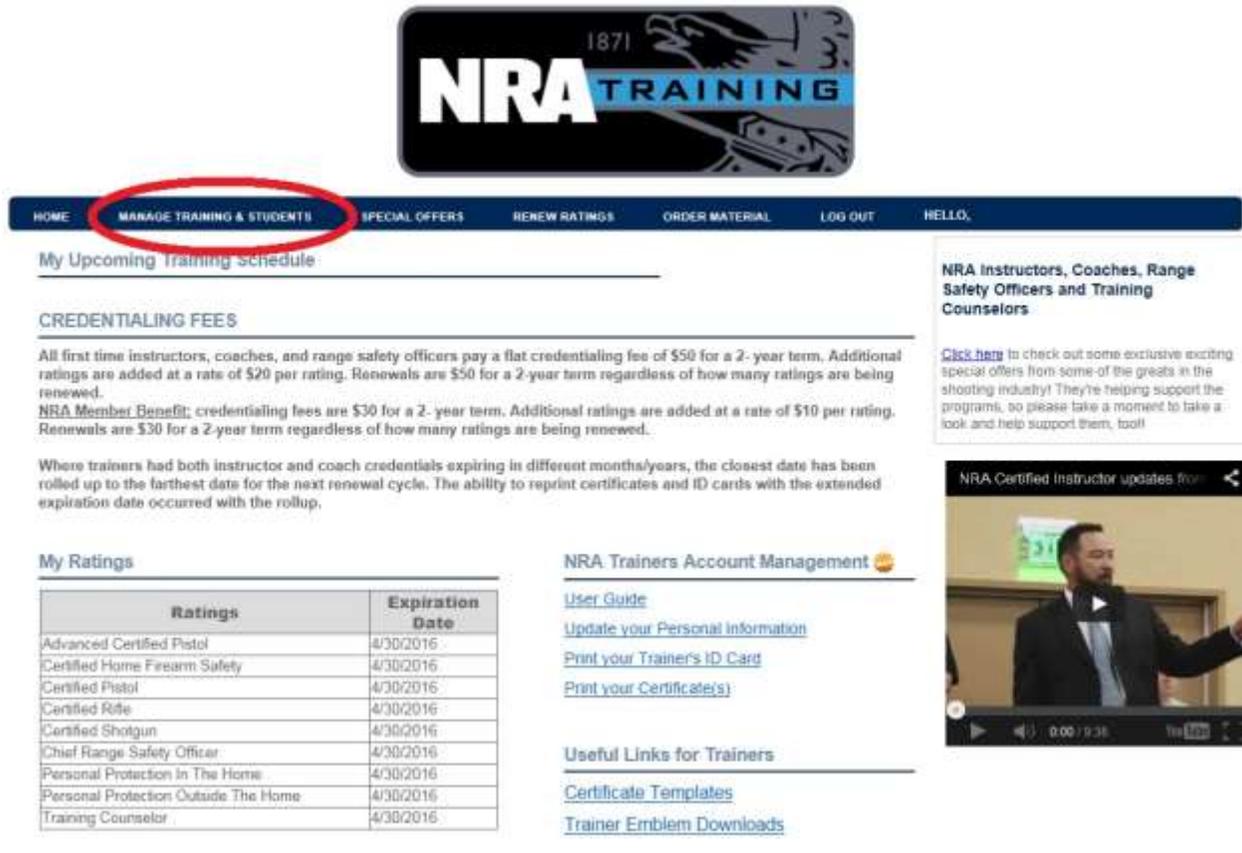


This Users Guide has three parts. The first is course creation, followed by student registration, and then course reporting.

## Course Creation

Once you have logged in, you will create a course. Click on **“Manage Courses and Students”**



**1871**  
**NRA TRAINING**

HOME **MANAGE TRAINING & STUDENTS** SPECIAL OFFERS RENEW RATINGS ORDER MATERIAL LOG OUT HELLO,

My Upcoming Training Schedule

**CREDENTIALING FEES**

All first time instructors, coaches, and range safety officers pay a flat credentialing fee of \$50 for a 2-year term. Additional ratings are added at a rate of \$20 per rating. Renewals are \$50 for a 2-year term regardless of how many ratings are being renewed.  
**NRA Member Benefit:** credentialing fees are \$30 for a 2-year term. Additional ratings are added at a rate of \$10 per rating. Renewals are \$30 for a 2-year term regardless of how many ratings are being renewed.

