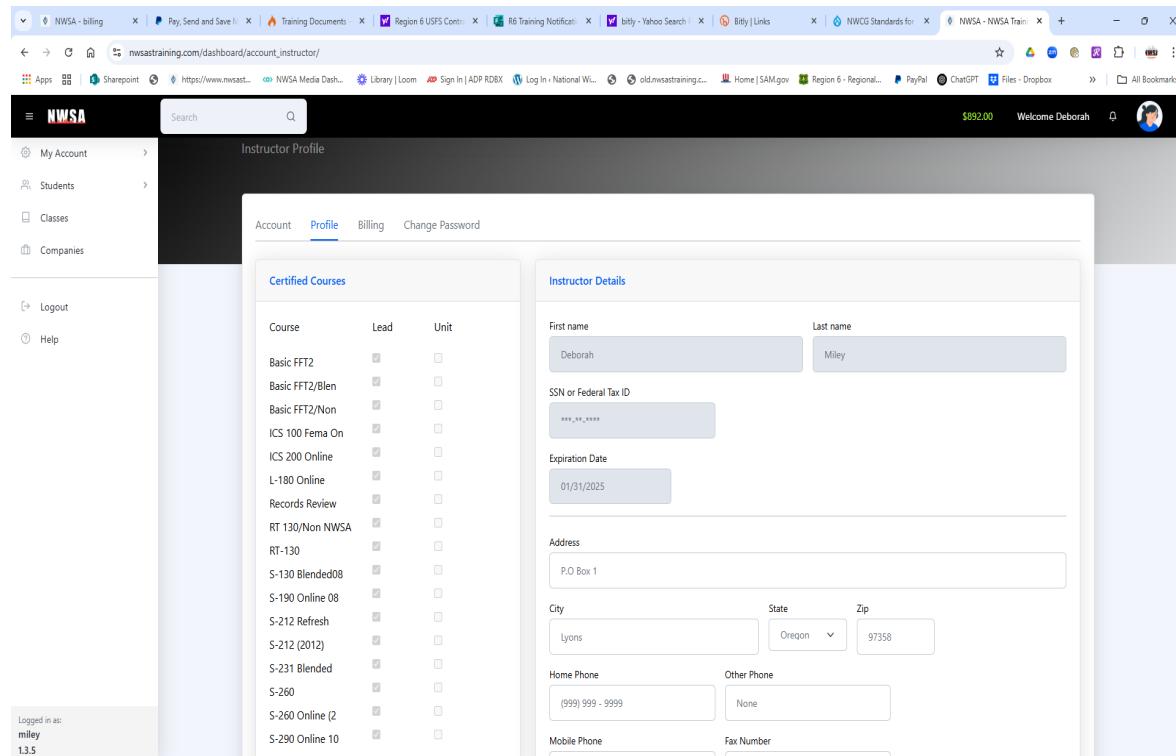
Now that you are in your account settings, please verify all the information under the “Account” tab. Make any necessary changes or additions. You will not be able to edit any gray fields. However, any of the white fields can be updated. Ensure you click “Save Changes” at the bottom of the screen before proceeding.



The screenshot shows the NWSA website's 'My Account' section. The left sidebar has 'My Account' selected. The main content area shows the 'Account' tab selected in a navigation bar. Below it is a 'Account Details' section with fields for 'Username' (instructor), 'First name' (James), 'Last name' (Long), and 'Email address' (jlong@nwsa.us). A 'Save changes' button is at the bottom. The top right shows a user profile for 'James' with a 'Logout' link.

Profile

Please verify all the info under the “profile” tab as well. Make any necessary changes or additions. Ensure that you click “Save Changes” at the bottom of the screen before proceeding. On this screen, you will also see the classes marked that you have been certified to teach, whether as a lead, unit or adjunct.



The screenshot shows the NWSA Instructor Profile page. On the left, a sidebar lists 'My Account', 'Students', 'Classes', and 'Companies'. Below these are 'Logout' and 'Help' links. A note at the bottom left says 'Logged in as: miley 1.3.5'. The main content area has tabs for 'Account', 'Profile' (which is selected), 'Billing', and 'Change Password'. The 'Profile' tab contains two sections: 'Certified Courses' and 'Instructor Details'. The 'Certified Courses' section lists various courses with checkboxes for 'Lead' and 'Unit'. The 'Instructor Details' section contains fields for First name (Deborah), Last name (Miley), SSN or Federal Tax ID (xxx-xx-xxxx), Expiration Date (01/31/2025), Address (P.O Box 1), City (Lyons), State (Oregon), Zip (97358), Home Phone ((999) 999-9999), Other Phone (None), Mobile Phone, and Fax Number.

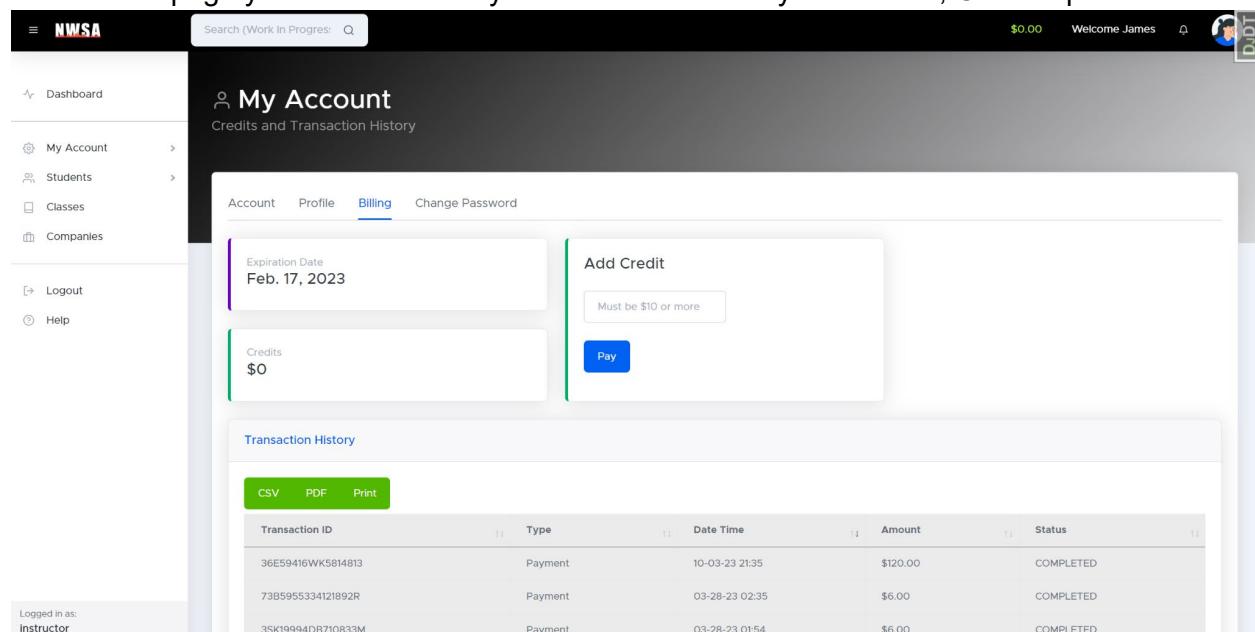
Billing

While in your “Account Settings,” click on the “Billing” section. Then go to Credits & Transaction History

Add Credit:

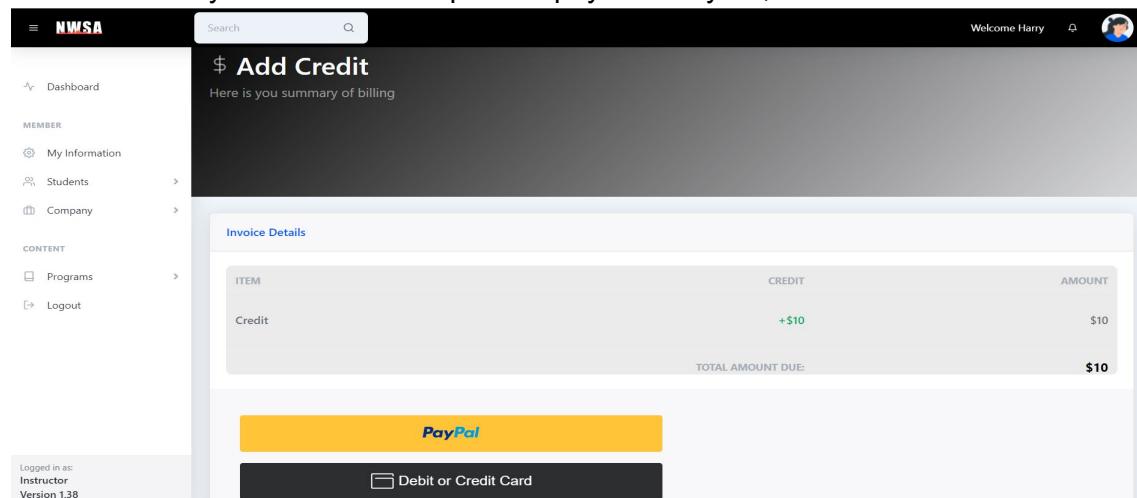
Under “Add Credit,” insert the dollar amount you want to add to your account, such as 100 (Do not use .00 as it is based on increments of 1.00). Click on “Pay”. Your balance will go down as your credits are used.

