



ACA Course Management System
Release Bulletin No. 1 – March 5, 2020

New features and feature updates were added to the CMS on March 5, 2020. This bulletin summarizes these changes.

Highlights

- **Course Query** – A new course query function was implemented that will return a list of courses that meet a variety of user specified filters.
- **Instructor Listings** – The internal and general public versions of instructor queries were updated with new filters and changes to the way existing filters function.
- **Insurance Restructuring** – The screens used to collect information for ACA insured courses have been updated to better define the information and fees required before a course begins and what is required after a course is completed.
- **Miscellaneous** – Numerous system features have been modified to improve functionality.

Course Registrations Listing – A new search function has been added that will find all registered courses that meet filter criteria specified by the user. See below for an image of the search screen. It can be found under a new main menu item, “Course Statistics and Queries”.

Start Date	Level	Type	Abbreviation	Name	State/Province	Lead Instructor	More
No data available in table							

Date Filter: A beginning and ending date filter allows searches based on the beginning dates of courses. Any course with a start date within this date range and meeting the other filter criteria will be selected.

Discipline: A discipline selection is required.

Level: A course level selection is required. The query will return all courses at that level. Note that the level assigned to a course by the lead instructor is the highest level of difficulty that will be covered in the course. Participants with lower goals or skill levels may enroll in the course with the permission of the course lead, subject to curriculum prerequisites. Note also that if Level 1 is selected, the query will return courses governed by the IPC that can be taught by instructors in the chosen craft discipline.

Type: A course type selection is optional. The default is “All”.

Country: A country selection is required. If you select United States, you will see six state selection boxes. Note that the United States has been moved to the top of the drop down list to reduce scrolling. A non-United States option is available, so you can view all courses hosted outside of the United States in a single query. If you select this option, the State/Province column will be replaced by Country. Also, any time the State/Province is blank in a course registration (i.e. non-US), the country will be appear in a course search.

States: When searching for courses in the United States, you may select up to six states where courses are being held. State selections are optional. If no states are entered, all courses regardless of location will be listed.

More: A link is provided to the course registration screen for each course listed.

Find: The Find function included on most of the CMS list screens is included. Listings can be searched based on any relevant character string (i.e. lead instructor name).

Instructor Listings – The number of filters provided in this existing query has been expanded to allow more precise targeting of instructor groups. The behaviors of existing filters have also been updated to require fewer queries to identify instructors who are eligible to teach a specific course. The goal in making these changes was to achieve a better balance between capability, simplicity and practicality. The revised filters are as follows:

Date Filters: Beginning and ending date filters have been added, so instructors with memberships expiring within a range, or certifications expiring within a date range can be selected. The slider is used to select which dates are to be used in the filter. For privacy reasons, this search capability is limited to Instructor Trainers and above. The public website only lists instructors whose dues, certifications and first aid/CPR credentials are current, so date filters are not applicable.

Discipline: A discipline selection is required.

Level: An instructor level selection is required. However, the query will now return all instructors at that level and above, not just instructors at that one specific level. In effect, you will get a list of all instructors who can teach at a specific level. At Level 1, instructors from multiple disciplines may be able to teach a course. For example, Introduction to Kayaking can be taught by CK, RK and SK instructors.

Grade: An instructor grade is optional. The default is “All”. However, the query will now return all instructors at that grade and above, not just instructors at that one specific grade. In effect, you will get a list of all instructors, ITs and ITEs who can teach or certify at a specific level.

Country: A country selection is required. If you select United States, you will see six state selection boxes. Note that the United States has been moved to the top of the drop down list to reduce scrolling. A non-United States option has also been added, so you can view all instructors domiciled outside of the United States in a single query. If you select this option, the State/Province column will be replaced by Country. Also, any time the State/Province is blank in a course registration (i.e. non-US), the country will be appear in an instructor search.

States: When searching for instructors in the United States, you will be asked to select at least one state. The purpose of this requirement is to avoid returning hits that are not likely to be relevant in a single search. It also serves to avoid returning thousands of hits in large disciplines, which would be an unmanageable number.