Where trainers had both instructor and coach credentials expiring in different months/years, the closest date has been rolled up to the farthest date for the next renewal cycle. The ability to reprint certificates and ID cards with the extended expiration date occurred with the rollout.

**My Ratings**

Ratings	Expiration Date
Advanced Certified Pistol	4/30/2016
Certified Home Firearm Safety	4/30/2016
Certified Pistol	4/30/2016
Certified Rifle	4/30/2016
Certified Shotgun	4/30/2016
Chief Range Safety Officer	4/30/2016
Personal Protection In The Home	4/30/2016
Personal Protection Outside The Home	4/30/2016
Training Counselor	4/30/2016

**NRA Trainers Account Management**

[User Guide](#)  
[Update your Personal Information](#)  
[Print your Trainer's ID Card](#)  
[Print your Certificate\(s\)](#)

**Useful Links for Trainers**

[Certificate Templates](#)  
[Trainer Emblem Downloads](#)

**NRA Instructors, Coaches, Range Safety Officers and Training Counselors**

[Click here](#) to check out some exclusive exciting special offers from some of the greats in the shooting industry! They're helping support the programs, so please take a moment to take a look and help support them, too!

NRA Certified Instructor updates from



This will take you to a new page where you click **“Register New Course”**

**NOTE: the following procedure can also be used to report PAST training, as well.**



**1871**  
**NRA TRAINING**

HOME **MANAGE TRAINING & STUDENTS** SPECIAL OFFERS RENEW RATINGS ORDER MATERIAL LOG OUT HELLO,

**Manage Courses and Students**

[Pending Course Reports](#) [Submitted Course Reports](#) [Courses Associated](#) [All Students](#) [All Waiting Students](#) **Register New Course**

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You will then be directed to the **Course Information** page. Once there, follow these steps:

- A. Select **NRA Affiliated** or **Non-NRA** Course (NOTE: ONLY NRA affiliated courses will appear online; Non NRA is only used to report other training activities).
- B. Choose the course you are providing from the pull-down menu.
- C. Enter **Course Information** (pay attention to formats specified for dates and times)  
NOTE: IF Basic Instructor Training (BIT) is to be included, check "**BIT Included**", and enter date of BIT.
- D. Enter **Course Location Information**
- E. Enter **Notes**, if any (Important: make sure students/candidates know they need to have an NRA ID number to activate their credentials online at the end of the course. Students who do not have an NRA ID# will receive one via email after you submit the final course report, but those students will have to wait until they receive the NRA ID # to access nrainstructors.org and activate their credentials.)
- F. Click "**Register**"

**NRA TRAINING**

HOME | MANAGE TRAINING & STUDENTS | SPECIAL OFFERS | REVENUE RATINGS | ORDER MATERIAL | LOG OUT | HELLO.

Register New Course:  NRA Affiliated  Non NRA

(Note: NRA Ratings must be current to register a course.)

**Course Information**

Choose Course: Chief Range Safety Officer

Length: 16 hours

Start Date: (mm/dd/yyyy) \* required

Start Time: HH:MM AM \* required

Date to close Registration: (mm/dd/yyyy) \* required

Fee: \* required

Initial Deposit: \* required

No. of Seats: \* required

Online student registration

Course displayed online

BSA only

Women only

Youth only

BIT Included:

Date of BIT: (mm/dd/yyyy)

The Instructor Candidates will be issued

Course Completion Cards

Range Safety Officer Student Packets

Range Safety Officer Lesson Plans

**Course Location Information**

Country: United States

Location/Venue:

Street Address: \* required

City: \* required

State: -- Select State -- \* required

Zip Code: \* required

Phone: \* required

Email Address: \* required

(Email Address and Phone entered above will display in search results on the public site.)