Also on this page you can download your transaction history into a PDF, CVS or print screen.



The screenshot shows the NWSA My Account page. The left sidebar includes links for Dashboard, My Account, Students, Classes, Companies, Logout, and Help. The main content area has a header "My Account" and "Credits and Transaction History". The "Billing" tab is selected. It displays an "Expiration Date" (Feb. 17, 2023) and a "Credits" section showing a balance of \$0. A "Pay" button is present. Below this is a "Transaction History" section with a table showing three completed payments. The table has columns for Transaction ID, Type, Date Time, Amount, and Status. The transactions are: 36E59416WK5814813 (Payment, 10-03-23 21:35, \$120.00, COMPLETED), 73B5955334121892R (Payment, 03-28-23 02:35, \$6.00, COMPLETED), and 35K19994DB710833M (Payment, 03-28-23 01:54, \$6.00, COMPLETED). At the bottom, there are CSV, PDF, and Print download buttons.

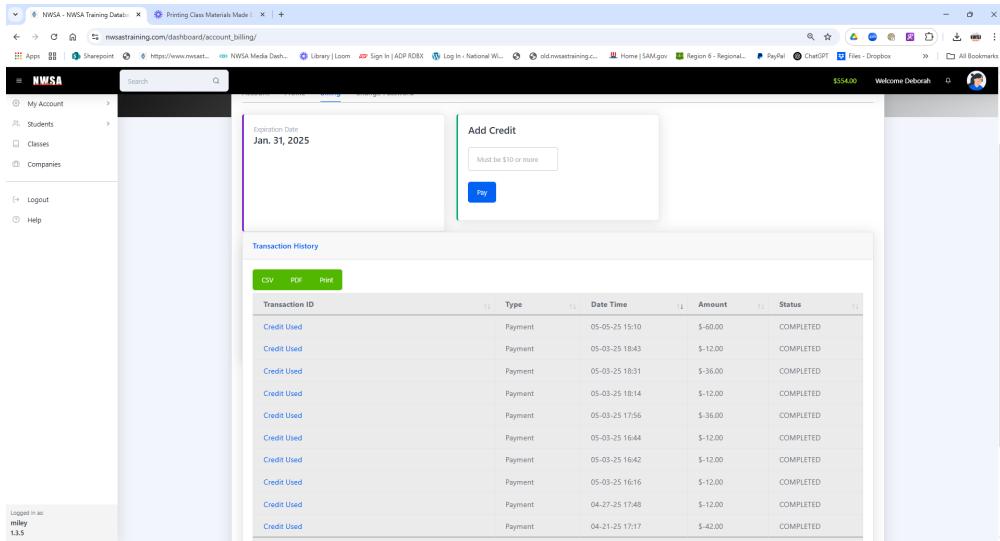
On this screen you will have the option to pay with PayPal, Credit or Debit.



The screenshot shows the NWSA Add Credit page. The left sidebar includes links for Dashboard, My Information, Students, Company, Programs, and Logout. The main content area has a header "\$ Add Credit" with a sub-header "Here is you summary of billing". Below this is an "Invoice Details" table. The table has columns for ITEM, CREDIT, and AMOUNT. It shows a single item: Credit with a credit of +\$10 and an amount of \$10. The total amount due is also \$10. At the bottom, there are two payment buttons: a yellow "PayPal" button and a black "Debit or Credit Card" button.

Adding credit to your account will allow you to add students to your classes later. If the number of students exceeds the amount of credit in your account, you will be required to add more credits at a later date to bring your account back into a positive balance before you can close a class.

Transaction History:



Transaction ID	Type	Date Time	Amount	Status
Credit Used	Payment	05-05-25 15:10	\$-60.00	COMPLETED
Credit Used	Payment	05-03-25 18:43	\$-12.00	COMPLETED
Credit Used	Payment	05-03-25 18:31	\$-36.00	COMPLETED
Credit Used	Payment	05-03-25 18:14	\$-12.00	COMPLETED
Credit Used	Payment	05-03-25 17:56	\$-36.00	COMPLETED
Credit Used	Payment	05-03-25 16:44	\$-12.00	COMPLETED
Credit Used	Payment	05-03-25 16:42	\$-12.00	COMPLETED
Credit Used	Payment	05-03-25 16:16	\$-12.00	COMPLETED
Credit Used	Payment	04-27-25 17:48	\$-12.00	COMPLETED
Credit Used	Payment	04-21-25 17:17	\$-42.00	COMPLETED

On this screen you can review your deposits and credit used history. You can sort with the up down arrows and also. Print it out, download into a CSV File or a PDF for your records.

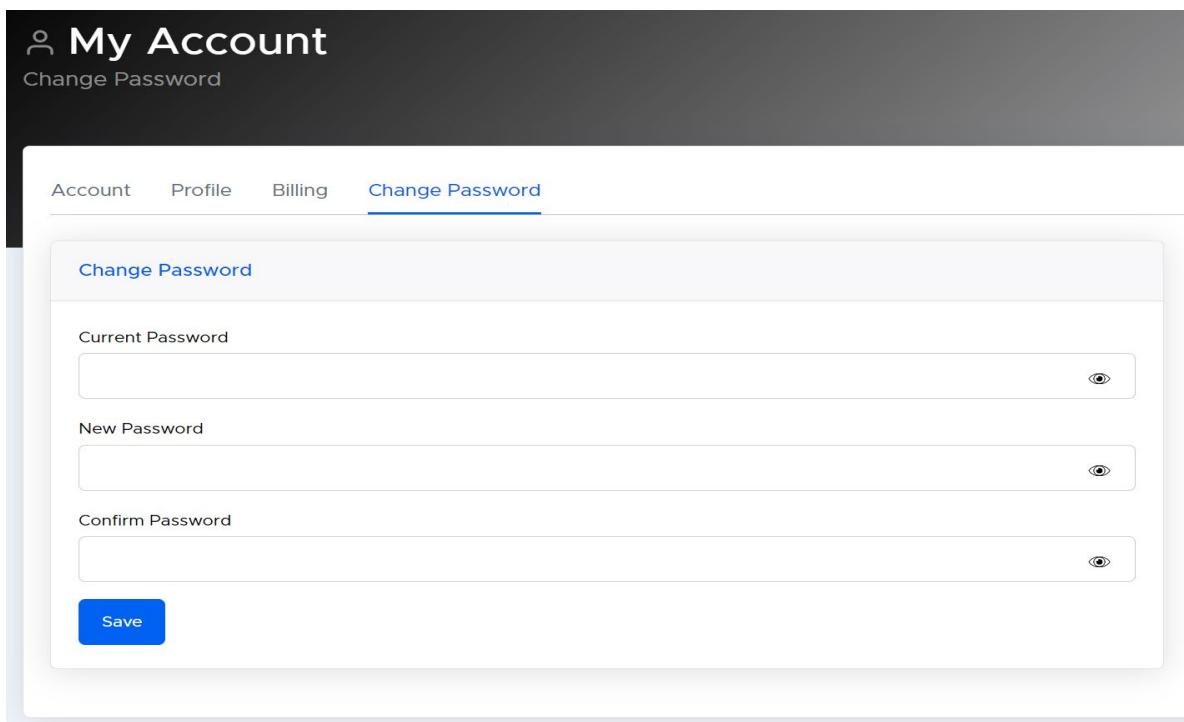
If you click on the Credit Used by a payment it will also give you a copy of your invoice.

Change Password

If you need to change your password at any point, you can do so on the last tab. You should never share your password with anyone else; if you do, you are responsible for the actions taken on your account and any further sharing of your login information.

General requirements for passwords include a new password that must be a minimum of 8 characters, cannot be similar to the username, and cannot be a commonly used password. The new password must have at least one digit, one lowercase letter, one uppercase letter, and one unique 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 that appear.