City: A Home City column has been added to the listing.

Email: An email link will be provided for each instructor if one is available.

Find: The Find function included on most of the CMS list screens has been added to the instructor listings. Listings can be searched based on any relevant character string (i.e. instructor last name).

See below for an image of the updated screen. Click on any column heading to sort on that column.

Filters

Expiration Dates Apply To * Certification Membership

Expiration Date From: Expiration To:

Discipline *: Level *:

Grade: Country *:

State 1 *: State 2: State 3:

State 4: State 5: State 6:

Show entries Find:

Level †	Instructor Grade †	Course Abbreviation †	Course Description †	Instructor Name †	Home Country †	Home City †	Instructor Email †	Certification Expiration †	Membership Expiration †
No data available in table									

The Instructor Listing query available to instructors can be found under the “Instructor Statistics and Queries” main menu item. The query available to the general public can be found under the “Education” banner on the ACA web site by selecting Find Instruction & Courses, then “Instructors”.

Insurance Restructuring – The process for requesting and paying for insurance coverage has been restructured to better define the information and fees required. These changes are described below.

Course Registrations – The following three questions have been added to the course registration screen for non-EZ Report courses:

Will this course be sanctioned (insured) directly under a current Paddle America Club? Yes No

Requesting ACA Liability Insurance coverage for this course? Yes No

Requesting additional insured coverage for a 3rd party (course sponsor, land owner, government agency, etc.)? Yes No

The second question will disappear if the answer to the first question is yes. If insurance is requested an alert will be sent to the Insurance Department. If the dates on an insured course change, an alert will also be sent to the insurance department. The third question will also appear if insurance is requested, so that additional insured coverage can be requested.

If you have requested insurance, after the course registration is submitted, you will be taken to an Insurance Information screen. Depending on your answers to the third question, the Insurance Information screen will have two or three parts.

Insurance Information – The first part explains the fees due or potentially due on an insured course. The CMS will also determine if fees are due for additional insureds and if a rush fee is due. Messages highlighting these fee requirements will appear in red. Sanctioning fees are always due.

Insurance Fees

You have selected ACA Liability Insurance coverage for your course. Please note that the following fees are due IMMEDIATELY. (You will not receive your insurance certificate until the fees have been paid).

- Sanction fee - \$20.00
- Additional Insured fee - \$20.00 (if needed)
- Rush fee - \$25.00 (if requested less than 10 days prior to start date)

Message: Based on your request for additional insured coverage, the additional insured fee is due.

Message: Based on today's date and the start date for your course, the rush fee is due.

Please note that the following fees will be due AFTER the course when submitting course rosters:

- Event memberships – \$5.00 each
- Late fee - \$25.00 (if reported more than 30 days after the last day of the course)

You will be asked to pay post course fees when submitting course rosters.

The second part is optional and only appears if “additional insured coverage” is requested on the course registration. See below. Multiple additional insureds are supported.

Additional Insured

You have requested additional insured coverage for a 3rd party (course sponsor, land owner, government agency, etc.). Please provide the following information for the 3rd party:

Add Additional Insured

One or more additional insured have been added to this course. The one highlighted below is the one currently being edited. Use the following list to select a different additional insured to view or update.

Name	Contact Person	Actions
Insured #1	Insured contact	✎ 🗑
Insured #2	Contact #2	✎ 🗑

Name of Additional Insured Party/Organization *

Contact Person

Address line 1 *

Address line 2

Country *

City * State/Province *

Postal Code *

Phone number Fax number

Email address * Relationship *

Does the Additional Insured require any specific wording or have any special requirements? Yes No

Notes

The third part covers Pre-Course Fees Payments. See below. If eStore is selected as the payment option, the eStore insurance payment screen will open in a separate window when the insurance information is submitted.

Pre-Course Fees Payment

Payment Method *

If eStore Online is selected, a separate eStore tab will open in your browser when you select Submit below.
 If you have any questions regarding insurance coverage or fees, please contact the [Insurance Coordinator](#)

Post Course Insurance Fees – When a roster is submitted for an insured course, the user will be taken to the “Post Course Insurance Fees” screen to determine if additional fees are due. The screen describes the fees that are due.

