

Instructions for Entry Level Instructors/Mentors

Confirm assignment after receiving notification via email.

To view your field session assignment:

1. Log into OMS account from www.epsarc.org
2. Click Extended Services > Instructor Services
3. Any classes to which you're assigned will be listed.

Note: Everyone shows as Lead Instructor, which allows everyone to see the ongoing student roster. But the email notice you received will show who is the Lead Instructor, or you can click on Info.

You have three options: *Roster, Scores, Info*

Click on **Roster** to view current students:

1. From this screen you can see who has not completed their background clearances.
2. To print a roster: click on Export Clinic List; click on Download
3. You can email the students (also goes to parents of minors).

Click on **Info** to see the clinic information and other instructors assigned.

Click on **Scores** to record attendance (Lead Instructor only, see below)

Lead Instructor Responsibilities

Before the field session –

About 2 weeks prior to the session:

1. Send out a welcome email.
 - a. You can copy/paste the email addresses from the roster spreadsheet into your mail program (be sure to copy both columns to include the parents) or you can send an email directly from OMS. It will go to all student/parent emails and any instructors assigned, but does not go to the Coordinator, who you will have to email separately.
 - b. Be sure to save this email, as every few days you should resend it if new students sign up. You can send it to everyone again, just add at the beginning of the email: "Resending, as we've had new registrations. You may get this message multiple times." And believe me, it is a good thing for them to get the reminders!
2. Contact the coordinator.

Email or call to verify location directions, which field, parking, bathrooms/port-a-pots, any other special instructions. The coordinator only needs to be there at the beginning and does not need to stay for the entire course, although they are welcome to.
3. Make sure all instructors are in the loop and aware of meeting time, location, responsibilities.
4. Use the **Field Session – unified instruction** and talking points to plan your clinic and make instructor assignments. Use the **Grassroots Training Diagrams** to plan the layout and execution of field session exercises/drills.

During the Field Session –

In addition to the normal agenda of activities, be sure all students realize:

1. If their clearances are approved, and they have their uniform and equipment, they can begin reffing immediately after completing the field session.
2. If their clearances are pending and not approved, they may not referee until EPSARC accepts/approves their clearances. Assignors can see all new referees once they are approved.
3. Encourage Referees to advocate for themselves by reaching out to their area Assignors.
4. For approved Referees, badges are mailed out within two weeks, but they can begin reffing without it.
5. Their registration is valid in any state, but there is a process to follow to ref in other states.

After the Field Session – Only the Lead Instructor will have this ability.

1. Log into your OMS account. Click on Instructor Services.
2. Click on SCORES.
 - a. Check off the boxes for everyone who attended.
3. Email Joanne:
 - a. The names of anyone who attended and was not on the roster, and if they gave any kind of reason or explanation.
 - b. Any of the students showing “**Online Incomplete**” in red.
4. Click **Record Information**; Check your entries for accuracy; then Click **Information to be Verified by Lead Instructor**.

All Instructors

Fill out an Expense Report (ER)

You will get an email from EPSARC, stating that your ER has been generated.

Log into OMS and at the top, click on Administration > Manage Expense Reports

Any open ERs will be there.

1. Click on Process/Review.
2. Click on EDIT.
 - a. **Add to the end of the description the City where the field session took place.**
3. Every instructor is paid \$100 for the 4 hours of instruction. Correct if necessary.
4. The Lead instructor gets a flat \$25 fee for the added administrative duties.
5. If you had mileage over 50 miles round trip and/or tolls, add a line item for each. See example below.
 - a. You must upload a copy of the receipt for tolls: Click on Chose file, select your document, then Click on Upload file.
6. Click on Update after any changes are made.

Once you are certain everything is correct, click on **Submit**.

Your ER will be approved and processed for payment, which should take about 2-3 weeks.

Sample ER line items:

Budget Code	Date	Description	Receipt Required	Amount
5341 :Instruction/Teaching	1/9/2021	4 Hours of instruction for clinic SA-28-0121-EGRH - Hamburg	False	\$100.00
5542 :Instructors: Clinic Data Entry	1/9/2021	1 Hour(s) Administration for clinic SA-28-0121-EGRH - Hamburg	False	\$25.00
5342 :Instructor Ground Transportation	1/9/2021	Mileage: 86 miles - 50 = 36 x .56 = 20.16	False	\$20.16
5342 :Instructor Ground Transportation	1/9/2021	Tolls – round trip	False	\$6.40

2022 Mileage rate is .585

If you run into any problems, or have any questions, do not hesitate to reach out to the EPSARC Office Manager at EPSARCOffice@gmail.com.