My Account

Change Password

Account Profile Billing Change Password

Change Password

Current Password

New Password

Confirm Password

Save

Dashboard

My Account

Students

Classes

Companies

Logout

Help

Creating a class

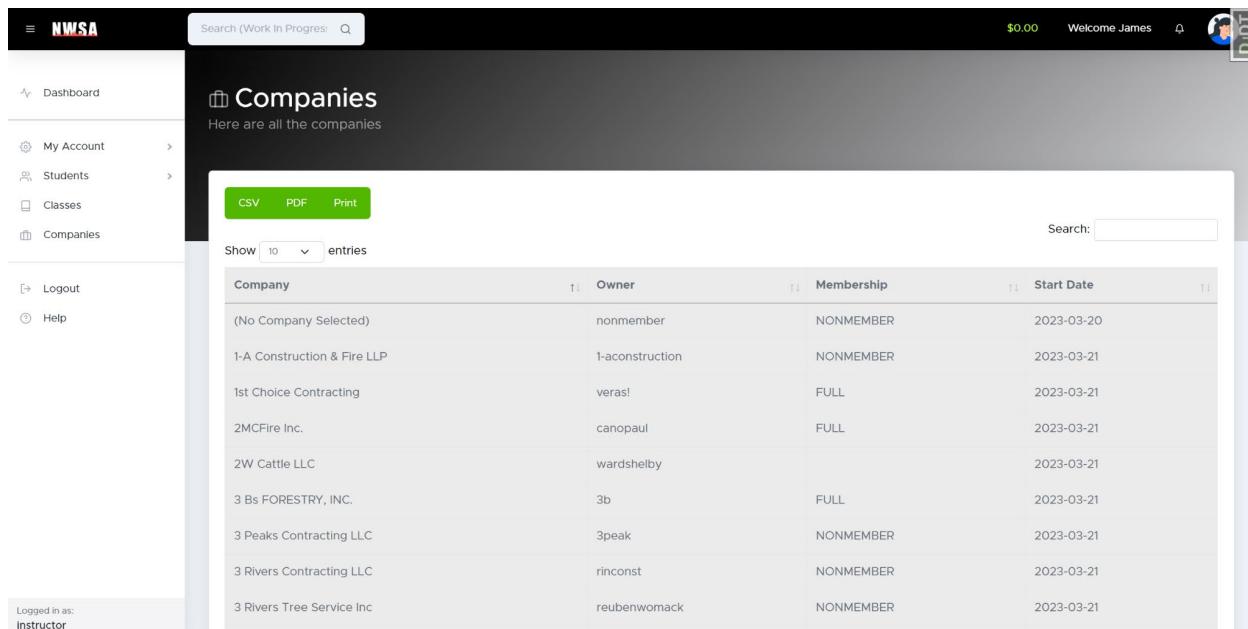
Your class list can be accessed under “Classes”. However, before setting up a new class, you will need to confirm the Company is in our database.

Checking for the Company in the Database

At any point, you can review the Companies currently listed in the database by clicking on “Companies” on the left-hand side of the screen. This will direct you to a list of companies.

From this page you will be able to search for the company you have trained.

If the company is not in the database, you will need to contact the NWSA staff to have the company added. You will need to provide the first and last name of the company owner, email address, and company phone number.



Companies

Here are all the companies

Company	Owner	Membership	Start Date
(No Company Selected)	nonmember	NONMEMBER	2023-03-20
1-A Construction & Fire LLP	1-aconstruction	NONMEMBER	2023-03-21
1st Choice Contracting	veras!	FULL	2023-03-21
2MCFire Inc.	canopaul	FULL	2023-03-21
2W Cattle LLC	wardshelby		2023-03-21
3 Bs FORESTRY, INC.	3b	FULL	2023-03-21
3 Peaks Contracting LLC	3peak	NONMEMBER	2023-03-21
3 Rivers Contracting LLC	rinconst	NONMEMBER	2023-03-21
3 Rivers Tree Service Inc	reubenwomack	NONMEMBER	2023-03-21

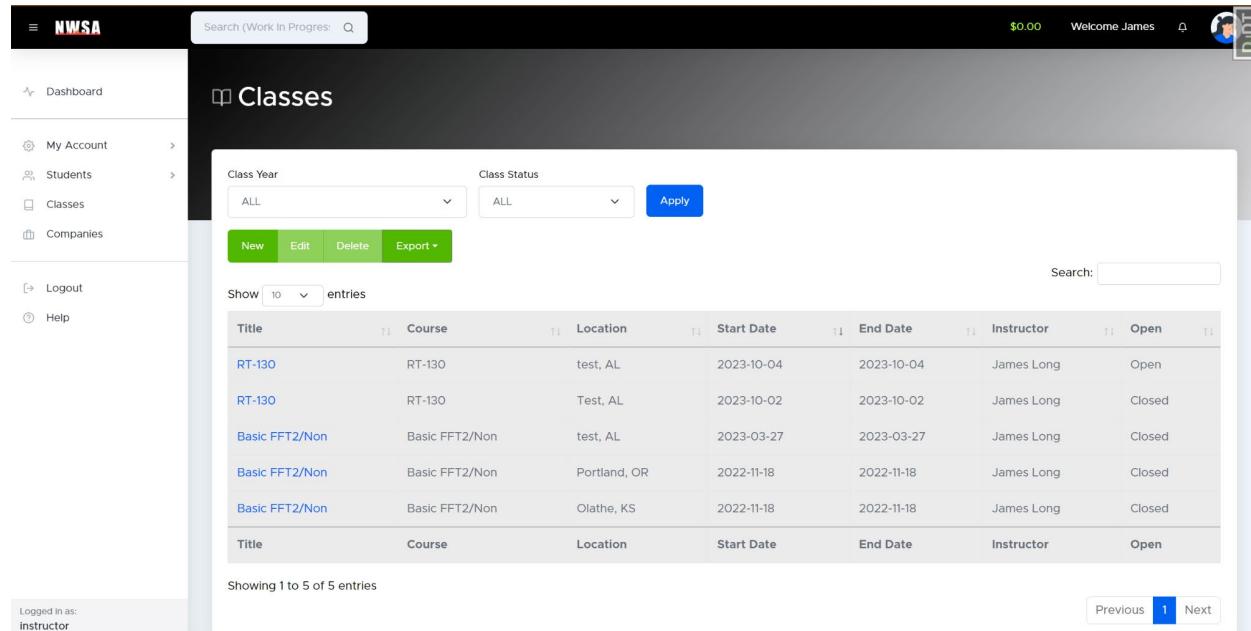
Creating the Class

You can navigate to the class page by clicking on “Classes” in the left-hand menu.

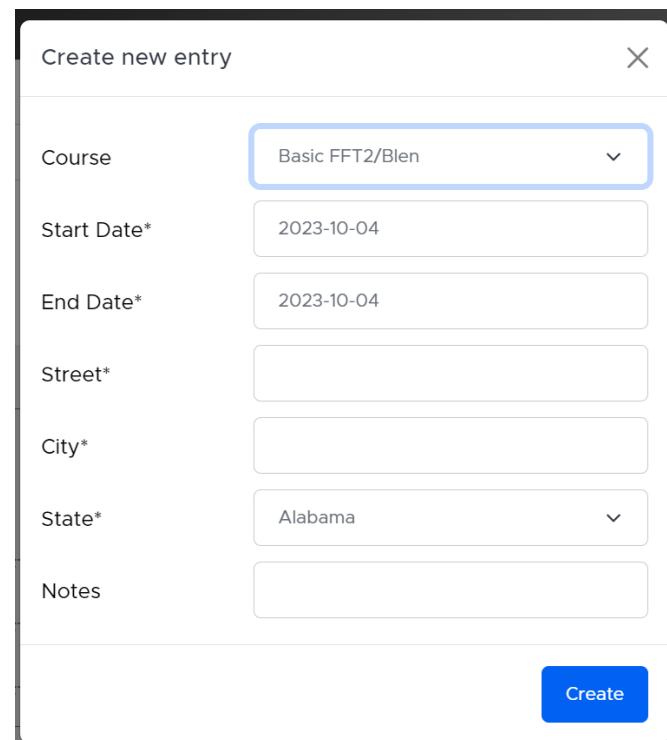
Video Tutorial:

<https://www.loom.com/share/8713ca3e6dc444ae8cfefb75038758a8?sid=bb83ea00-99f8-449f-b1cd-e8bf6804bb8b>

Once on the class page, you will have the option to create a new class, edit or delete an existing class, or export your class list as a PDF, CSV, or printable file.



The screenshot shows the NWSA Classes page. The left sidebar includes links for Dashboard, My Account, Students, Classes (which is selected), and Companies. The main content area is titled "Classes" and displays a table of existing classes. The table columns are Title, Course, Location, Start Date, End Date, Instructor, and Open. The table shows five entries, each with a "Title" and "Course" field marked with an asterisk (*). The "Open" column indicates the status of each class. At the top of the table, there are filters for "Class Year" (set to ALL) and "Class Status" (set to ALL), and a "New" button highlighted in green. Below the table, a message says "Showing 1 to 5 of 5 entries".



The screenshot shows the "Create new entry" dialog box. It contains fields for Course (Basic FFT2/Blen), Start Date (2023-10-04), End Date (2023-10-04), Street, City, State (Alabama), and Notes. A "Create" button is at the bottom right. The "Course" field is highlighted with a blue border.

To create a class click on the “New” button and fill out each field marked with an asterisks.

