



Board/Division Director June 2, 2016 Training – Patroller



http://new.nsp.org/nsp_test

Patroller: Adam Ackerman, Username - 233798, Password - patroller123

- Profile demographic information – edit phone #, address, etc
- Enroll in course

Edit demographic information on profile

- Select your name at the top of the screen to access the Member Profile
- Under “About Me” select the pencil icon in the top right corner of the My Profile section of the web page

About Me	Education / Roles	Payments	Preferences	Patroller / Candidate	Communication Log
<h2>My Profile</h2>  					
Organization	Diamond Peaks				
About					
Email	233798NSP@mailinator.com				
Preferred Phone	(719) 310-8848				
Secondary Phone					

- You can edit your email address, preferred/secondary phone number, and About fields
- Click Save & Close

- Under “About Me” select the pencil icon in the top right corner of the My Addresses section of the web page

My Addresses ▲

Home Address Business Address +

1437 N Nevada Ave ##

Colorado Springs, CO 80907

[Show map](#)

(719) 310-8848

233798NSP@mailinator.com

✓ Preferred Mailing Address

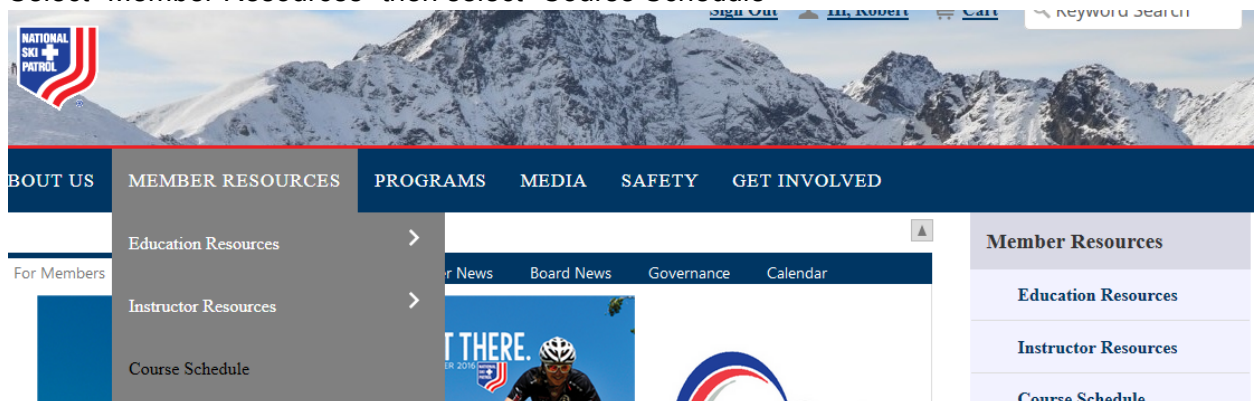
✓ Preferred Billing Address

✓ Preferred Shipping Address

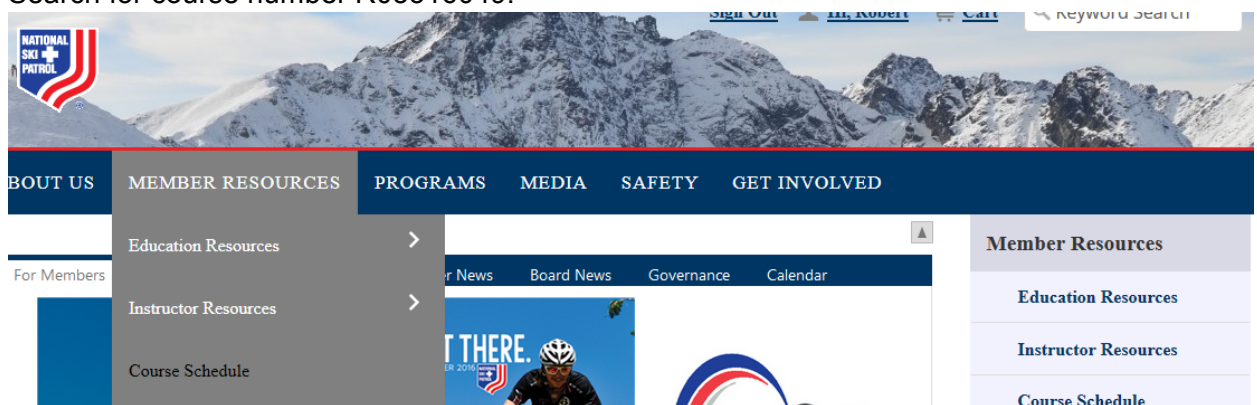
- Edit your Home address information
- Click Save & Close