Notes:

(This information will display in search results on the public site.)

**NRA TRAINING**

**CURRENT MATERIALS CHECKLIST**

This will take you to the **Assistant Instructor(s) page**. If an assistant instructor was present, add their information, then click **"Finish"**:



Register New Course:  NRA Affiliated    Non NRA

Chief Range Safety Officer has been successfully registered.

**Add Assistant Instructors to course (if applicable)**

Enter Instructor ID for other instructors, one by one, who will assist you in this course.

Instructor ID:

**Purchase Course Material - Click the material below to buy online.**

**NOTE: This will direct you to another website requiring login to purchase. This is not the same login procedure as nrainstructors.org**

The NRA Trainer's Guide	
Range Safety Officer Student Packet (Restricted Item)	
Range Safety Officer Lesson Plans with PowerPoint CD	

You will then be directed to the **“Manage Courses and Students”** page. At **“Manage Courses and Students”**, your class will now be listed. 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 **“Cancel”** or **“Edit / Submit”**. This button will appear in red as a reminder that new courses cannot be submitted until this course is either reported or cancelled.



HOME    MANAGE TRAINING & STUDENTS    SPECIAL OFFERS    RENEW RATINGS    ORDER MATERIAL    LOG OUT    HELLO,

### Manage Courses and Students

[Register New Course](#)

[Pending Course Reports](#)   [Submitted Course Reports](#)   [Courses Assisted](#)   [All Students](#)   [All Waiting Students](#)

Date Time	Location	Course Description	Total Seats	Students Registered	Students In Waiting List	Assistant Instructors	Report Submitted	
Wednesday, October 15, 2014 8:00 AM	Hq 151 ST FAIRFAX, VA	Chief Range Safety Officer	8	0	0	0	N	<a href="#">Manage</a> <a href="#">Cancel</a>

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## Register Students

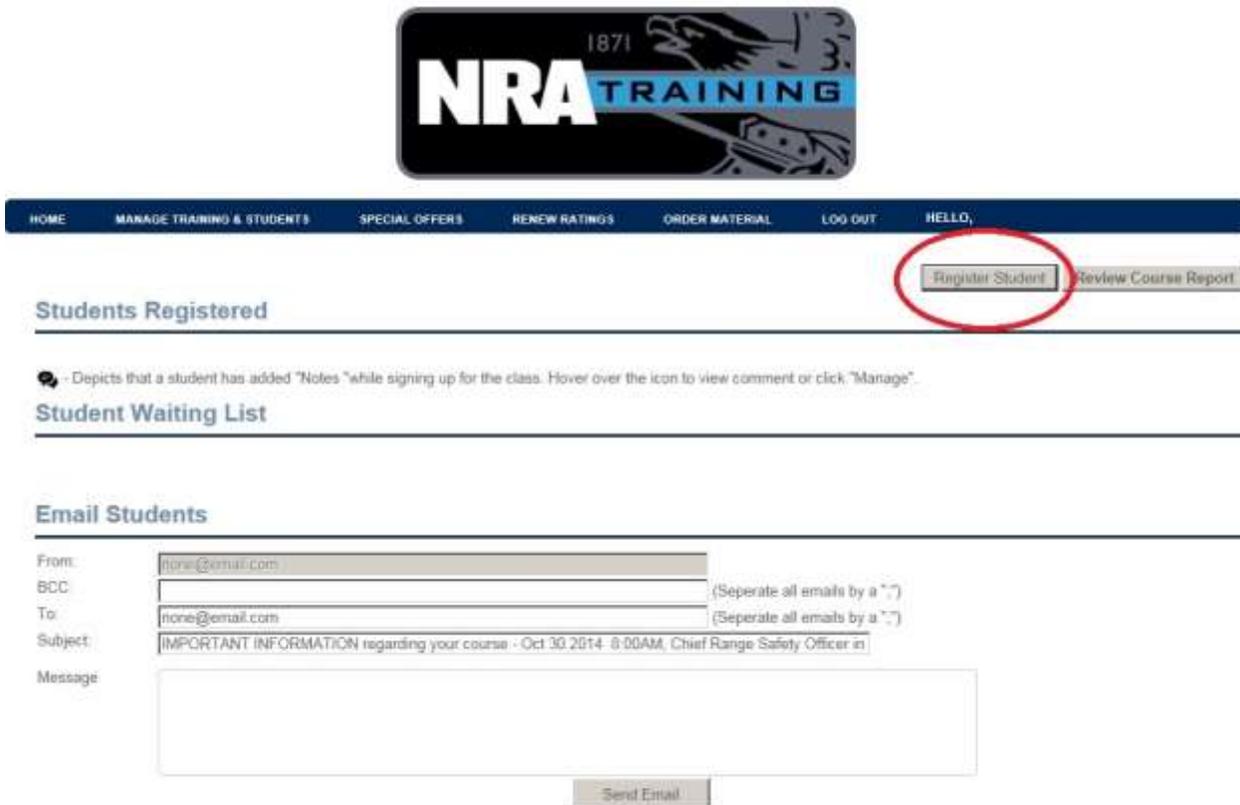
From **“Manage Courses and Students”**, select **“Manage”** or **“Edit / Submit”** next to the course in question.