The Course drop down will show the list of classes that you have been authorized to instruct. You can also see a list of these authorized courses anytime under “My Account” > “Instructor Details” > “Certified Courses”

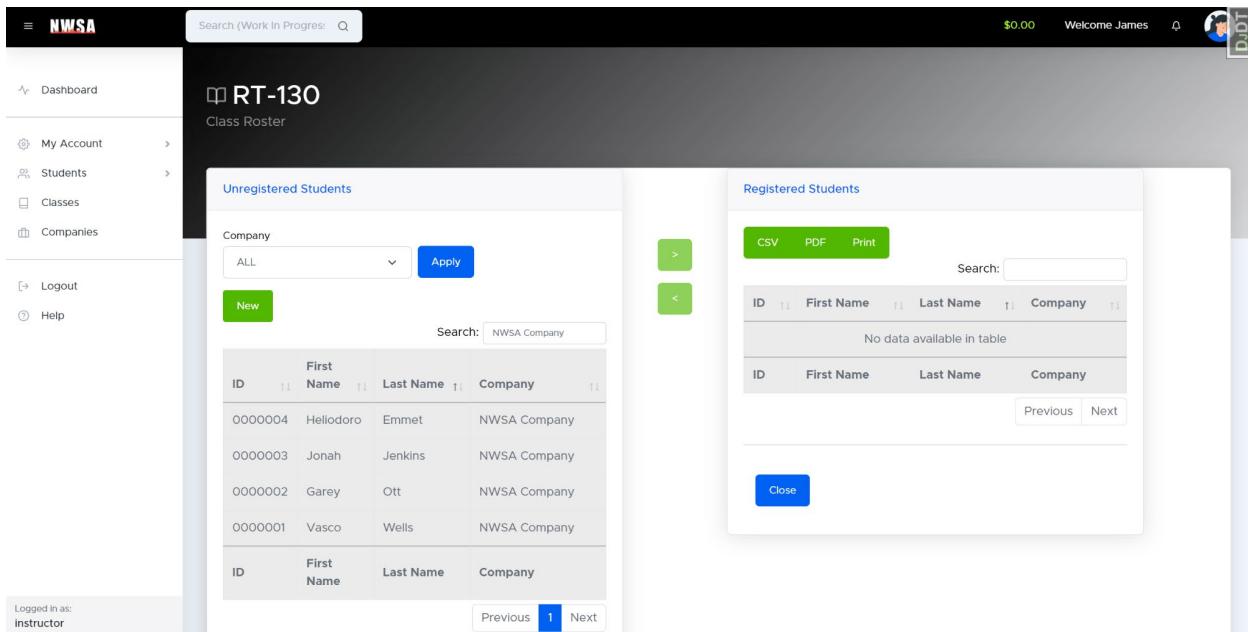
Once you have filled in all the necessary fields click “Create”.

Your class should now be listed on your Classes page. If you click on the hyperlink under Title for your newly created class it will take you to the “class info” page. Here you are able to edit the class and add students.

The screenshot shows the NWSA software interface. At the top, there is a navigation bar with the NWSA logo, a search bar, and a user profile for 'Welcome James'. The main content area is titled 'RT-130' and displays 'Here is the info about your class'. On the left, a sidebar menu includes 'Dashboard', 'My Account', 'Students', 'Classes' (which is selected and highlighted in blue), and 'Companies'. Below the sidebar are 'Logout' and 'Help' links. The main content area is divided into two sections: 'Registered Students' on the left and 'RT-130' class details on the right. The 'Registered Students' section contains a table header with columns 'ID', 'First Name', 'Last Name', and 'Company', and a message 'No data available in table'. Below this is a table with the same columns, also empty. Navigation buttons 'Previous' and 'Next' are at the bottom of the table area. A 'Close Class' button is located at the bottom left of this section. The 'RT-130' section contains form fields for 'Title' (with 'Title' in the input), 'Start date' (with '2023-10-04' in the input), 'End date' (with '2023-10-04' in the input), 'Street' (with 'test' in the input), 'City' (with 'test' in the input), and 'State' (with 'Alabama' in the input). A 'Update Class Details' button is located at the bottom right of this section. A message 'Logged in as: instructor' is visible at the bottom left of the main content area.

Adding Students to a Class

On your class info page click the green “Add Student” button. It will take you to a page that looks like this. On this page you can search for your students. If they are not in the system you can create a profile for them by clicking “New”



The screenshot shows the NWSA software interface. The left sidebar includes 'Dashboard', 'My Account', 'Students', 'Classes', 'Companies', 'Logout', and 'Help'. The main area is titled 'RT-130 Class Roster'. A modal window is open, divided into two sections: 'Unregistered Students' on the left and 'Registered Students' on the right. The 'Unregistered Students' section has a search bar for 'Company' (set to 'ALL') and a 'New' button. It lists four students: Hellodoro, Emmet, Jenkins, and Garey, all associated with 'NWSA Company'. The 'Registered Students' section has buttons for 'CSV', 'PDF', and 'Print', and a search bar. It shows a table with columns 'ID', 'First Name', 'Last Name', and 'Company', with a note 'No data available in table'. A 'Close' button is at the bottom of the modal.

Go ahead and click “add student” from here you can search for your students. If they are not in the system you can create a profile for them by clicking “New”

To add students to a class select their name and click the > arrow to move them into the registered students table. To select multiple students hold down control to select them individually or shift to select all students between two rows.

If you need to remove a student from the class the left < arrow will remove the selected students.

The screenshot shows the NWSA software interface. On the left, a sidebar menu includes 'Dashboard', 'My Account', 'Students', 'Classes', 'Companies', 'Logout', and 'Help'. The main content area is titled 'RT-130' and 'Class Roster'. It displays two tables: 'Unregistered Students' and 'Registered Students'. The 'Unregistered Students' table has columns for Company (dropdown: ALL, Apply button), New button, and a search bar (Search: NWSA Company). The 'Registered Students' table has columns for ID, First Name, Last Name, and Company. Both tables have CSV, PDF, and Print buttons at the top, and 'Search:' fields. The 'Registered Students' table also has 'Previous' and 'Next' buttons. A 'Close' button is at the bottom right of the 'Registered Students' table.

Once you have selected the students for the class and moved them to the right table, click the blue “Done” button. This will take you back to the previous class screen but your class will now be populated with the selected students.

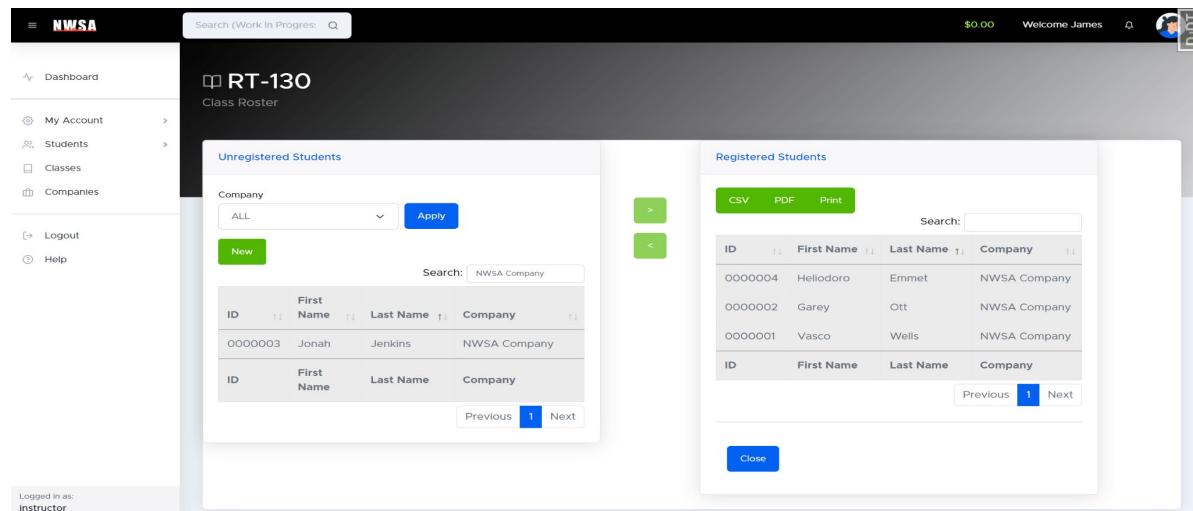
The screenshot shows the NWSA software interface. The sidebar menu is identical to the previous screenshot. The main content area is titled 'RT-130' and displays 'Here is the info about your class'. It shows the 'Registered Students' table with the same data as before. To the right, a sidebar titled 'RT-130' contains fields for 'Title' (Title), 'Start date' (2023-10-04), 'End date' (2023-10-04), 'Street' (test), 'City' (test), and 'State' (Alabama). A 'Update Class Details' button is at the bottom right of the sidebar.