Enroll in a course

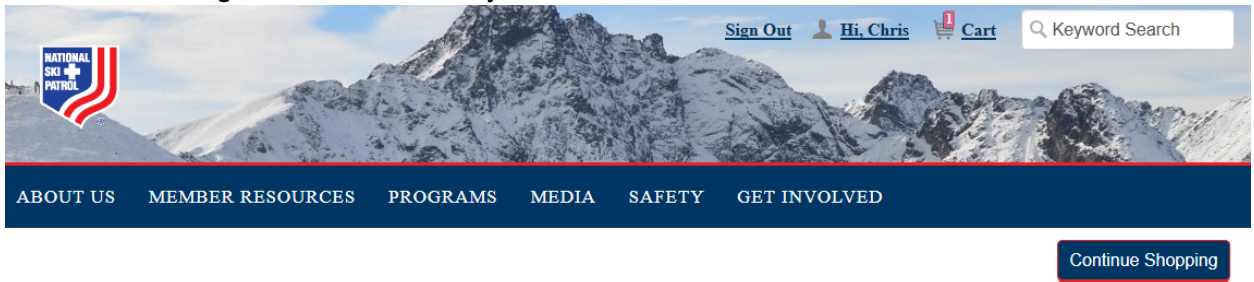
- Select “Member Resources” then select “Course Schedule”



- Search for course number R05316049.



- Enroll in the course. Follow the steps in the wizard to complete enrollment in the course. There is no charge for this course so just submit to enroll in the course

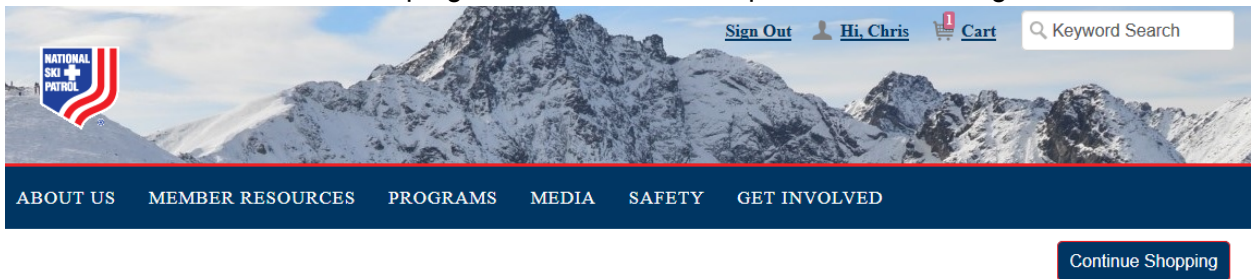


Shopping Cart

Items

Item	Quantity	Price	Total	
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- Enroll in the course. Follow the steps in the wizard to complete enrollment in the course.
- Click on the “Cart” link in the top right hand corner to complete the course registration



Shopping Cart

Items

Item	Quantity	Price	Total	
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- There is no charge for this course. Click Submit Order to continue

Cart Charges

Item Total	0.00
Shipping	0.00
Handling	0.00
TRANSACTION GRAND TOTAL	0.00

Payment Details

[Submit Order](#)

- View your enrolled courses by clicking on the Member profile link and then select the Education/Roles tab. Scroll down to “My Enrolled Courses” to view your enrollments

My Courses Completed


My Awards

My Enrolled Courses

Date	Course	Location
6/1/2016	Outdoor Emergency Care	Norfolk, NE
7/1/2016	Certified Avalanche Rescue	Des Moines, IA
8/1/2016	Certified Ski/Snowboard	San Jose, CA
8/1/2016	Mountain Travel and Rescue Fundamentals	Austin, TX
5/1/2016	Incident Command System 100	Austin, TX
5/1/2016	Incident Command System 100	Columbia, MO
6/1/2016	Instructor Development - ECourse	Pilger, NE

- Select the “Communication Log” tab
- Select the words “Order confirmation” for the email dated today to display the confirmation email

Message



Dear Chris,

Thank you for your payment! Your purchase helps support the NSP and we appreciate your participation.

Here are the details of your transaction. Please retain this email for your records.

Order Number: 302461
Order Date: May 30, 2016 11:29 AM
Bill To: Chris G. Ross
Order Total: 0.00

Item	Price	Qty	Total
OEC Refresher C - Chris G. Ross When: Jul 1, 2016 - Jul 4, 2016 Where: Anywhere, CO Registration option: Jul 1, 2016 - Student Registration	0.00	1	0.00

Close

Sign In as Patroller: Kai-Uwe Allen, Username - 194058, Password - skipatrol123

- View membership card
- View Print Profile

View membership card

- Select your profile which is your name at the top of the screen
- View your order confirmation email by selecting the “communication log”
- Select the message that says “Your Membership card” to view the printable card

Message



Dear Kai-Uwe,

Thank you for your recent payment in the amount of \$50.00. Please find your membership card below. Please print this card and cut on the dotted line. (Note: to print hit Ctrl-P on a Windows PC or Command-P on a Mac.)



