

# Instructions for Searching the Red Cross Learning Catalog

Step	Action
<ol style="list-style-type: none"> <li>1. Go Directly to catalog at <a href="http://classesredcross.org/Saba/Web/Main">http://classesredcross.org/Saba/Web/Main</a></li> <li>2. Or click on link provided on Henderson County Chapter Web site under "Take a Class"</li> </ol>	<p>Type in your zip code and the next screen will ask for the following:</p> <ol style="list-style-type: none"> <li>1. Distance you are willing to travel for a class (between 5 and 100 miles)</li> <li>2. Course Category – choose First Aid or CPR/AED for most classes or Babysitting or Pet First Aid for specialty classes or leave it as "All" if you want to search any available class.</li> <li>3. Course Format – choose classroom for a traditional class or classroom/web based for our new Blended Learning which combines self paced on line training with a skill session in the classroom. Web based only training is limited to Bloodborne Pathogens training only for the most part.</li> <li>4. Date Range – put in the first date you are available for start date and the end date should be at least a few weeks out so you can capture all the classes in your area.</li> </ol> <p>Then click on find courses button.</p>
<p>Seeing the classes available in your area</p>	<p>Be patient, depending on your computer speed, the "map" page could take a minute to upload.</p> <p>You will see a map with several or one place point indicating where the classes are being held within the distance you selected. If you want more choices make sure you choose a wider distance range.</p> <p>Click on each place point to see the date and location of the class.</p> <p>When you see a date that interests you click on that class to see more information such as the time. If you want to take that class click on the "register" button.</p>
<p>When you register, you will be directed to sign in or create a user record.</p>	<p>To create a user/student record follow directions for creating a new user. It is suggested that you select your e-mail address as your USER NAME to create a unique record. Please make a note of your user name and password for future access.</p> <p>If you had a user number and password in the other system, it is still valid in this system.</p> <p>If you have taken classes within the past two years in Asheville or Hendersonville, you may have a record in the system. Please call either location to get specific instructions on retrieving your record.</p>