Adding New Students Not in the Database to the Class

Video Tutorial:

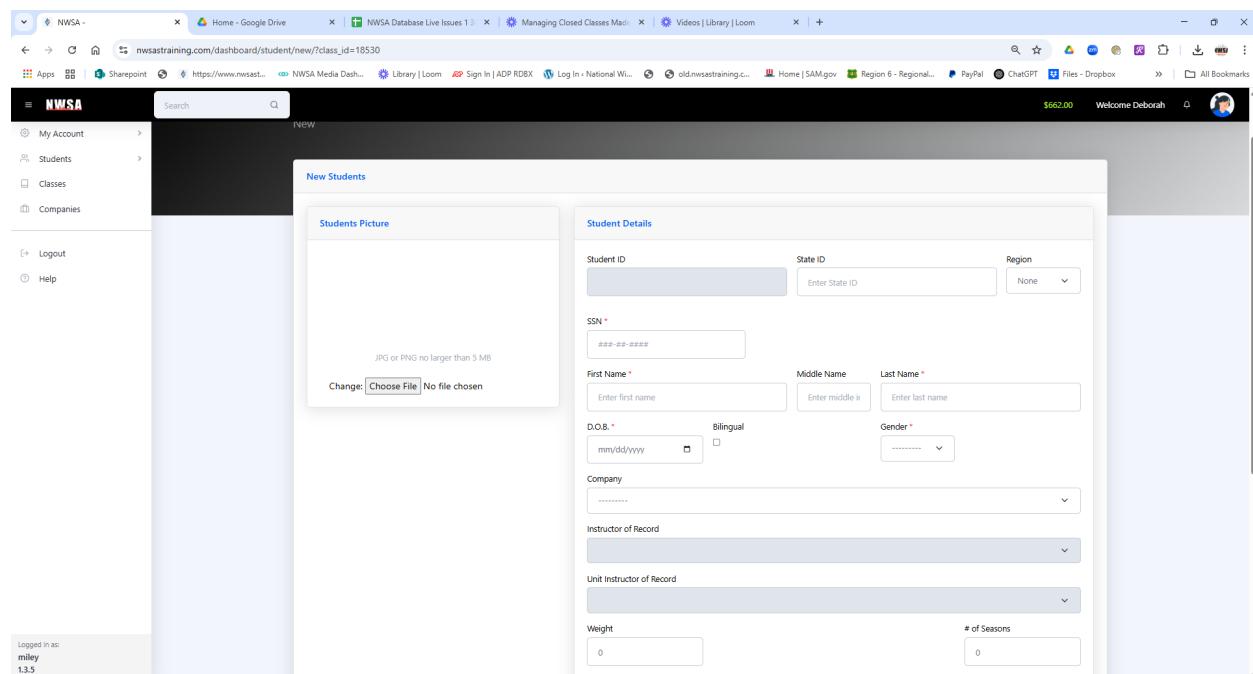
<https://www.loom.com/share/05304c920bc1450f9605e4709f07689b?sid=1903511e-05cc-4d88-b689-7ce989388fab>

If you have checked by either last name or first name under company and with Database ID, and cannot find a student, you would then set up a “New” student by clicking on the New tab in green on the class page. Once you have set the student up, it will auto-add them to the class. If you try to set up a student that is already in the database with the same Social Security Number it will stop you so that a duplicate is not created.



The screenshot shows the NWSA software interface. On the left, a sidebar menu includes 'Dashboard', 'My Account', 'Students', 'Classes', 'Companies', 'Logout', and 'Help'. The main area is titled 'RT-130 Class Roster'. It displays two tables: 'Unregistered Students' and 'Registered Students'. The 'Unregistered Students' table shows one entry: ID 0000003, First Name Jonah, Last Name Jenkins, Company NWSA Company. The 'Registered Students' table shows four entries: ID 0000004, First Name Heliodoro, Last Name Emmet, Company NWSA Company; ID 0000002, First Name Garey, Last Name Ott, Company NWSA Company; ID 0000001, First Name Vasco, Last Name Wells, Company NWSA Company. Both tables have 'CSV', 'PDF', and 'Print' buttons at the top. A 'Search' bar is present above the registered students table. A 'Close' button is at the bottom right of the main content area.

Setting up Student Profile

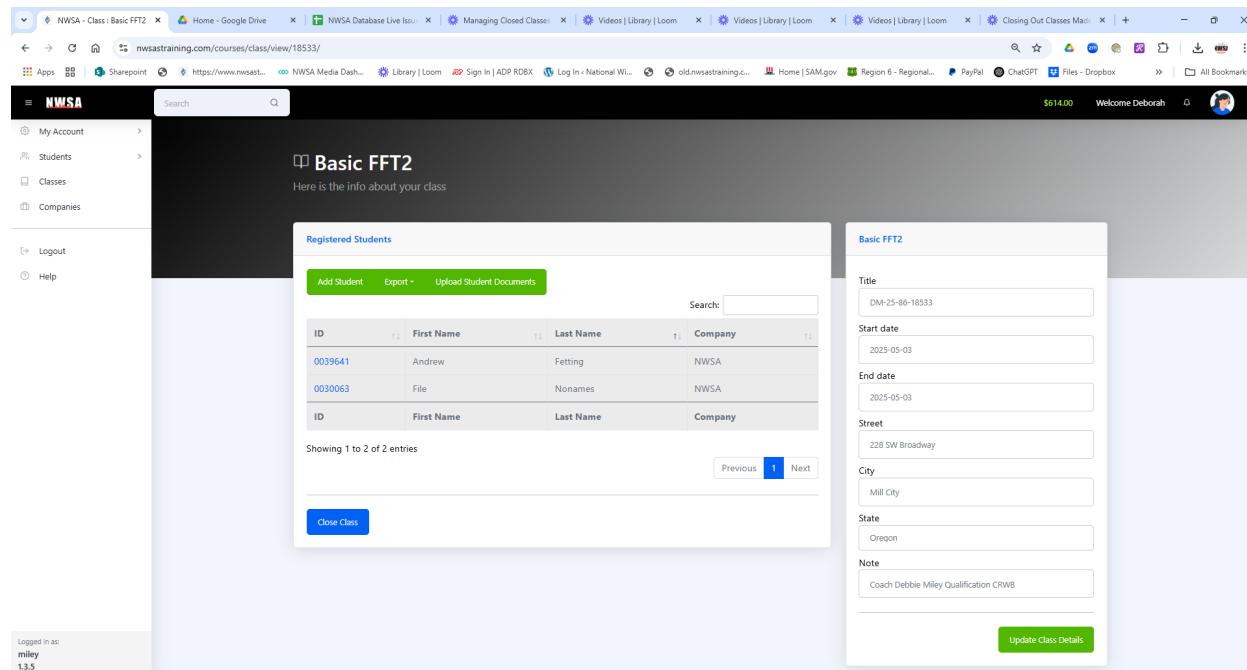


The screenshot shows the NWSA software interface. The sidebar menu is identical to the previous screenshot. The main area is titled 'New Students'. It has two main sections: 'Students Picture' and 'Student Details'. The 'Students Picture' section includes a file input field for 'JPG or PNG no larger than 5 MB' and a 'Choose File' button. The 'Student Details' section contains the following fields: 'Student ID' (input field), 'State ID' (input field), 'Region' (dropdown menu), 'SSN' (input field with placeholder '#-#-#-#-#-#'), 'First Name' (input field), 'Middle Name' (input field), 'Last Name' (input field), 'D.O.B.' (input field with placeholder 'mm/dd/yyyy'), 'Bilingual' (checkbox), 'Gender' (dropdown menu), 'Company' (dropdown menu), 'Instructor of Record' (dropdown menu), 'Unit Instructor of Record' (dropdown menu), 'Weight' (input field with placeholder '0'), and '# of Seasons' (input field with placeholder '0'). A 'Change' button is located next to the 'Students Picture' file input field.

Adding Non-NWSA Documents to Student Profiles

Video Tutorial:

<https://www.loom.com/share/daa29d72aaab49cbb3aa6ef86e3b0da8?sid=7f01566b-494d-430d-a4b7-ab688189bdff>

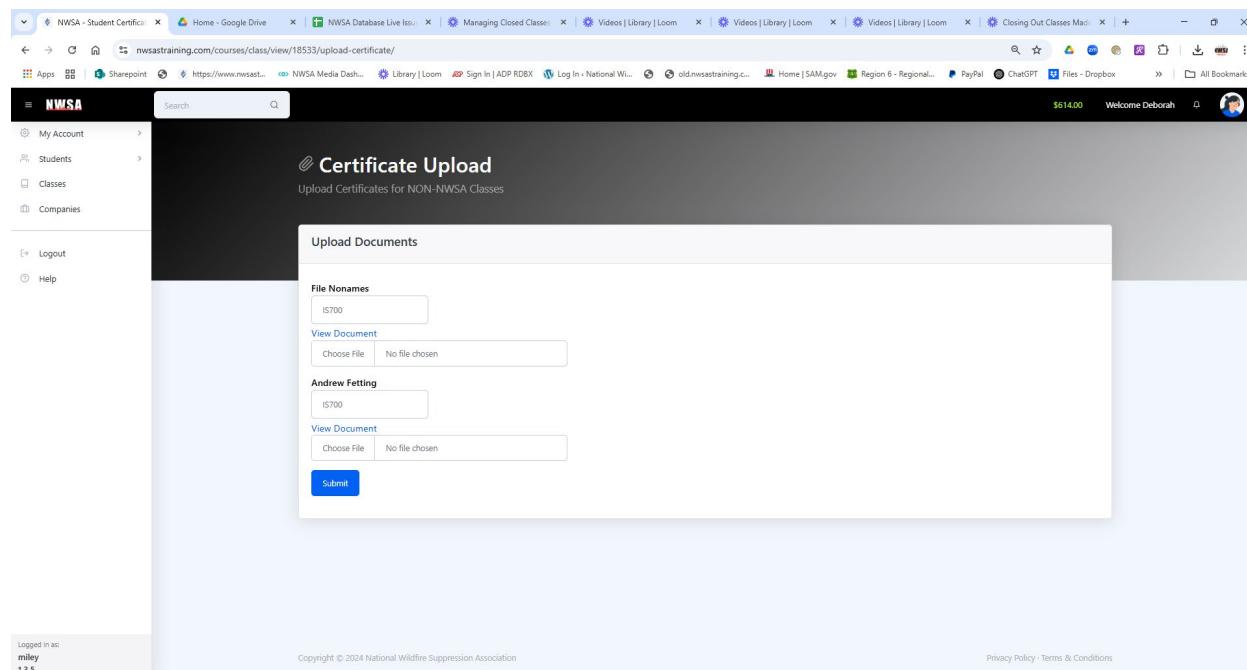


The screenshot shows a web browser with multiple tabs open. The main content is a class profile for 'Basic FFT2'. On the left, a sidebar shows 'My Account', 'Students' (selected), 'Classes', and 'Companies'. The 'Logout' and 'Help' links are also visible. The main area displays 'Basic FFT2' with the sub-section 'Registered Students'. It shows a table with two entries:

