



MSF Basic eCourseSM Maintenance Account User Guide

Overview

This guide is intended for Sponsors who choose to maintain their own enrollment systems when implementing MSF eCourse curriculum. This is known as “Option 2” for Training Providers delivering either the Basic or the StreetStrategies *RiderCourse* eCourses. A Sponsor’s account is created in MSF’s **RiderCourse Enrollment System (RES)** and allows Sponsors to issue Coupon Codes to students. An RES Sponsor’s account provides the following functionality:

- Ability for Sponsor to download blocks of coupons and issue them directly to students as they enroll in classes.
- Coupons can be provided to students with the enrollment email they receive through your enrollment system. ** Note: It is up to the Sponsor to decide how to implement this functionality into their enrollment system**
- Each coupon is good for one student and a single use of either the Basic or the StreetStrategies eCourse.
- Sponsors have the ability to view individual student completion status through Sponsor’s RES account
- Sponsors can manage coupons and track coupon assignment and redemption through their RES account.

The eCourse coupon codes are allocated by MSF to training providers who then deliver the coupon codes to their students. They are 12 character, randomly generated, alpha-numeric codes. Students enter the code during the process of registering for the eCourse.

The registration of the eCourse does not expire. A student may take their eCourse as many times as they want. The certificate of completion, which is tied to the date the eCourse was completed, is valid for 30 days. If coupons are given more than 30 days in advance of the course, the students would be well-advised not to complete the eCourse too soon.

Once a student has registered for the eCourse the code has been “redeemed” regardless of whether the student follows through with taking any part of the eCourse or completing the entire eCourse.

The retail price for taking the MSF Basic eCourse is \$19.99. When a student registers for the eCourse and redeems their coupon, the price defaults to \$0.00. Training Providers are billed at the end of the month for all redeemed coupons at a rate of \$4.99 per coupon. If a training provider through its state or agency program is currently using the MSF Quality Assurance Module the rate per redeemed code is discounted to \$3.99.



Table of Contents

Student Registration	3
Coupon Management	7
Group Assignments.....	13
Data Export	15
Redeemed Codes	16
Voiding Coupons	18
Completions	20
RemovingUnredeemed Coupons From a Group	21
Searching Invoiced Coupon Codes.....	24
Obtaining a Coupon Management Access Account.....	25



Student Registration

This page is where students register for the eCourse. MSF basic eCourse enrollment link:

<https://training.msf-usa.org/eCourse/Basic>

MSF MOTORCYCLE SAFETY FOUNDATION


DIGITAL NEWS CONTACT US ABOUT US SURVEY STORE

RES HOME MANAGE REGISTRATION

RiderCourse™
ENROLLMENT SYSTEM

Enter the information of the students you wish to enroll.

Class Information

 Course Type: Basic eCourse

Age Range	Fee
13yrs and up.	\$19.99

Motorcycle Safety Foundation
eCourse
elearning.msf-usa.org

Class Notes:

Minimum System Requirements:

- *Internet connection: Broadband connections work best. The MSF eCourses are video intensive.
- *Browser support: Current versions of Chrome, Safari and Firefox are all supported. For Internet Explorer, version 10 or above is supported.

Student Information

First Name¹ First Name Middle Name¹ Middle Name Last Name¹ Last Name

Address¹ Address1

Address2 Address2

City¹ City State¹ Zip Code¹ Postal Code

Country¹ United States

Home Phone² Home Phone Work Phone² Work Phone Mobile Phone² Mobile Phone

Email Address¹ Email Address

Verify Email Address¹ Verify Email Address

Gender DOB¹ 1988

Military Branch³ Military Status³ Service Number³
(Optional. Last five digits.)

¹Required fields.
²Minimum One Phone Number Required.
³If you choose to enter your military information, you must fill in all three military fields.

Previous Step Enroll Student Complete Registration

This page is accessible from the MSF website (msf-usa.org) by clicking on “DIGITAL” at the top of the page, then scrolling down past the woman with the pink top, and clicking on “Enroll Now”.



Students should receive the link to the MSF Basic eCourse registration page and their 12-character Coupon Code in the same communication from their training provider.

Once the student has accessed the Basic eCourse registration page, they enter their Student Information in the required fields and click “Enroll Student” at the bottom of the page.

If all the required information is entered, there will be a message inside a light green box near the bottom of the page that “Temporary enrollee successfully added”.

The student must enter their 12-character Coupon Code in the “Gift card or promotional code” field.

The Total Amount Due remains \$19.99 until the “Apply” button is clicked and then the Total Amount Due will change to \$0.00.

Once the Total Amount Due is \$0.00, the student must click “Complete Registration”.

In order to complete the registration, the student must read and agree to the Student Release by checking the “I Accept” box. To activate that checkbox, the student must first read the release by scrolling to the bottom of the inset document. Once the box is checked, the student must enter their email address in the required confirmation fields (they will enter it twice) and click “Complete Registration”.

On the enrollment confirmation page, the student must scroll down until they see their user login (it will be their email address), their eight character password (it is case sensitive) and the website to log in to their course (that website is elearning.msf-usa.org). A copy of their login credentials will also be emailed to them (check Spam and Trash folders if they do not receive anything in their inbox).

Please have your students reach out to the MSF eCourse Support Desk directly with any issues. The hours of availability are 8:30 am – 5:00 pm PACIFIC TIME, Monday through Friday. Please take note, the Support Desk is not available on the weekends.

