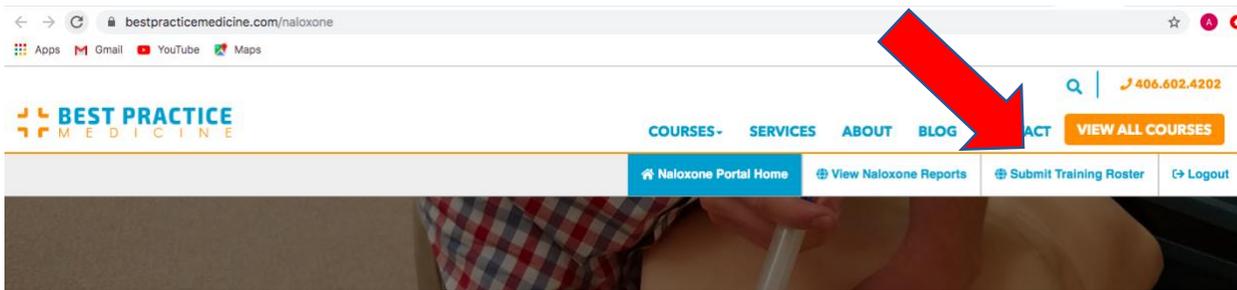


## Roster Entry Guide

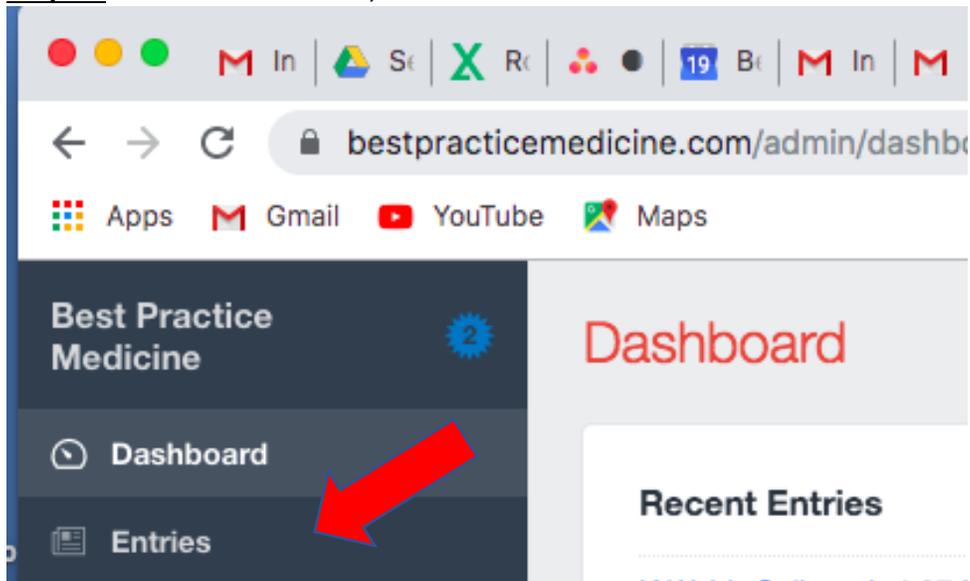
**Step 1:** From the naloxone portal (<https://bestpracticemedicine.com/naloxone>), click on “submit training roster”.



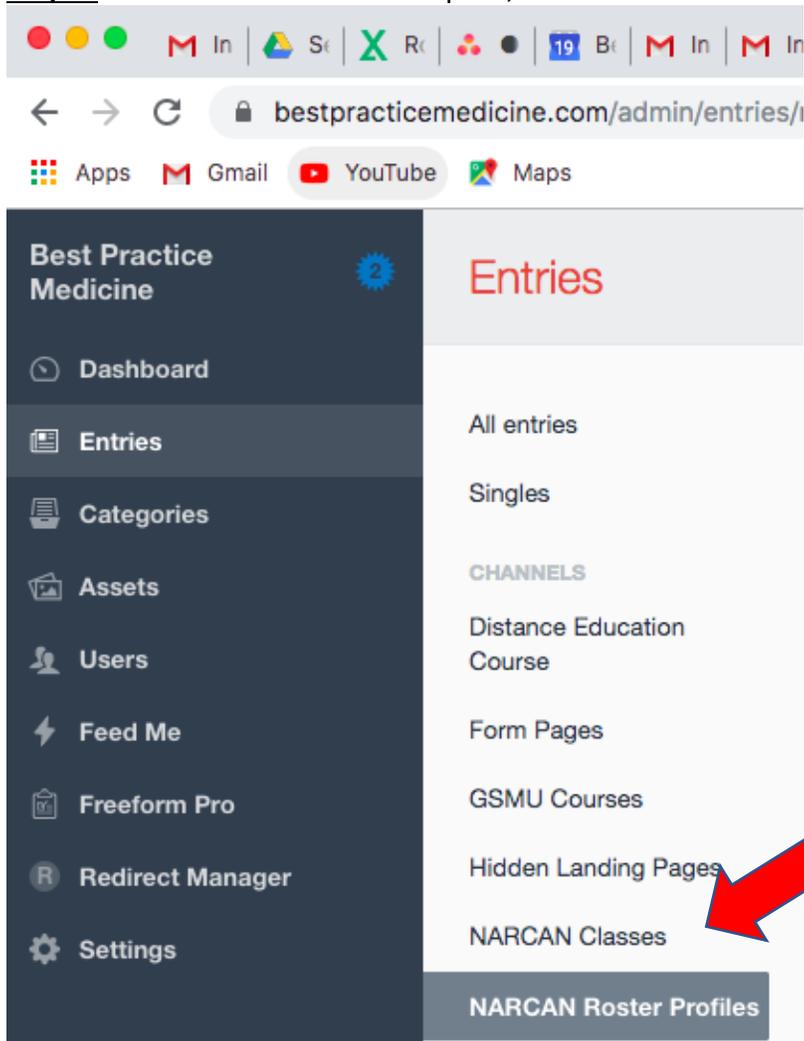
**Step 2:** Log in using the credentials you were assigned after your master trainer session. (Generally is a configuration of first initial last name.) DO NOT enter emails.