ID	First Name	Last Name	Company
0039641	Andrew	Fetting	NWSA
0030063	File	Nonames	NWSA

Below the table, it says 'Showing 1 to 2 of 2 entries'. There are 'Previous' and 'Next' buttons. A 'Close Class' button is at the bottom. To the right, there is a 'Basic FFT2' form with fields for Title (DM-25-86-18532), Start date (2025-05-03), End date (2025-05-03), Street (228 SW Broadway), City (Mill City), State (Oregon), and Note (Coach Debbie Miley Qualification CRWB). A 'Update Class Details' button is at the bottom right.

Click on Upload Documents and in the next screen Type the Name of Document and choose the file for each person then hit submit. They will be saved under their training history once the class is closed.



The screenshot shows a 'Certificate Upload' page. The sidebar and top navigation are identical to the previous screenshot. The main area is titled 'Certificate Upload' with the sub-section 'Upload Certificates for NON-NWSA Classes'. It shows an 'Upload Documents' form with two entries:

File Noname	View Document
IS700	Choose file No file chosen
Andrew Fetting	IS700
View Document	Choose file No file chosen

At the bottom is a 'Submit' button.

Completing the Student Profile with WCFT and PTB

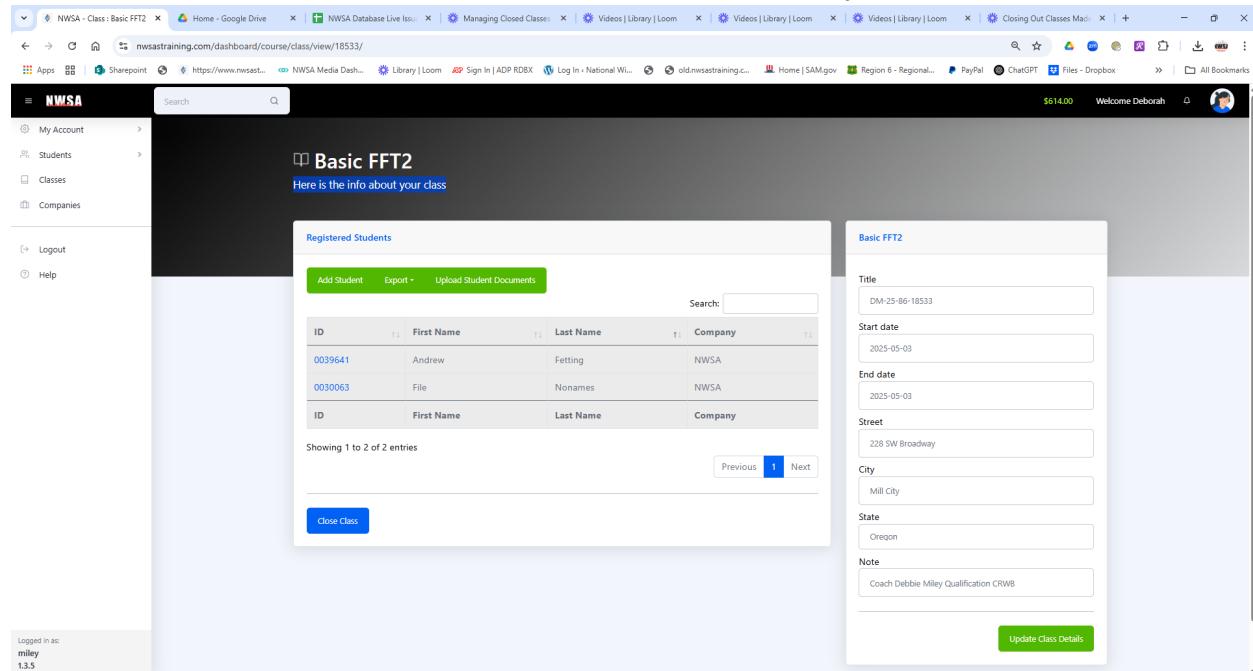
Video Tutorial:

<https://www.loom.com/share/3d94022071df4632964fc48e3dafb6e9?sid=6ee7f00c-b244-4a25-9e56-30284101c1c0>

In this screen, you need to click on each student's ID and open up the profile if you administered the Fitness Test you will need to complete that section on each individual.

- If you did not administer and they are a NWSA member they can complete that section but you will not be able to print cards.
- If you are training a Non NWSA member and they want cards you will need to get the information from them to complete that section or the cards will not print.

For the PTB records in a Basic FFT2, , it will auto-fill section, so you do not need to complete it.



The screenshot shows a web browser window with the NWSA training dashboard. The URL is <https://nwsastraining.com/dashboard/course/class/view/18533/>. The page title is "Basic FFT2". The left sidebar has "NWSA" in bold, "My Account", "Students", "Classes", "Companies", "Logout", and "Help". The main content area has a "Basic FFT2" title and a sub-section "Here is the info about your class". On the left, a "Registered Students" table lists two entries:

ID	First Name	Last Name	Company
0039641	Andrew	Feitling	NWSA
0030063	File	Nonames	NWSA

On the right, there is a "Basic FFT2" form with the following fields:

- Title: DM-25-86-18533
- Start date: 2025-05-03
- End date: 2025-05-03
- Street: 228 SW Broadway
- City: Mill City
- State: Oregon
- Note: Coach Debbie Miley Qualification CRWB

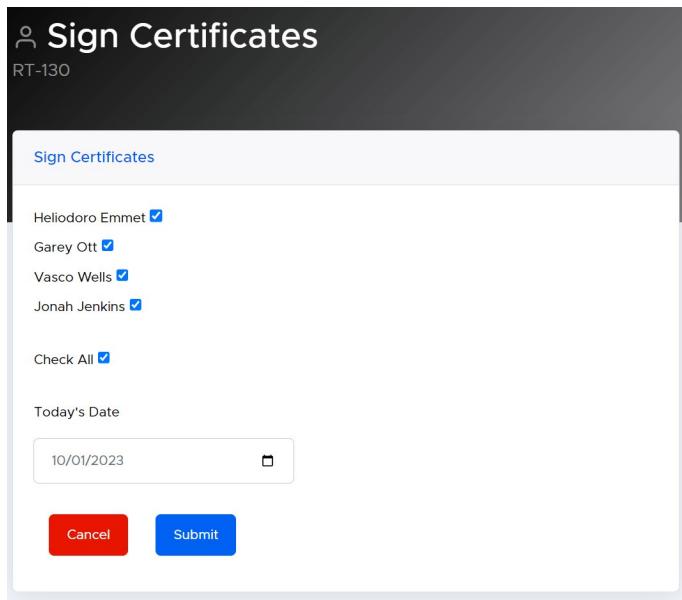
At the bottom right of the form is a "Update Class Details" button.

Closing a Class

Video Tutorial:

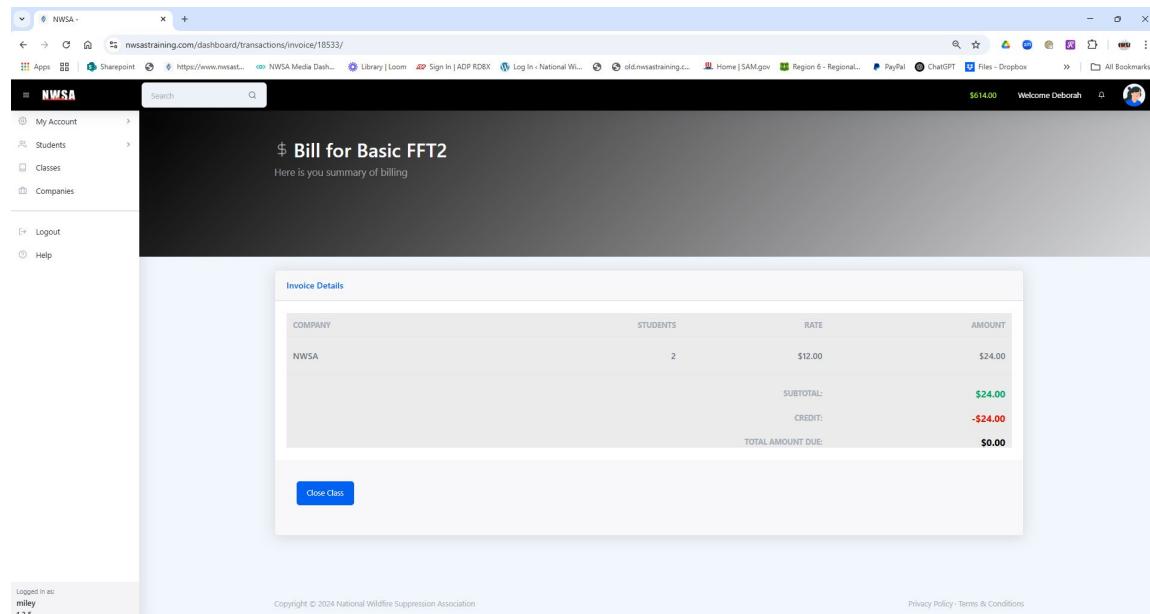
<https://www.loom.com/share/40f9f5cda70540659c175e090d0083a2?sid=8ecdabcf-c79e-48c6-a603-10df805f2a31>

Once all data is entered in the class screen hit s to close the class. On this next screen click all and it will add electronic signature to the students certificate as an NWSA instructor.



