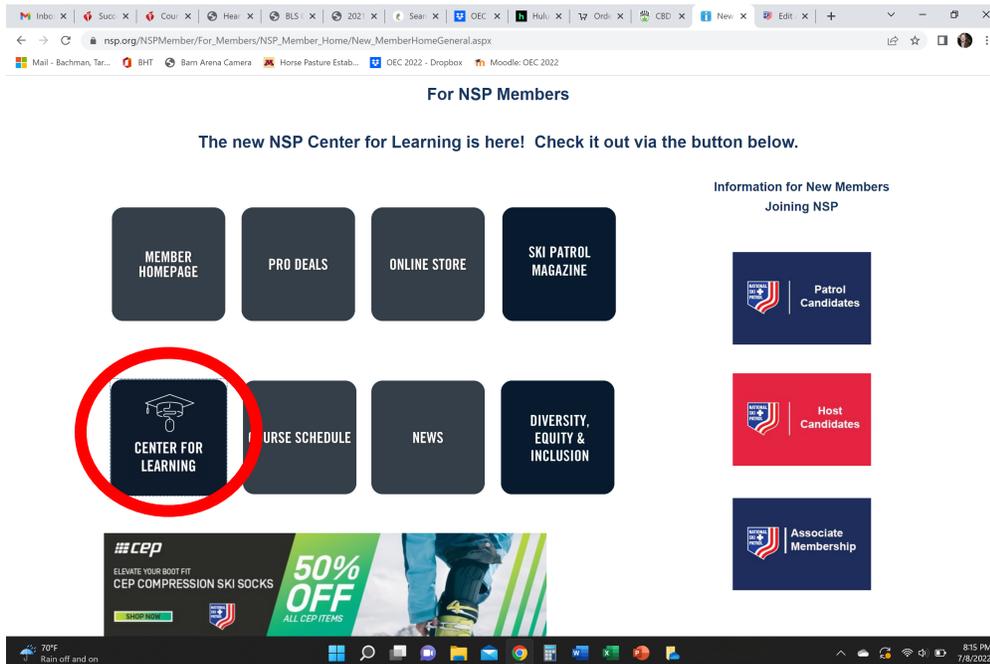
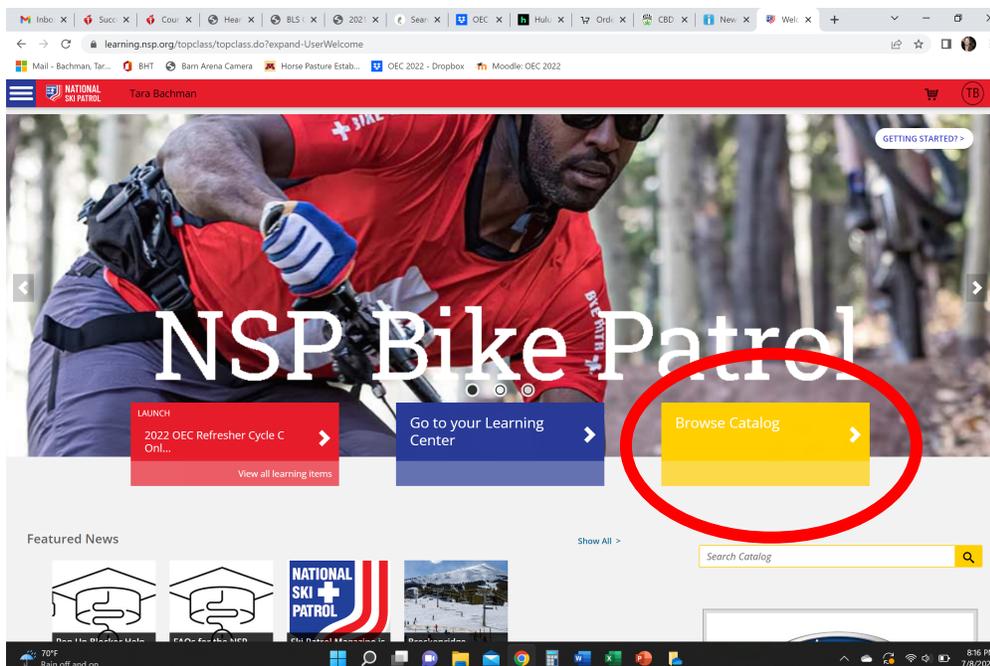


You must register BEFORE the day of the refresher. You must complete the OEC 6 online portion BEFORE registering.

