

Quick Start Tutorial for SCCA Online Training

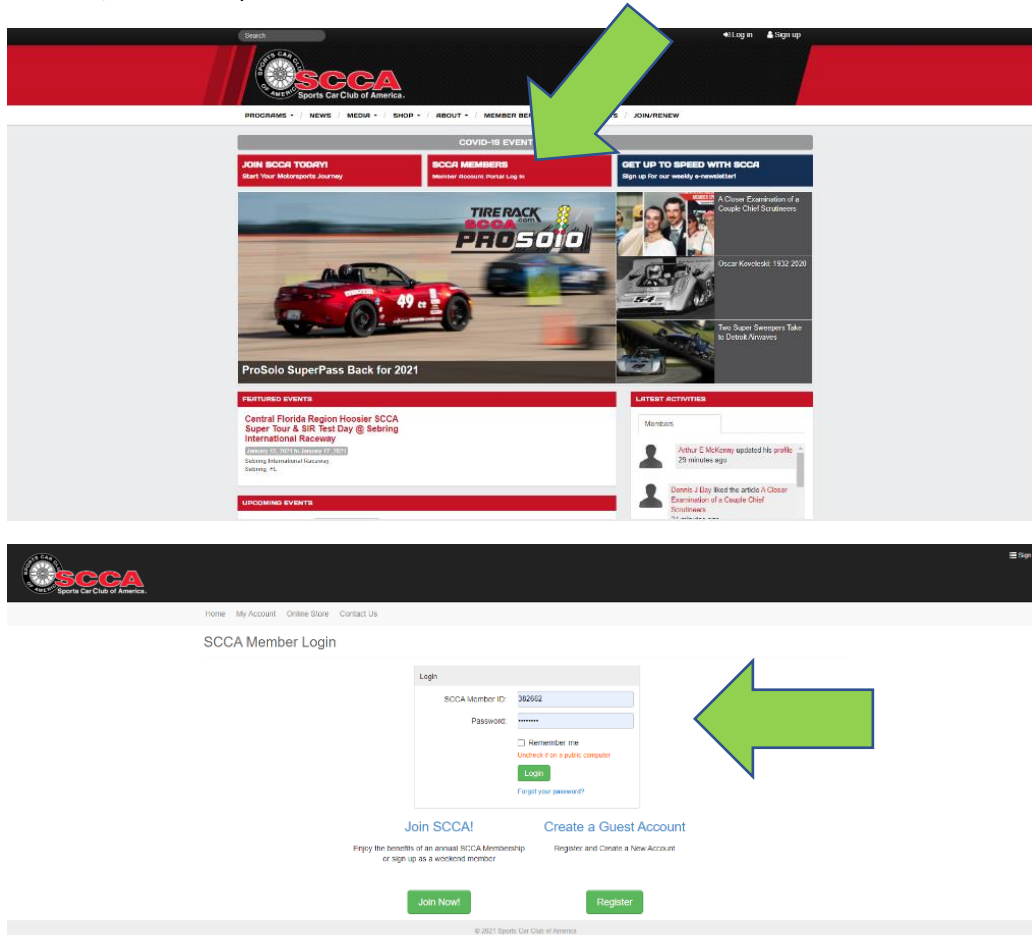
Thanks for expressing interest in our new Learning Management System (LMS)! Below is a step-by-step process for logging in, registering for, and completing your course. You may also watch this [VIDEO](#) on how it all works. Should you have any questions or concerns, please contact me at crobbins@scca.com.

NOTE: Pay close attention on Step 6 – you must allow all course/chapter videos to run completely to the end where they will “auto stop” and complete the final Course Survey before submitting for credit.