The image shows a 'Sign Certificates' dialog box. At the top, it says 'Sign Certificates' and 'RT-130'. Below that is a list of names with checkboxes: Heliodoro Emmet (checked), Garey Ott (checked), Vasco Wells (checked), and Jonah Jenkins (checked). There is also a 'Check All' button with a checked checkbox. Below the list is a 'Today's Date' field containing '10/01/2023' and a calendar icon. At the bottom are 'Cancel' and 'Submit' buttons.

Once you close the class, you will be brought to the invoice page, which will tell you the class cost. If you have enough credits, it will prompt you to close the class and deduct them from the total at the top of the page. If not, it will prompt you to add credits before the class is closed.



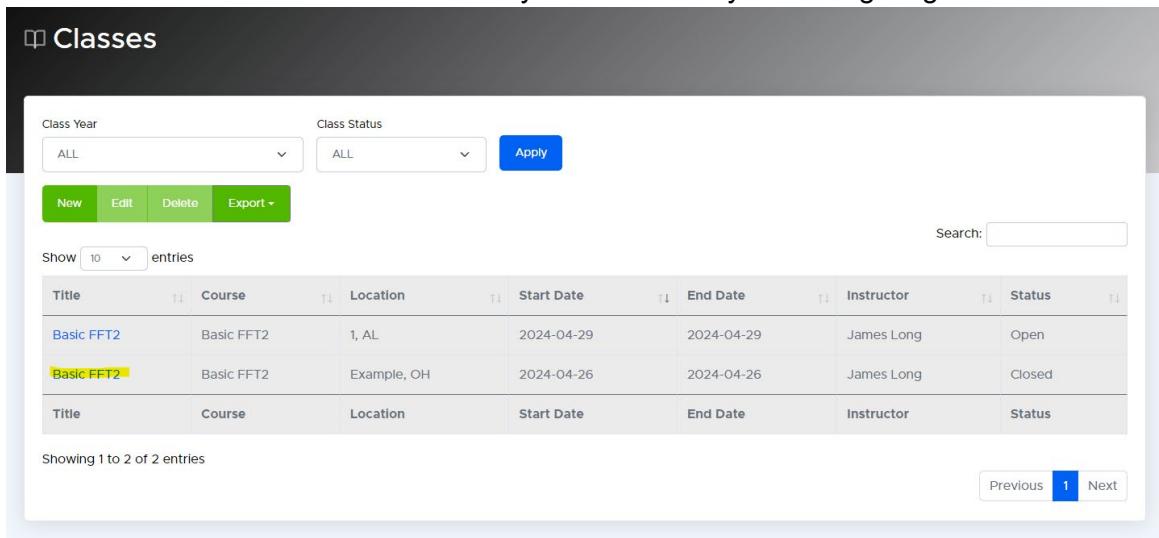
The image shows an 'Invoice Details' page. At the top, it says '\$614.00' and 'Welcome Deborah'. Below that is a section titled '\$ Bill for Basic FFT2' with the subtext 'Here is your summary of billing'. The main table is titled 'Invoice Details' and has columns: COMPANY, STUDENTS, RATE, and AMOUNT. It shows 'NWSA' as the company, '2' students, '\$12.00' rate, and '\$24.00' amount. Below the table, it shows 'SUBTOTAL: \$24.00', 'CREDIT: -\$24.00', and 'TOTAL AMOUNT DUE: \$0.00'. At the bottom is a 'Close Class' button.

Adding Students to a Closed Class

Video Tutorial:

<https://www.loom.com/share/0aadc82e5fe944ab96a43b32c22faf66?sid=f3e79630-df58-4fc3-b8ae-ff95223b9990>

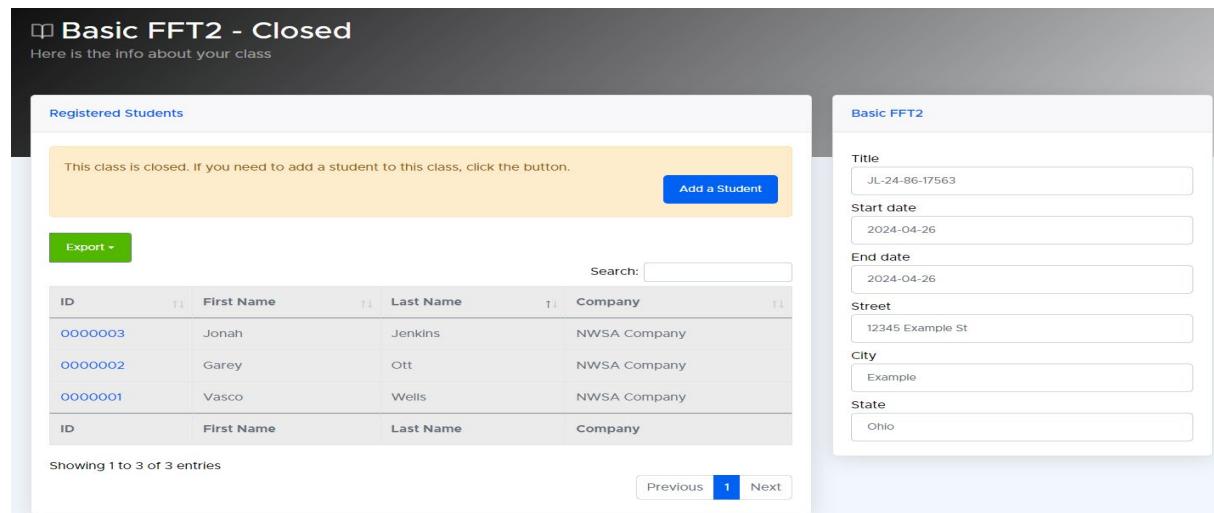
If you need to add a student to a closed class you can do so by first navigating to the closed



The screenshot shows a 'Classes' page with a search bar and filters for 'Class Year' and 'Class Status'. Below is a table of classes with columns: Title, Course, Location, Start Date, End Date, Instructor, and Status. The 'Basic FFT2' class is highlighted in yellow and has 'Closed' in the Status column. A message at the bottom says 'Showing 1 to 2 of 2 entries'.

class.

From here you will see there is a notification that indicates the class is closed but that you can click the blue "Add a Student" button to add a student to the class.



The screenshot shows the 'Basic FFT2 - Closed' class page. It displays a message: 'This class is closed. If you need to add a student to this class, click the button.' Below is a 'Registered Students' table with columns: ID, First Name, Last Name, and Company. The table contains three entries. To the right is a form for creating a new student profile, with fields for Title, Start date, End date, Street, City, and State.

Here it will allow you to add a student. You can search for a student directly or select a Company from the drop-down menu. If the student is not in the system, you can create a profile for them by clicking "New"

Select their name and click the > arrow to add students to a class to move them into the registered students' table. To select multiple students, hold down control to select them individually or shift to select all students between two rows.

If you need to remove a student from the class, the left < arrow will remove the selected students.

□ Basic FFT2

Class Roster

Unregistered Students

Company: NWSA Company

Search:

ID	First Name	Last Name	Company
0000004	Heliodoro	Emmet	NWSA Company

...

Registered Students

Search:

ID	First Name	Last Name	Company
No data available in table			

□ Basic FFT2

Class Roster

Unregistered Students

Company: NWSA Company

Search:

ID	First Name	Last Name	Company
No matching records found			

...

Registered Students

Search:

ID	First Name	Last Name	Company
0000004	Heliodoro	Emmet	NWSA Company

Once you have selected the students for the class and moved them to the right table, click the blue “Done” button. This will take you to the Sign Certificates page. You will need to complete this information and make a payment to finish adding the student to the closed class.

If the student requires documentation that can also be added on the sign certificate page. Click the green “Add Student Documentation” located on the top left section.

Sign Certificates

Add Student Documents

Heliodoro Emmet

Check All

Today's Date

mm/dd/yyyy

From here, you can add the certificate and hit submit. The certificate will NOT show up in the student profile until the class is closed out.