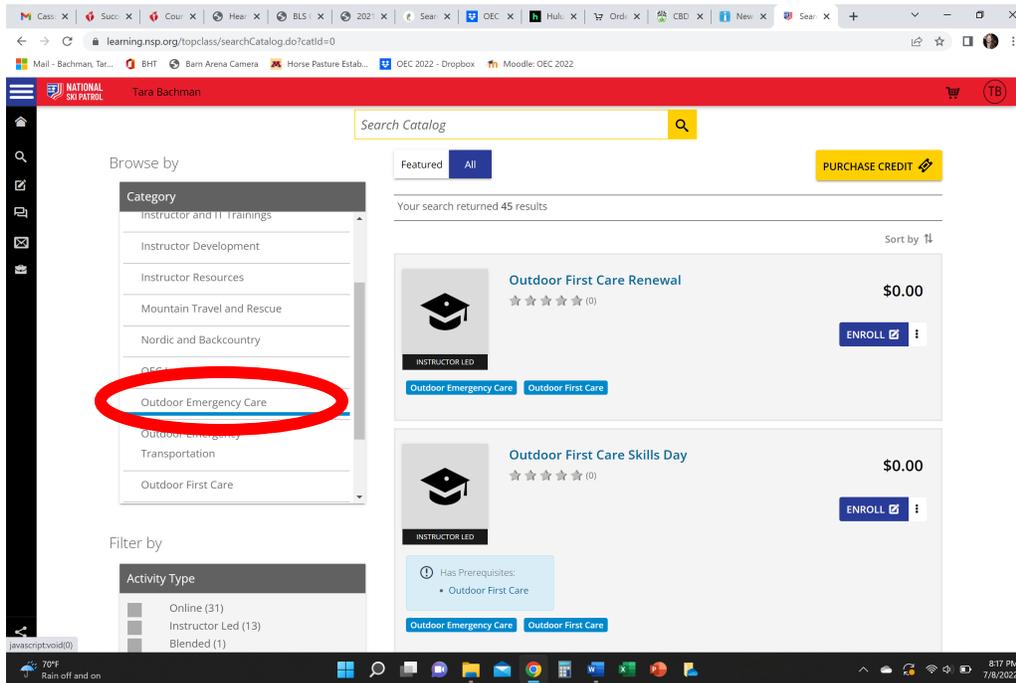
1. Login to your NSP account.
2. From your home page, click the “Center for Learning” icon



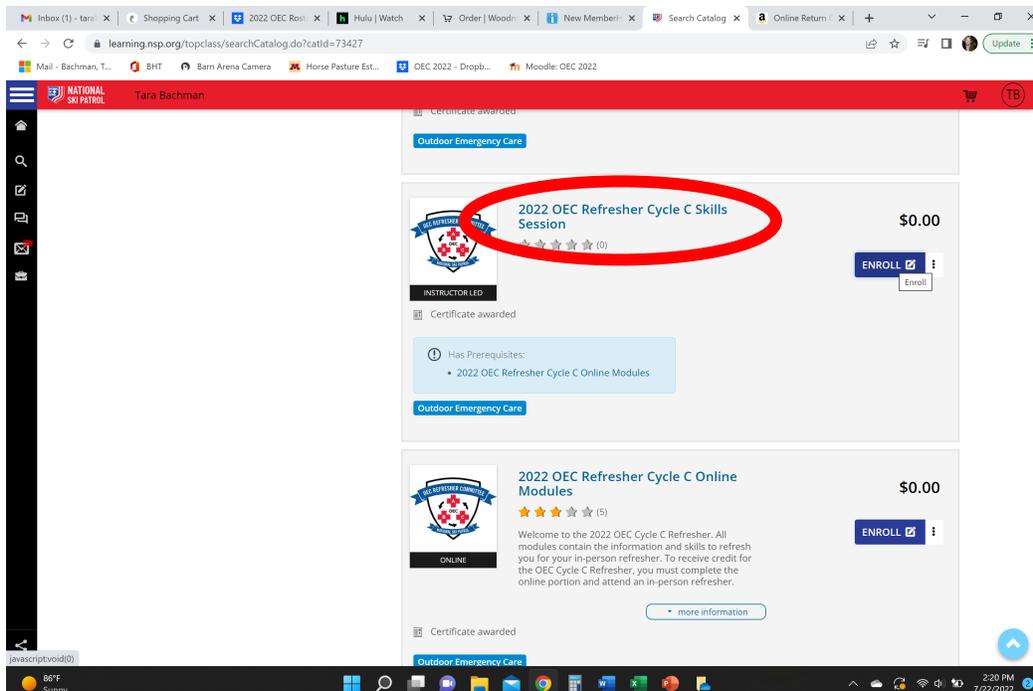
3. Once in the Center for Learning, click “Browse Catalog” on the right.