Chris Robbins, Director of Region Development

Step 1

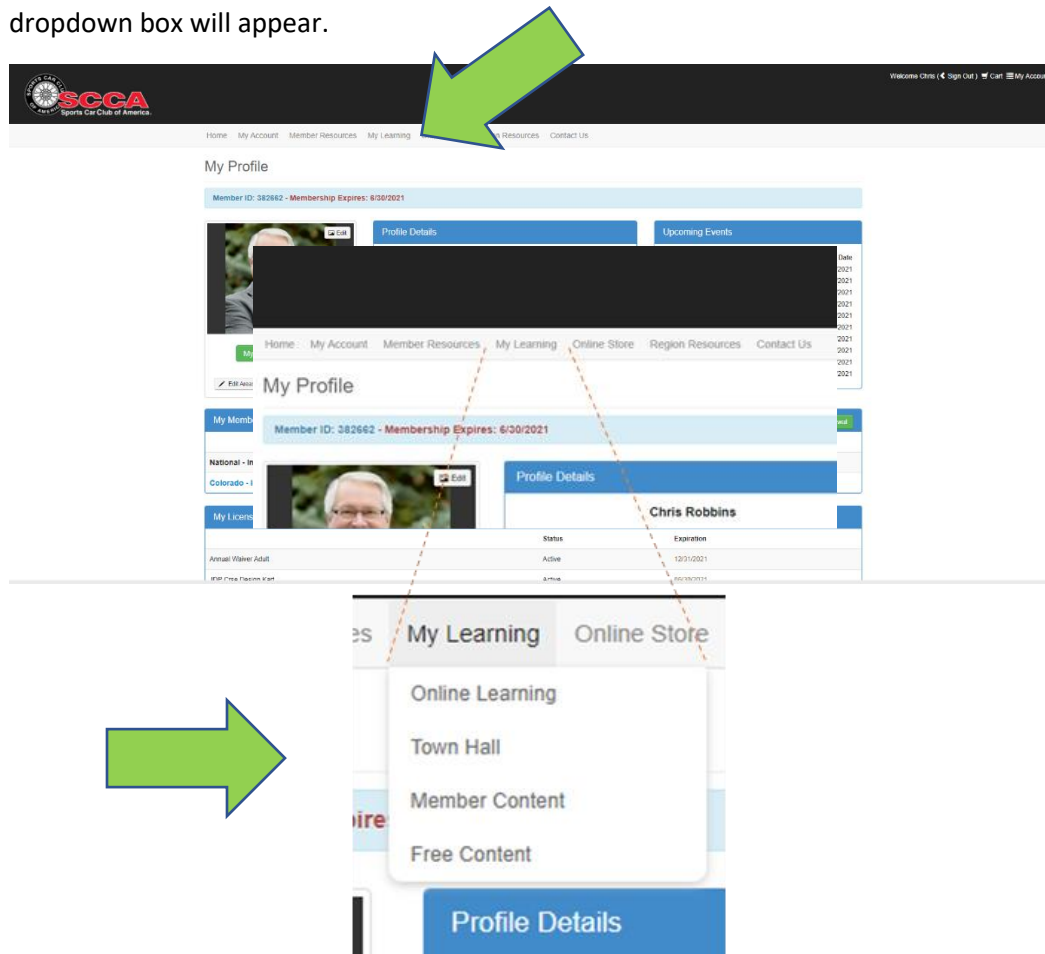
Go to www.scca.com and login to the Member Account Portal, or MAP (if you have not setup your MAP account, do so now).



The image shows a screenshot of the SCCA website. At the top, there is a navigation bar with the SCCA logo and links for 'Log in' and 'Sign up'. Below this, there are several featured articles and sections. A green arrow points to the 'Log in' link in the top right corner. Below the main content area, there is a 'SCCA Member Login' section. This section contains a login form with fields for 'SCCA Member ID' (containing '382662') and 'Password'. There is a 'Remember me' checkbox and a 'Login' button. A green arrow points to the 'Login' button. Below the login form, there are two options: 'Join SCCA!' and 'Create a Guest Account'. The 'Join SCCA!' option has a 'Join Now!' button, and the 'Create a Guest Account' option has a 'Register' button. At the bottom of the page, there is a copyright notice: '© 2021 Sports Car Club of America'.

Step 2

On your “**My Profile**” page on the MAP, you’ll see a “**My Learning**” tab at the top. Hover over it and a dropdown box will appear.