 **Certificate Upload**
Upload Certificates for NON-NWSA Classes

Upload Certificates

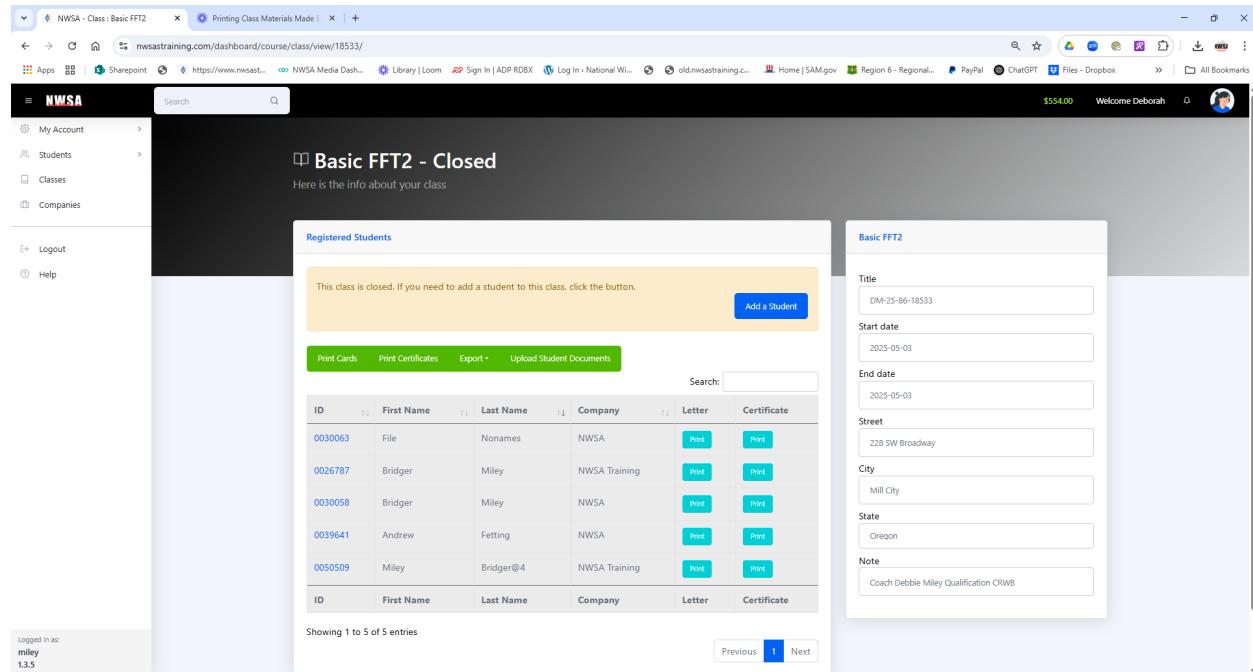
Heliodoro Emmet

Printing Cards & Certificates

Video Tutorial:

<https://www.loom.com/share/b218eff82ec54354a465e75a71ed7905?sid=088883cf-e2b5-4d3b-b7b2-b8a281af7fb5>

This screen shows all the students in your closed class. From here, you can print cards and Certificates. The certificates are now stored in each student's profile under their training history.



The screenshot shows a web browser window for the NWSA Class Materials Made page. The URL is <https://www.nwsastraining.com/dashboard/course/class/view/10533/>. The page title is "Basic FFT2 - Closed". The left sidebar includes links for "My Account", "Students", "Classes", "Companies", "Logout", and "Help". The main content area displays a table of "Registered Students" with columns: ID, First Name, Last Name, Company, Letter, and Certificate. Each row has "Print" and "Print" buttons. The table shows 5 entries. The right side has a "Basic FFT2" panel with fields for Title (DM-25-86-10533), Start date (2025-05-03), End date (2025-05-03), Street (228 SW Broadway), City (Mill City), State (Oregon), and Note (Coach Debbie Miley Qualification CRWB). A message at the top of the main content area says, "This class is closed. If you need to add a student to this class, click the button." A "Print Cards" button is also visible in the main content area.

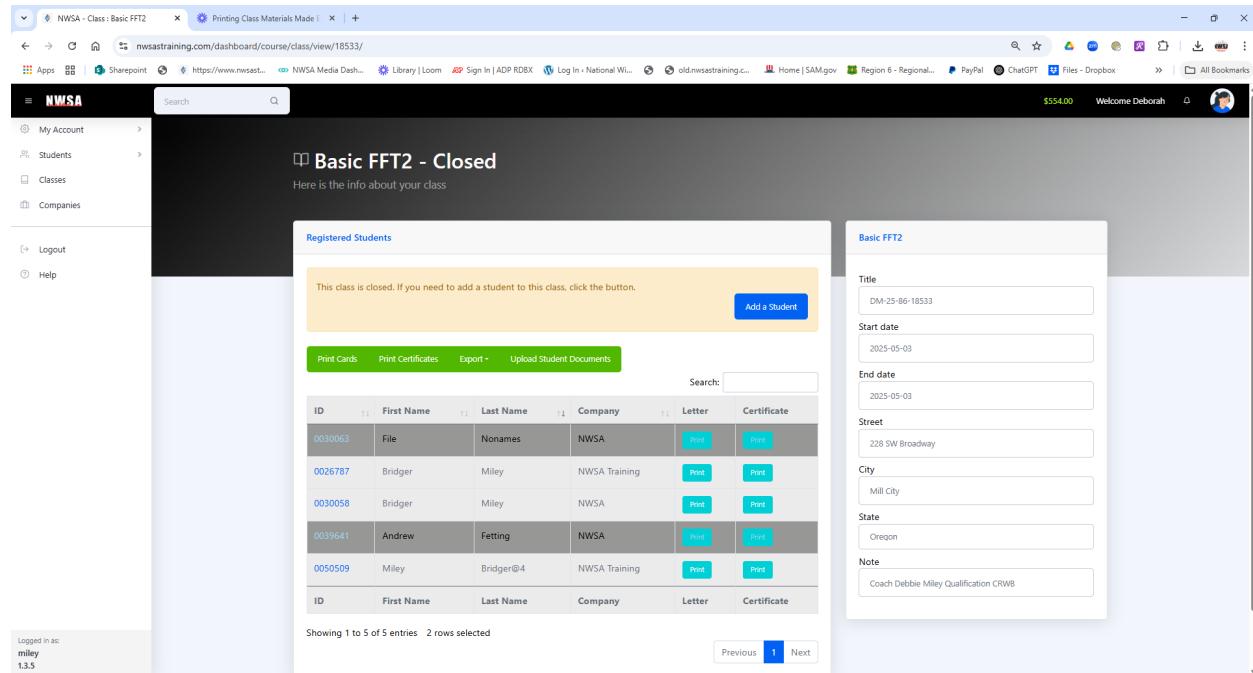
Print all cards:

Click on the print cards tab and hit print. Set your printer to PRINT BOTH SIDES, as the cards print front to back. If a card does not show up, that means that some of the following information has not been completed:

- Fitness Record is not updated with the current one (Based on rolling 12 months)
- PTB records only the FFT2 will auto-populate when entering a Basic FFT Class
- Photo must be uploaded, check the correct orientation, and the system will resize the photo to fit.
- Must have current RT 130 or FFT2 Basic (rolling months)

Select Cards to Print:

If, for some reason, you only want to select some of the students to print cards, you will hold the CTRL Key and click on the students you want to print. Then hit Print Cards, and only those will print out.



The screenshot shows the NWSA training website interface. The main content area is titled "Basic FFT2 - Closed" and displays a table of "Registered Students". The table has columns for ID, First Name, Last Name, Company, Letter, and Certificate. Each row contains a "Print" button and a "Print" button. The sidebar on the right is titled "Basic FFT2" and contains fields for Title (DM-25-86-18533), Start date (2025-05-03), End date (2025-05-03), Street (228 SW Broadway), City (Mill City), State (Oregon), and Note (Coach Debbie Miley Qualification CRWB). The bottom left of the main content area shows a message: "This class is closed. If you need to add a student to this class, click the button." with a "Add a Student" button.

ID	First Name	Last Name	Company	Letter	Certificate
0030063	File	Nonomes	NWSA	Print	Print
0026787	Bridger	Miley	NWSA Training	Print	Print
0030058	Bridger	Miley	NWSA	Print	Print
0039641	Andrew	Fetting	NWSA	Print	Print
0050509	Miley	Bridger@4	NWSA Training	Print	Print

Printing out Certificates:

You will do the same process for printing out the certificates. You can hit Print Certificate, and they will all print out. Or you can CTRL-click on the ones you want to print.

FAQs

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

If you lose or forget your password, you can reset it on the login screen by clicking “Forgot Password?” and following the prompts.

How do I add a new student who is not in the database?

Check inside the class to ensure they are NOT already in the system; if not, click on New and complete the student profile.

How do I know if a company is a member or not for pricing?

Click on the company's left-side menu and search for the company. You can type the name in the search box or search by name. It will now show you whether they have a no-membership or full-membership.

What if the company is NOT in the database?

You must send the New Company form to NWSA Staff at info@nwsa.us and ask them to set the company up so the cards and certificates print correctly. You can find the form [here](#)

Questions:

For questions about the database, please get in touch with NWSA Staff at 503-897-6150 or email us at info@nwsa.us