4. Scroll down in the “Category” window on the left until you see “Outdoor Emergency Care” and click it.



5. Scroll down until you find “2022 OEC Refresher Cycle C Skills Session” and click “Enroll” –
NOTE: You must complete the online modules before refresher – in the picture below you will see 2022 OEC Refresher Cycle C Online Modules. Enroll in and complete that prior to refresher.



- Click the “Filter” button and choose Cascade Mountain from the Location drop down list. Then click the “Search” button, do not just hit enter. **NOTE:** This will bring up both the instructor refresher and the hill refresher – make sure you choose the correct one.

The screenshot shows a web browser window with the URL <https://www.melal...> and the page title "Enrolling In". The page is for the National Ski Patrol, with the user name "Tara Bachman" visible in the top right. The main content area is titled "Enrolling In" and features a search bar with the text "Search Catalog" and a magnifying glass icon. Below the search bar, there are navigation links for "Catalog Home" and "Outdoor Emergency Care". The main course listing is for the "2022 OEC Refresher Cycle C Skills Session", which is "INSTRUCTOR LED" and has "10 user reviews". Below the course title, there is a section titled "Select session to attend:" with a "Filter" button circled in red. Underneath, there are two dropdown menus: "Location" set to "Cascade Mountain" and "Date" set to "All". A "Search" button is also circled in red. Below the search filters, a grey bar indicates "300 sessions available between 09/09/2022 and 02/11/2023". At the bottom, there are links for "Year: 2022 2023" and "2022". The Windows taskbar at the bottom shows the date as 8:32 AM on 9/8/2022 and the weather as 64°F Mostly sunny.

- Once you have selected our course, you will see a check mark next to the selected course. Scroll to the bottom of the page and click submit.

The screenshot shows a web browser window displaying the National Ski Patrol's learning portal. The user is logged in as Tara Bachman. The page title is "Select session to attend:". Below the title is a search filter box. A message indicates "2 sessions available between 09/25/2022 and 10/09/2022". The year is set to 2022. Two course sessions are listed:

- SEP 25**: 09/25/2022 08:00 - 09/25/2022 23:59. Language: English (US). Status: Enrolled. 29988 Seats Available. Course: 2022 OEC Refresher Cycle C Skills - Cascade Mountain Instructor. Location: @ Cascade Mountain, Wisconsin, United States.
- OCT 9**: 10/09/2022 08:00 - 10/09/2022 23:59. Language: English (US). Status: Selected (indicated by a checkmark in a red circle). 29983 Seats Available. Course: 2022 OEC Refresher Cycle C Skills - Cascade Mountain. Location: @ Cascade Mountain, Wisconsin, United States. A "Select" button is circled in red.

At the bottom of the page, there are three buttons: "Back", "Res", and "Submit". The "Submit" button is circled in red.

NOTE: If you receive a message that you can't register until you complete the online portion and you have a certificate of completion for the online portion, try using a different web browser than the one you used to complete the online portion (Fire Fox, Chrome, Edge). For example, if you used Chrome to complete the online modules, use Edge to try to register for the skills portion. If that does not work, email nspcenterforlearning@nsp.org and let them know you are having issues registering for the skills portion even though you have completed the online modules.

8. You will be taken back to your learning page and see that you are enrolled. (I am enrolled for the instructor refresher, so make sure when you see your enrollment that it is dated 10/09/2022. If it shows what mine shows, 09/25/2022, you registered for the wrong session).

The screenshot shows a web browser window displaying a Learning Center page. The browser's address bar shows the URL: `learning.nsp.org/topclass/topclass.do?object-list-classid=xLearnerActivities&template=LearningCenter`. The page header includes the National Ski Patrol logo and the user's name, Tara Bachman. The main content area is titled "Learning Center" and has tabs for "Current", "Completed", and "Submissions". A search bar is present at the top right. The "Current" tab is active, showing a list of learning items. The first item, "2022 OEC Refresher Cycle C Skills Session (2022 OEC Refresher Cycle C Skills ...)", is circled in red. This item is marked as "Enrolled" and has a "Course" button. Below it, there is an "Instructor Course Registration Form" marked as "In Progress" and an "Instructor and Instructor Trainer New Course Workflows" item. The right sidebar contains a "Messages" section with three recent messages from nspcenterforlearning@nsp.org and a "Discussion Items" section.