Close

View Print Profile

- Select your profile which is your name at the top of the screen
- Locate the “Print My Profile” button at the lower left

Kai-Uwe Allen
[Alyeska](#)

ID	194058
Join date	9/2/1997
Record type	Patroller
Status	Active
Paid through	12/31/2016

You are not due for renewal.

[Renew Now](#)

[View my public profile](#)

[Print My Profile](#)

About Me Education / Roles Payments Preferen

My Profile

Organization Alyeska

About

Email 194058NSP@mailinator.com

Preferred Phone

Secondary Phone (603) 466-2713

We are unable to ship to PO Boxes, please enter a street address that address as preferred shipping.

My Addresses

Home Address Business Address +

300 Glen Road
 Gorham, NH 03581
[Show map](#)

- Select the “Print My Profile” button to display the printable profile
- On your keyboard Select “Ctrl-P” on a PC or “Command-P” on a Mac to display the pdf version of the profile

9/10/2016 Print My Profile



Full Name	Kai-Uwe Allen
Member ID	194058
Patrol	Alyeska
Full Address	300 Glen Road Gorham, NH 03581
Home Phone	
Work Phone	(603) 466-2713
Division	ALASKA
Region	South Central Region
Section	South Central Section

Course	Date of Completion
There are no records.	

Cert Name	Original Cert Date	Last Cert Renew	Next Cert Date
There are no records.			

Instructor Information	Renewal Date
There are no records.	

Instructor Trainer Information	Expires
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http://new.nsp.org/NSP_TEST/ASP/Member/Contact_Management/Contact/Layout/Print_My_Profile.asp?WebsiteKey=40c872c-d8a8-4e81-b6c7-8960a17b0c1c 1/2

DUES PAYMENT - SCREENSHOTS ONLY

- Select your profile which is your name at the top of the screen

- Locate and select the “Renew Now” button on the lower left of the screen

Marshall Carter
[Rocky Mountain Training Patrol](#)

ID 183222
Join date 1/1/1995
Record type Patroller
Status Active
Paid through 1/1/1900

Renew Now

View my public profile

Print My Profile

- The cart (located at the top right of the screen) will open

Shopping Cart

Items

There are no records.

Update

Invoices

Invoice Number	Description	Balance	
N/A	Renewal Fees - Marshall Carter	68.00	Pay Later

Cart Charges

Invoice Total	68.00
TRANSACTION GRAND TOTAL	68.00


- Scroll down and complete transaction by entering Paypal or Credit Card information

Payment Details

Pay with PayPal

[What is PayPal?](#)

You will be taken to PayPal to complete your purchase.

Check Out with 

Other Payment Options

Payment method Visa ▾

*Card number

*Name on card

*Expiration date 01 ▾ 2016 ▾

*CSC

Card address [Choose another address](#)

- An order confirmation will appear and an email will be sent to the email on file.

Order Confirmation

National Ski Patrol System

133 South Van Gordon Street, Lakewood, CO 80228

Order Date 6/1/2016

Payment Method VISA *****1111

Name on Card Marshall Carter

Ship To Marshall Carter

Item	Quantity	Price	Total
Invoice: Renewal Fees - Marshall Carter	1	68.00	68.00
Invoice Total			68.00
TRANSACTION GRAND TOTAL			68.00

- View your order confirmation email by going to your profile and select the "Communication Log" then selecting the words "Order Confirmation"

Marshall Carter

[Rocky Mountain Training Patrol](#)

ID 183222

Join date

1/1/1995

Record type

Patroller

Status

Active

Paid through

1/1/1900

[About Me](#)

[Education / Roles](#)

[Payments](#)

[Preferences](#)

[Patroller / Candidate](#)

[Communication Log](#)

Communication Log

	Date	Type	Subject	Owner
⊞	6/1/2016 11:36:43 AM	Email	Order Confirmation	MANAGER
⊞	6/1/2016 11:01:32 AM	Email	Your Membership card	MANAGER

Message



Dear Marshall,

Thank you for your payment! Your purchase helps support the NSP and we appreciate your participation.

Here are the details of your transaction. Please retain this email for your records.

Order Date: Jun 1, 2016 11:34 AM

Bill To: Marshall Carter

Order Total: 68.00

Payment Method: VISA *****1111

Name on Card: Marshall Carter

Item	Price	Qty	Total
Invoice: Renewal Fees - Marshall Carter	68.00	1	68.00

Item Total	0.00
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Close