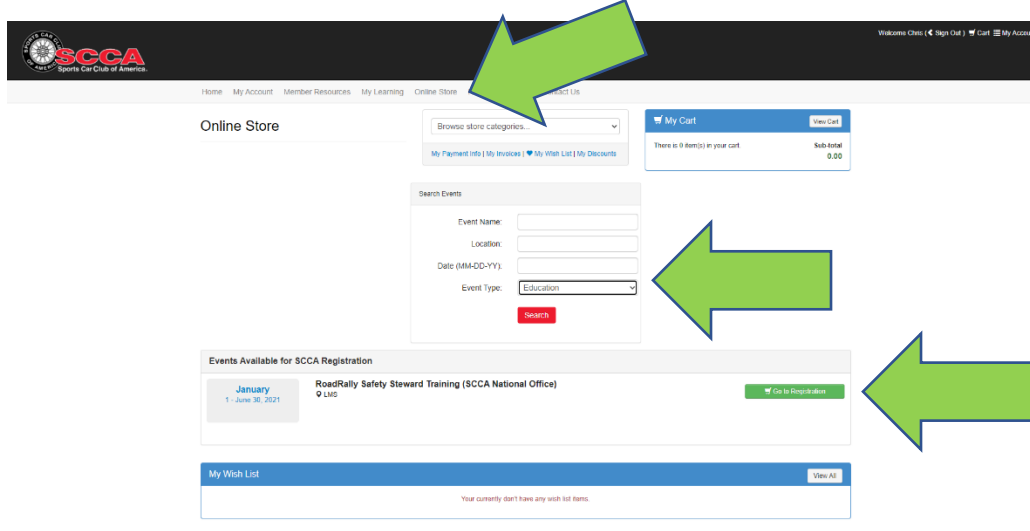


There are several videos in “**Free Content**” (available to anyone with a Guest Account), and even more in “**Member Content**” (available to SCCA Members only).

“**Online Learning**” will be at the top of the dropdown once you register for a course in the LMS. After you’ve registered, this is where you’ll access the course (at the end of Step 4).

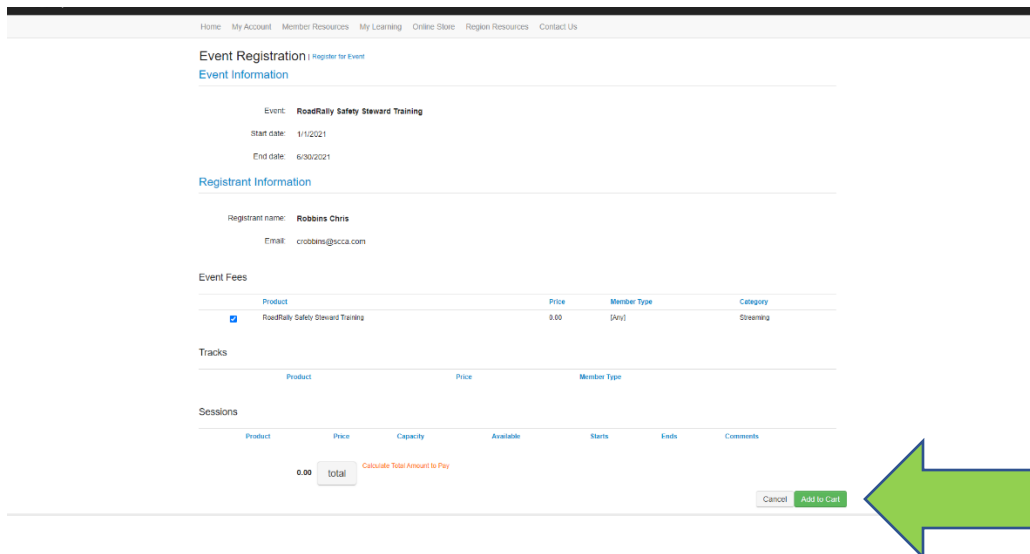
Step 3

Still on the MAP, register for a class by hovering over **“Online Store”** and selecting **“Event Registration.”** In **“Event Type”** select **“Education”** and hit **“Select.”** All courses available to you will appear at the bottom of the page. Scroll down and select your course and select **“Go to Registration.”**



Step 4

Verify your registration and select **“Add to Cart.”** At this time, you may also select to purchase additional products, renew your membership, or donate to the SCCA Foundation. Select **“Check-out”** to complete the registration. You may print a copy on the final registration page.