A screenshot of the login page for the Best Practice Medicine portal. The page features the 'BEST PRACTICE MEDICINE' logo at the top. Below the logo is a red text message: 'If you haven't logged into the new NARCAN PORTAL since January 28th, 2019 please click forgot password and reset your password.' The login form consists of two input fields: the first contains the text 'aolson', and the second is a password field with a 'Show' button to its right. Below the password field is a checkbox labeled 'Keep me logged in' and a link for 'Forgot your password?'. At the bottom of the form is a large red button labeled 'Login'.

**Step 3:** On the lefthand side, click “entries”.



**Step 4:** From the sub-menu that opens, click “Narcan classes”.



**Step 5:** To start a new roster, in the upper righthand corner, click the red “+New Entry” button. Fill in the subsequent blank form using the information from your paper roster as follows:

- a) Title = Course ID Number (Instructor Last Name+First Initial+Date as mmddyyyy+course session for that day.) Example: OlsonA110817-01
- b) Add Instructor – search and select from list, click red “Select” button
- c) Enter Date, location, and time of course.

Note: DO NOT use abbreviations in any fields of the form.

## Create a new entry

**NARCAN Classes**

**Title \***

**Instructor**

● Amber Olson –

+ Add class instructor

**Location**

**Class Date**

**Class Start Time**

**Class End Time**

**BPM Training Roster**

Master Trainer	Pass or Needs Remediation

+ Add a row

**Step 6:** At the bottom of your entry, click “+Add a row” to equal the number of students that attended the hands-on session (i.e. 5 students, click 5 times).

5:00 PM

**Class End Time**

6:30 PM

**BPM Training Roster**

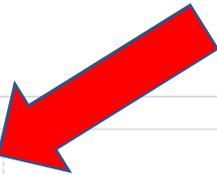
Master Trainer	Pass or Needs Remediation
+ Add a row	



**Step 7:** Select “+Add roster profile” to start student entry.

**BPM Training Roster**

Master Trainer	Pass or Needs Remediation	
+ Add roster profile	Pass	⊗ ⊖
+ Add roster profile	Pass	⊗ ⊖
+ Add roster profile	Pass	⊗ ⊖
+ Add roster profile	Pass	⊗ ⊖
+ Add roster profile	Pass	⊗ ⊖
+ Add a row		



**Step 8:** In the new small window, initially search if a student has taken the training previously. If so, select their name from the existing list. Make updates to their profiles as needed. If a student doesn't come up in the search, select the gray "+New NARCAN Roster Profiles entry" in the bottom left.

The screenshot shows a search interface for NARCAN Roster Profiles. At the top, there is a search bar with a magnifying glass icon and the text "Search". To the left of the search bar is a dropdown menu with "All" selected. To the right is a "Post Date" filter dropdown. Below the search bar is a table with the following columns: Title, Post Date, Expiry Date, Author, Responder Type, and Roster Member Type. The table contains four rows of data. A red arrow labeled "Here 1st" points to the search bar. Another red arrow labeled "Here 2nd" points to the "+ New NARCAN Roster Profiles entry" button at the bottom left. At the bottom right, there are "Cancel" and "Select" buttons.

Title	Post Date	Expiry Date	Author	Responder Type	Roster Member Type
Michelle Draine	5:35 AM		SCopps	Law Enforcement	General User
John Gatlin	5:22 AM		SCopps	Law Enforcement	General User
Kari Williams	Yesterday		aolson	Other	Master Trainers
Pars...	Yesterday		aolson	Other	Master Trainers

**Step 9:** If creating a new entry, fill in ALL fields as follows:

- a) Enter Title: First and Last Name (DO NOT enter job title)
- b) Enter First Name
- c) Enter Last Name
- d) Select Roster Member Type: Master Trainers will select “NAOLOXONE Authorized Users” for their course participants
- e) Select Responder Type: Choose from LEO, Firefighter, EMS, Detention Office, School Nurse, Other
- f) Enter Date of Birth
- g) Enter Phone Number
- h) Enter valid Email
- i) Enter Sponsoring Department/Organization
- j) Select County
- k) Enter renew by date: 2 years following day for successful skills session completion
- l) Click red “Save”

NOTE: DO NOT use abbreviations in any field.