The CMS will review the course roster and member enrollment dates to determine if event memberships are due. If yes, a message will appear in red with a list of the course participants requiring event memberships. The CMS will also compare the current date to the end date of the course and determine if a late fee is due. If yes, a message will appear in red.

If fees are due, a payment option can be selected at the bottom of the screen.

Insurance Fees

You selected ACA Liability Insurance coverage for your course. Please note that the following fees are due AFTER the course ends:

- Event memberships – \$5.00 each
- Late fee - \$25.00 (if reported more than 30 days after the last day of the course)

Message: Based on the non-members on your course roster and/or the member enrollment dates of one or more members on your roster (vs. the course start date) event memberships appear to be due for the following course participants:

Last Name	First Name
Doe	John

Message: Based on today's date and the end of your course, the late fee is due.

Post Course Fees Payment

Payment Method *

If eStore Online is selected, a separate eStore tab will open in your browser when you select Submit below. You may need to enable popup windows in your browser for this site.

If you have any questions regarding insurance coverage or fees, please contact the [Insurance Coordinator](#)

Liability Waiver Uploads – Previously, the list of courses available to functions under the Course Registration function only included open and recently cancelled courses. Courses that had been submitted were moved to course history and could be changed. For the Liability Waiver Upload function, the list is being expanded so that lead instructors can upload waivers after courses have been submitted. The expanded list now includes courses that meet the following criteria:

- Courses where the status is open, saved or submitted, i.e. not cancelled.
- Insurance was requested for the course.
- All required liability waivers have not been uploaded.
- The course end date is no more than a year in the past.

Course liability waivers older than one year can be viewed by selecting the "Show Older Courses" toggle on the upload page, if older courses exist.

Course Registrations – In the country drop down list for course registrations, the United States has been moved to the top of the list to reduce the scrolling required to select a country for most courses.

Course Navigation – A new course navigation drop down list has been implemented in the top right of all course related screens (e.g. registration, roster, insurance, etc.) to make it easier to move between all screens related to the same course without going back to the main menu.

Member Number Lookup – Previously, if a user entered a member name in a member number field and then selected the search icon, the CMS would return a “member not found” error message. Now the system will interpret a non-numeric entry and selecting the search icon as an attempt to search for a member name and will initiate a member search with no error message.



Completed Course Downloads – Previously, the ability to download course documents as PDF files was greyed out (disabled) for completed courses. The download capability is now enabled for completed courses.

Credential Uploads – In the past, once a first aid or CPR credential was uploaded, the four information fields associated with the credential could not be edited. Now, these four fields can be edited without repeating the upload process. Also, the message at the top of the upload screen has been expanded to clarify the file types and sizes that can be uploaded and the potential for an audit. The message now reads as follows:

“This screen allows a member to upload First Aid and CPR credentials, as well as a signature for signing course documents. Currently we accept Word and PDF (.doc, .docx, and .pdf) files for credentials and JPEG, PNG, and GIF (.jpg, .jpeg, .png, and .gif) files for signature uploads. All files uploaded must be 10MB or smaller in size.

Please note that the four fields entered along with a new credential upload, including the credential expiration date, may be audited for accuracy. It is important that this information accurately reflects the information on the credential.”

Test and Development Notices – Notices in red have been added to the top of every screen in the Test and Development environments, so that users will not inadvertently think they are on the production system when entering data.

Internet Explorer 11 – The system has been updated to support Internet Explorer 11. For the technically minded in our group, IE 11 does not support all JavaScript standards. The CMS has been modified to support IE 11’s non-standard behaviors.

Course Completion Message – The course accepted message displayed when an EZ Report or Course Roster is submitted will be expanded to indicate that the course is being moved from open courses to course history. In the past, users felt that courses “disappeared” after they were submitted.

If you have any questions about this release or CMS in general, please contact Kelsey or John.

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