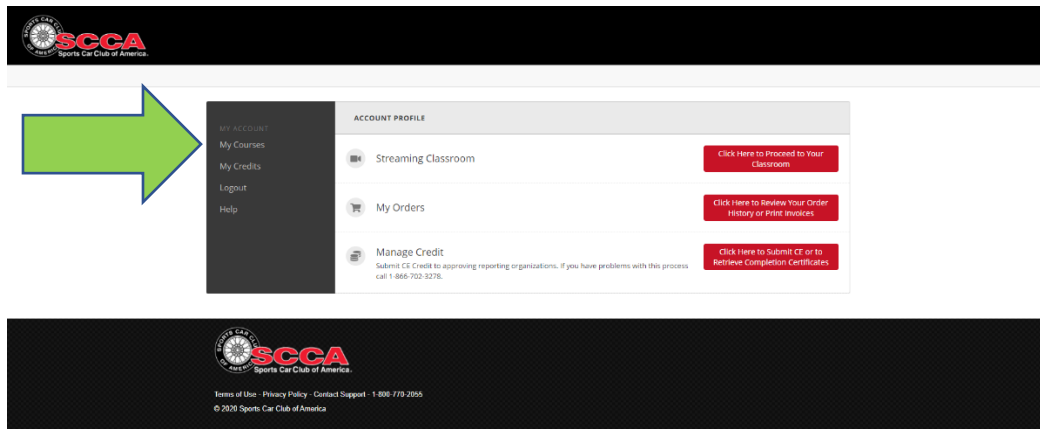


Now it's time to learn! Go back up and hover over **“My Learning”** and select **“Online Learning”** to access the LMS.

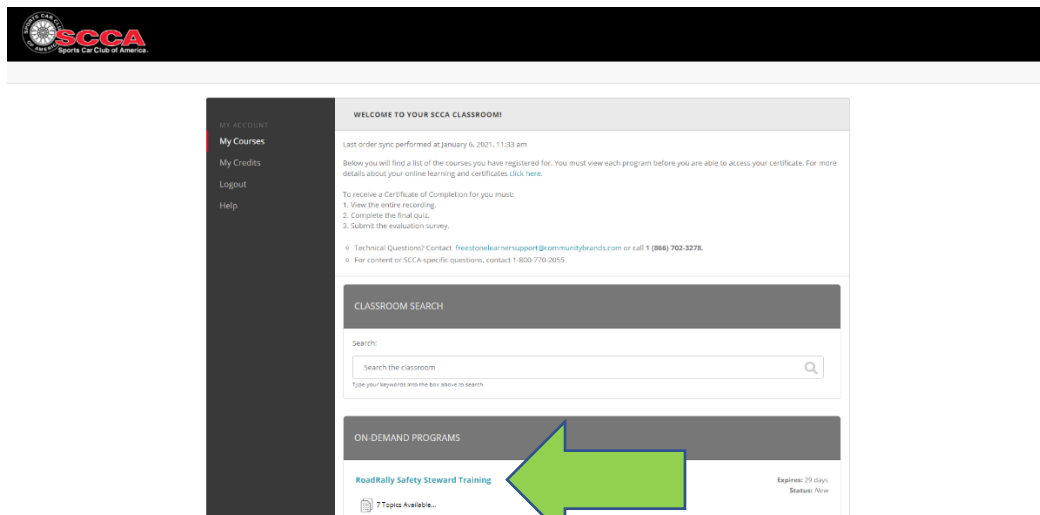
NOTE: It typically occurs instantly, but depending on several factors (age of computer and operating system, internet router, WiFi signal strength, etc.), it can take up to 15 minutes before your course shows up, while the systems sync. Keep checking for “Online Learning” to appear in your “My Learning” dropdown. If after 15 minutes it still does not show up, clear your cache and reboot your computer. There may also be a system issue, so email crobbins@scca.com if all else fails.

Step 5

Once you select “Online Learning” you’ll be taken to the **SCCA Online Classroom!** Select “My Courses” on the left or click the red “Proceed to My Classroom” button on the right. Scroll down to find your course (in blue) and click on that link.



The screenshot shows the SCCA Online Classroom account profile page. The left sidebar contains a navigation menu with 'My Courses' highlighted. A green arrow points to this menu item. The main content area is titled 'ACCOUNT PROFILE' and lists three options: 'Streaming Classroom' (with a red button 'Click Here to Proceed to Your Classroom'), 'My Orders' (with a red button 'Click Here to Review Your Order History or Past Invoices'), and 'Manage Credit' (with a red button 'Click Here to Submit CE or to Receive Completion Certificates'). Below this is a section for 'Official SCCA Partners' featuring logos for TIRE RACK, SUMMIT, HAWK, and HAGERTY. The footer contains the SCCA logo and contact information.