* Title	Joe Test
County	Beaverhead <input type="text"/>
Date Of Birth	<input type="text"/> 01/01/2000
Department / Organization	Best Practice Medicine
First Name	Joe
Last Name	Test
Profile Email	jtest@bpm.com
Profile Phone	406-000-0000
Renew By Date	<input type="text"/> 11/23/2021
Responder Type	Other <input type="text"/>
Roster Member Type	<input checked="" type="radio"/> General User <input type="radio"/>

+ New NARCAN Roster Profiles entry

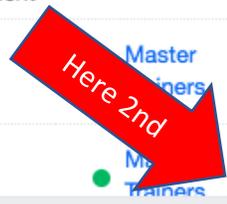
6:30 PM

**Step 10:** Choose the new entry from the list and click the red “select” button.

○ All ▾    🔍 Search    ⌵ Post Date ▾

Title	Post Date ▾	Expiry Date	Author	Responder Type	Roster Member Type
● Joe Test	12:03 PM		● aolson	Other	● General User
● Ayche Draine	5:35 AM		● SCopps	Law Enforcement	● General User
● John Gatlin	5:22 AM		● SCopps	Law Enforcement	● General User
● Kari Williams	Yesterday		● aolson	Other	● Master Trainers
● Kathleen Parsons	Yesterday		● aolson	Other	● Master Trainers

+ New NARCAN Roster Profiles entry    Cancel    **Select**

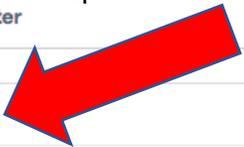


**Step 11:** Your new entry to the roster/database, will populate after hitting select and show at the bottom of the page. Repeat steps 7-10 for additional students.

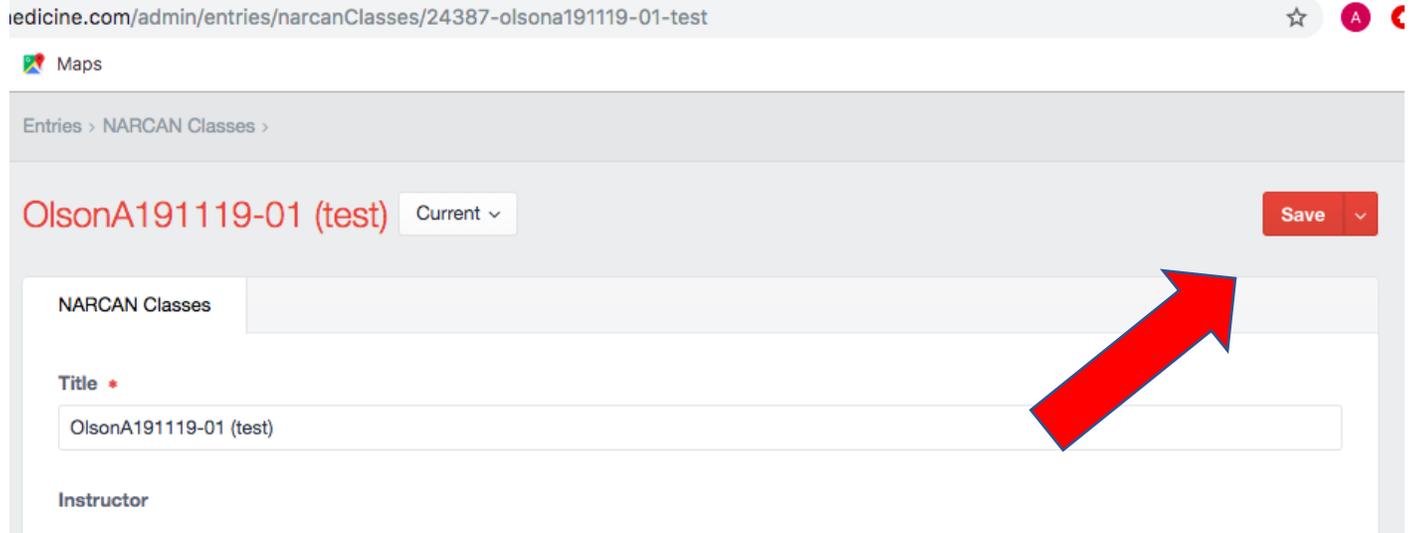
**BPM Training Roster**

Master Trainer	Pass or Needs Remediation
● Joe Test -	Pass ▾
+ Add roster profile	Pass ▾
+ Add roster profile	Pass ▾
+ Add roster profile	Pass ▾
+ Add roster profile	Pass ▾

+ Add a row



**Step 12:** When all rows have been filled with applicable student information, scroll back to top of main roster entry and click red “save” button.



**Step 13:** After clicking “save”, the system will reroute you back to the main entries page. If needing to enter additional rosters, follow steps 3-12 to enter student information. When you are finished entering rosters, remember to log out.

For questions or assistance with roster entry, please contact [aolson@bestpracticemedicine.com](mailto:aolson@bestpracticemedicine.com).

Thank you for your work in naloxone training!