Date Time	Location	Course Description	Total Seats	Students Registered	Students In Waiting List	Assistant Instructors	Report Submitted	
Tuesday, October 14, 2014 8:00 AM	Hq 1ST ST FAIRFAX, VA	Chief Range Safety Officer	8	0	0	0	N	<a href="#">Edit / Submit</a> <a href="#">Cancel</a>
Thursday, October 30, 2014 8:00 AM	Headquarters 1st Street anywhere, VA	Chief Range Safety Officer	10	0	0	0	N	<a href="#">Manage</a> <a href="#">Cancel</a>

Once in the appropriate course, follow these steps to register students if you are entering students yourself. (Student Information is automatically inserted if students register online.):

-Click **“Register Student”**.



**Students Registered**

[Register Student](#) [Review Course Report](#)

🗨 - Depicts that a student has added "Notes" while signing up for the class. Hover over the icon to view comment or click "Manage".

**Student Waiting List**

**Email Students**

From:

BCC:  (Separate all emails by a ";")

To:  (Separate all emails by a ";")

Subject:

Message:

[Send Email](#)

You will be directed to the **Student Information** screen:

**\*ALL REQUIRED FIELDS MUST BE FILLED IN\***

-When all the information is entered, click on **“Register Student”**:



### Register New Student

\* - Denotes required fields

\*First Name:  \* required

Middle Name:

\*Last Name:  \* required

\*Gender:  \* required

NRA Member, provide ID#:

\*Age:  \* required

\*Country:  \* required

\*Address:  \* required

\*City:  \* required

\*State:  \* required

\*Zip Code:  \* required

\*Phone:  \* required

Email ID:

Notes:

Share your personal information with NRA affiliates.

I certify the information I have provided is true and correct to the best of my knowledge.



When all information is entered:

-Check the box certifying that the information is correct and click **“Register Student”**. Repeat all steps until all students are registered.



Register New Student

\* - Denotes required fields.  
Please verify that the information you provided is true and correct.

First Name: John  
Middle Name:   
Last Name: Doe  
Gender: Male   
ENRA Member, provide ID#   
Age: 34  
Country: United States   
Address: 1st Street  
City: Anytown  
State: Virginia   
Zip Code: 22103  
Phone:   
Email ID: jdoe@email.com  
Notes: Difficulty hearing. Will need to sit at front of class.

I certify the information I have provided is true and correct to the best of my knowledge.



The student(s) will now appear on the "Students Registered" screen.