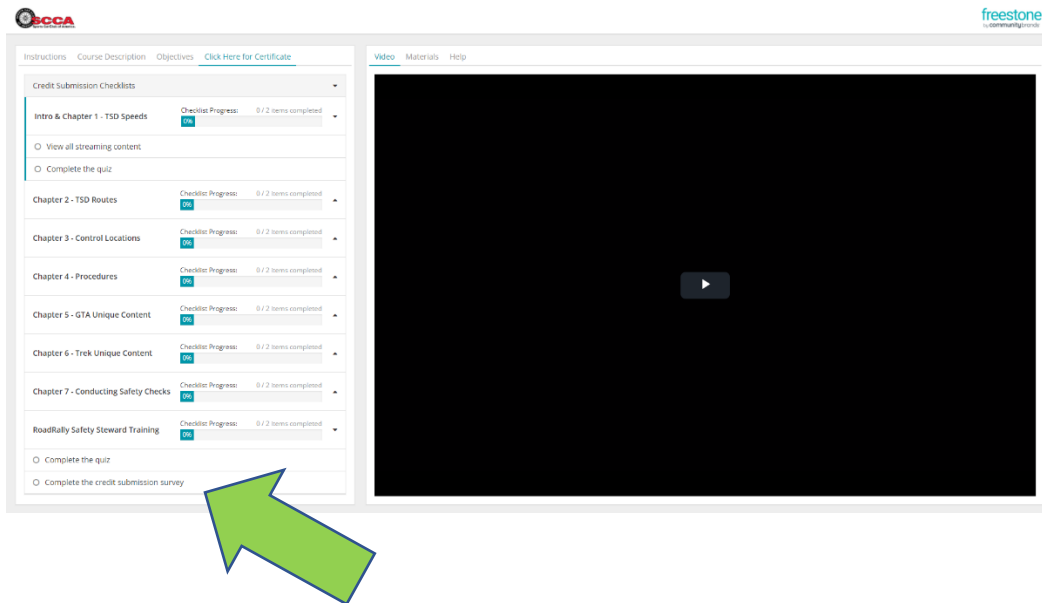


The screenshot shows the 'WELCOME TO YOUR SCCA CLASSROOM!' page. The left sidebar is the same as in the previous screenshot. The main content area has a heading 'WELCOME TO YOUR SCCA CLASSROOM!' and a message: 'Last order sync performed at January 6, 2021, 11:33 am. Below you will find a list of the courses you have registered for. You must view each program before you are able to access your certificate. For more details about your online learning and certificates click here.' It lists steps to receive a Certificate of Completion: 1. View the entire recording, 2. Complete the final quiz, 3. Submit the evaluation survey. Below this is a 'CLASSROOM SEARCH' section with a search box and a note: 'Type your keywords into the box above to search.' The 'ON-DEMAND PROGRAMS' section is highlighted with a green arrow pointing to the 'RoadRally Safety Steward Training' course link. The course details show 'Expires: 23 days' and 'Status: Not'.

Step 6

This is your Course Viewer. The left viewer pane includes tabs for **Instructions**, **Course Description**, learning **Objectives**, and **Click Here for Certificate** which takes you to the **Credit Submission Checklist** where you can track your progress as you complete the course, including chapter progress (%) for viewing video content and completing chapter quizzes, required to submit for credit. Depending on your screen resolution, you may need to scroll down to see the entire Checklist.

The right viewer pane has tabs to view course/chapter **Videos**, download **Materials** (documents, slideshows, and/or additional videos), or seek technical **Help**.



The screenshot displays the SCCA Course Viewer interface. The left pane contains a 'Credit Submission Checklist' with the following items and progress:

Item	Credit Progress
Intro & Chapter 1 - TSD Speeds	0 / 2 items completed (100%)
Chapter 2 - TSD Routes	0 / 2 items completed (100%)
Chapter 3 - Control Locations	0 / 2 items completed (100%)
Chapter 4 - Procedures	0 / 2 items completed (100%)
Chapter 5 - GTA Unique Content	0 / 2 items completed (100%)
Chapter 6 - Trek Unique Content	0 / 2 items completed (100%)
Chapter 7 - Conducting Safety Checks	0 / 2 items completed (100%)
RoadRally Safety Steward Training	0 / 2 items completed (100%)

At the bottom of the checklist, there are two buttons: 'Complete the quiz' and 'Complete the credit submission survey'. A green arrow points to the 'Complete the credit submission survey' button. The right pane shows a video player with a play button.

NOTE: Please allow all videos to run completely to the end where they will “auto stop.” Once each Chapter is complete, **you must complete the quiz (Final Exam)** and the **credit submission survey (Course Survey)**, located at the very bottom of the Checklist, to submit for credit.

Once you’ve completed a course, go back to **Step 5** and select **“My Credits”** to complete your SCCA Online Learning experience. If you cannot, look at the Credit Submission Checklist to ensure you completed each step. **Pay particular attention to ensure each Chapter was completed (100%) and the quiz and credit submission survey buttons are checked.**

Please contact Chris Robbins at crobbins@scca.com with any questions or concerns.