[Register Student](#)    [Review Course Report](#)

### Students Registered

 - Depicts that a student has added "Notes" while signing up for the class. Hover over the icon to view comment or click "Manage"

Select	Name	Phone	Address	Email	Age	Gender	Paid	Attended	Passed	Rating	
<input type="checkbox"/>	JOHN DOE 	5555555555	1ST STREET ANYWHERE, VA 22030	email@email.com	34	M	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NONE 	<a href="#">Details</a> <a href="#">Manage</a>
							<a href="#">Update</a>	<a href="#">Update</a>	<a href="#">Update</a>	<a href="#">Update</a>	

### Student Waiting List

### Students Transfer/Signup for Another Course

Select student(s) from the list(s) above to sign up or transfer to another course

Select Course:  [Transfer Student\(s\)](#)    [Signup for Another Course](#)

Note: "Transfer Student(s)" will remove the selected student(s) from current course and add the student(s) to the course selected from the list of available course(s).  
Note: "Signup for Another Course" will add the selected student(s) to the class selected from the list of available course(s). Student(s) will still remain in this course

### Email Students

From:   
BCC:  (Separate all emails by a ";")  
To:  (Separate all emails by a ";")  
Subject:

## Manage Course

Once all students have registered, you can then manage the course. On this screen you have three boxes in columns next to the student listing: **Paid**, **Attended**, and **Passed**.

-When updating these boxes, you need to do so by column (e.g. to record a payment, check **"Paid"** next to each, and click **"Update"** at bottom of **Paid** column).

If you taught an instructor or RSO course, you must denote whether the candidate(s) should be certified (CERT), or not (NONE), in the **"Rating"** column. When the rating allows for Assistant (ASST) or Apprentice (APP) instructor, those options will be provided in the column, as well. After selecting the appropriate rating, click **"Update"** at the bottom of the **"Rating"** column.

Always remember to "update" any/all changes made in a column before moving on.



HOME    MANAGE TRAINING & STUDENTS    SPECIAL OFFERS    RENEW RATINGS    ORDER MATERIAL    LOG OUT    HELLO,

Register Student    Review Course Report

### Students Registered

 - Depicts that a student has added "Notes" while signing up for the class. Hover over the icon to view comment or click "Manage".

Select	Name	Phone	Address	Email	Age	Gender	Paid	Attended	Passed	Rating	Delete	Manage
<input type="checkbox"/>	JOHN DOE 	5555555555	1ST STREET ANYWHERE, VA 22030	email@email.com	34	M	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NONE CERT	<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"/>	<input type="button" value="Update"/>		

### Student Waiting List

### Students Transfer/Signup for Another Course

Select student(s) from the list(s) above to sign up or transfer to another course

Select Course:

Note: "Transfer Student(s)" will remove the selected student(s) from current course and add the student(s) to the course selected from the list of available course(s)  
Note: "Signup for Another Course" will add the selected student(s) to the class selected from the list of available course(s). Student(s) will still remain in this course.

### Email Students

From:

BCC:  (Separate all emails by a ",")

To:  (Separate all emails by a ",")

## Finalize and Submit Course Report

Once training is complete, you must finalize the course report and submit it to NRA.

-Ensure all information is correct.

-For **Basic Courses**, ensure **"Passed"** is checked next to each student who has successfully met all learning objectives. Leave "Passed" unchecked if student failed to meet learning objectives. Remember to click "Update" at the bottom of the column.

-For **Instructor Courses**, ensure **"Passed"** is checked next to each student (if applicable).

-Click "Update" at the bottom of the PASSED column.

-Ensure the appropriate **RATING** (Apprentice, Assistant, Certified or None) is selected next to each candidate.

-Click **"Update"** at bottom of the **Rating** column



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Register Student    Review Course Report

### Students Registered

 - Depicts that a student has added "Notes" while signing up for the class. Hover over the icon to view comment or click "Manage".

Select	Name	Phone	Address	Email	Age	Gender	Paid	Attended	Passed	Rating	
<input type="checkbox"/>	JOHN DOE	5555555555	1ST STREET ANYWHERE, VA 22030	email@email.com	34	M	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CERT <input type="checkbox"/>	Delete Manage
							Update	Update	Update	Update	

### Student Waiting List

### Students Transfer/Signup for Another Course

Select student(s) from the list(s) above to sign up or transfer to another course.

Select Course:

Note: "Transfer Student(s)" will remove the selected student(s) from current course and add the student(s) to the course selected from the list of available course(s).  
Note: "Signup for Another Course" will add the selected student(s) to the class selected from the list of available course(s). Student(s) will still remain in this course.

### Email Students

From:   
BCC:  (Separate all emails by a ";")  
To:  (Separate all emails by a ";")

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

-Click **“Review Course Report”**. *NOTE: Please understand that once the Course Report is submitted, you can't get it back. You have to contact NRA for any corrections/changes.*



1871

HOME    MANAGE TRAINING & STUDENTS    SPECIAL OFFERS    RENEW RATINGS    ORDER MATERIAL    LOG OUT    HELLO,

Register Student    **Review Course Report**

### Students Registered

Depicts that a student has added "Notes" while signing up for the class. Hover over the icon to view comment or click "Manage".

Select	Name	Phone	Address	Email	Age	Gender	Paid	Attended	Passed	Rating	
<input type="checkbox"/>	JOHN DOE	5555555555	1ST STREET ANYWHERE, VA 22030	aman@email.com	34	M	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CERT	Delete Manage
							Update	Update	Update	Update	

### Student Waiting List

This creates the report page that will be submitted to NRA. Take time now to check that all information is correct. You may also print a copy of your report from this page now, or later, if you wish.

-Once you verify that all information is correct, click **“Submit Report to NRA”**:



1871

HOME    MANAGE TRAINING & STUDENTS    SPECIAL OFFERS    RENEW RATINGS    ORDER MATERIAL    LOG OUT    HELLO,

Print Report    **Submit Report to NRA**

### Instructor Training Report

Date: 10/30/2014

Chief Range Safety Officer

Administrator's Name: RICHARD SMITH  
 Administrator's ID Number: 555555555

Course Start Date: 10/29/2014 8:00:00 AM    Hours of Instruction: 14 hours

Location: Headquarters  
 1st Street  
 anywhere, VA 22030

No. of students attended: 1, Number Completed: 1

THE INSTRUCTOR CANDIDATES WERE ISSUED:

Trainee's Guide (new candidates only): Y  
 Appropriate Instructor Candidate Package: Y  
 Appropriate Basic Student Course Package: Y  
 Course Completion Cards: Y

THE RANGE SAFETY OFFICER CANDIDATES WERE ISSUED:

Range Safety Officer Student Packets: Y

PLEASE NOTE:  
 To expedite processing and ensure proper credentialing of instructor candidates or Range Safety Officers, Training Coursework or Chief Range Safety Officers must to complete and submit this electronic report within 10 days following the training course. Once this is done, the candidate may register and login to www.nrainstructors.org to complete their processing. No paperwork is to be sent in to NRA Education & Training.

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

Student Roster					
Name	Age	Address	Passed	Cert	NRA Member ID
JOHN DOE	34	1ST STREET, ANYWHERE, VA 22030 Email: aman@email.com Phone: 5555555555	Y	CERT	

A dialogue box will then 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!”

-If everything is correct, click “OK”.



The screenshot displays the NRA Training website interface. At the top is the NRA logo with the year 1871 and the word TRAINING. Below the logo is a navigation bar with links: HOME, MANAGE TRAINING & STUDENTS, SPECIAL OFFERS, RENEW RATINGS, ORDER MATERIAL, LOG OUT, HELLO. To the right of the navigation bar are buttons for 'Print Report' and 'Submit Report to NRA'. The main content area is titled 'Instructor Training Report' and includes a date 'Date: 10/30/2014'. A red circle highlights a dialog box titled 'Message from webpage' with the text: '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!'. Below the dialog box, the report content is partially visible, showing 'No. of students attended: 1, Number Completed: 1', 'Trainer's Guide (new candidates only): Y', 'Appropriate Instructor Candidate Package: Y', 'Appropriate Basic Student Course Packets: Y', 'Course Completion Cards: Y', 'THE INSTRUCTOR CANDIDATES WERE ISSUED:', and 'THE RANGE SAFETY OFFICER CANDIDATES WERE ISSUED: Range Safety Officer Student Packets: Y'.

That's it! Congratulations, you're done!