MSF Support Desk

msfsupport@msf-usa.org

949-727-3227 x 3158

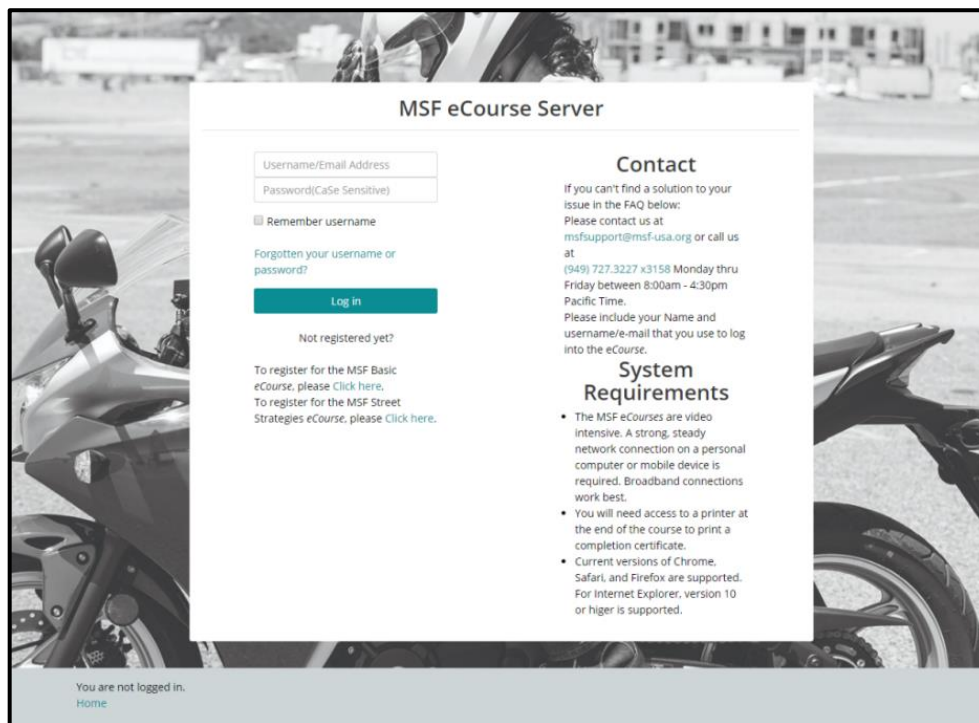
Hours: 8:30 am – 5:00 pm Pacific Time

Monday-Friday (closed on the weekends)

Accessing the eCourse

After registering for the eCourse and redeeming their coupon, the student receives a confirmation email that contains their username, a password, and a link to the eCourse.

The “User Login” page looks like this:



The screenshot shows the MSF eCourse Server login interface. It features a central white box with a login form and links, set against a background image of a motorcycle. The form includes fields for Username/Email Address and Password (Case Sensitive), a 'Remember username' checkbox, a 'Log in' button, and links for 'Forgotten your username or password?' and 'Not registered yet?'. To the right, there is a 'Contact' section with contact information and a 'System Requirements' section with a list of requirements.

MSF eCourse Server

Username/Email Address
Password(CaSe Sensitive)

☐ Remember username

Forgotten your username or password?
[Log in](#)

Not registered yet?
To register for the MSF Basic eCourse, please [Click here](#).
To register for the MSF Street Strategies eCourse, please [Click here](#).

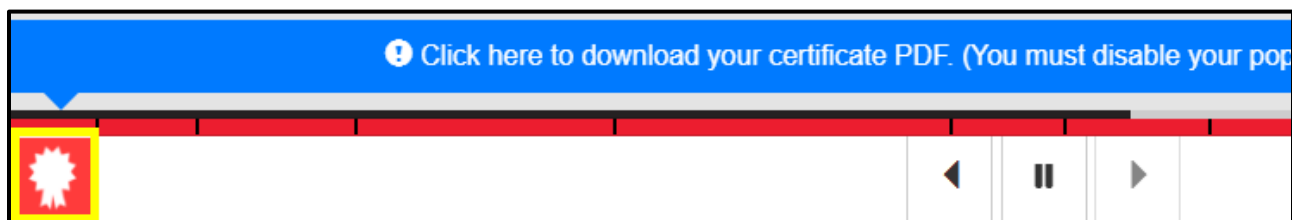
Contact
If you can't find a solution to your issue in the FAQ below:
Please contact us at msfsupport@msf-usa.org or call us at (949) 727.3227 x3158 Monday thru Friday between 8:00am - 4:30pm Pacific Time.
Please include your Name and username/e-mail that you use to log into the eCourse.

System Requirements

- The MSF eCourses are video intensive. A strong, steady network connection on a personal computer or mobile device is required. Broadband connections work best.
- You will need access to a printer at the end of the course to print a completion certificate.
- Current versions of Chrome, Safari, and Firefox are supported. For Internet Explorer, version 10 or higher is supported.

You are not logged in.
[Home](#)

The student can choose how to manage their time for completing the eCourse. They can log on and off at their convenience, and complete it in segments. The system brings them back to where they left off. If they wish, they could sit straight through the entire course, which takes approximately 3 hours. There is no time limit to completing the eCourse. The final step of completing the eCourse includes clicking on the icon in the bottom left corner.





A student has unlimited opportunities/attempts to take the eCourse from start to finish. Once a student completes the eCourse, the completion certificate is valid for 30 days. To obtain a new certificate the student would have to re-take the entire e-course (which they can do for free within their account, making sure to check the “start new attempt” box).

☐ Start a new attempt

Enter

Each completion certificate has a unique identification number.

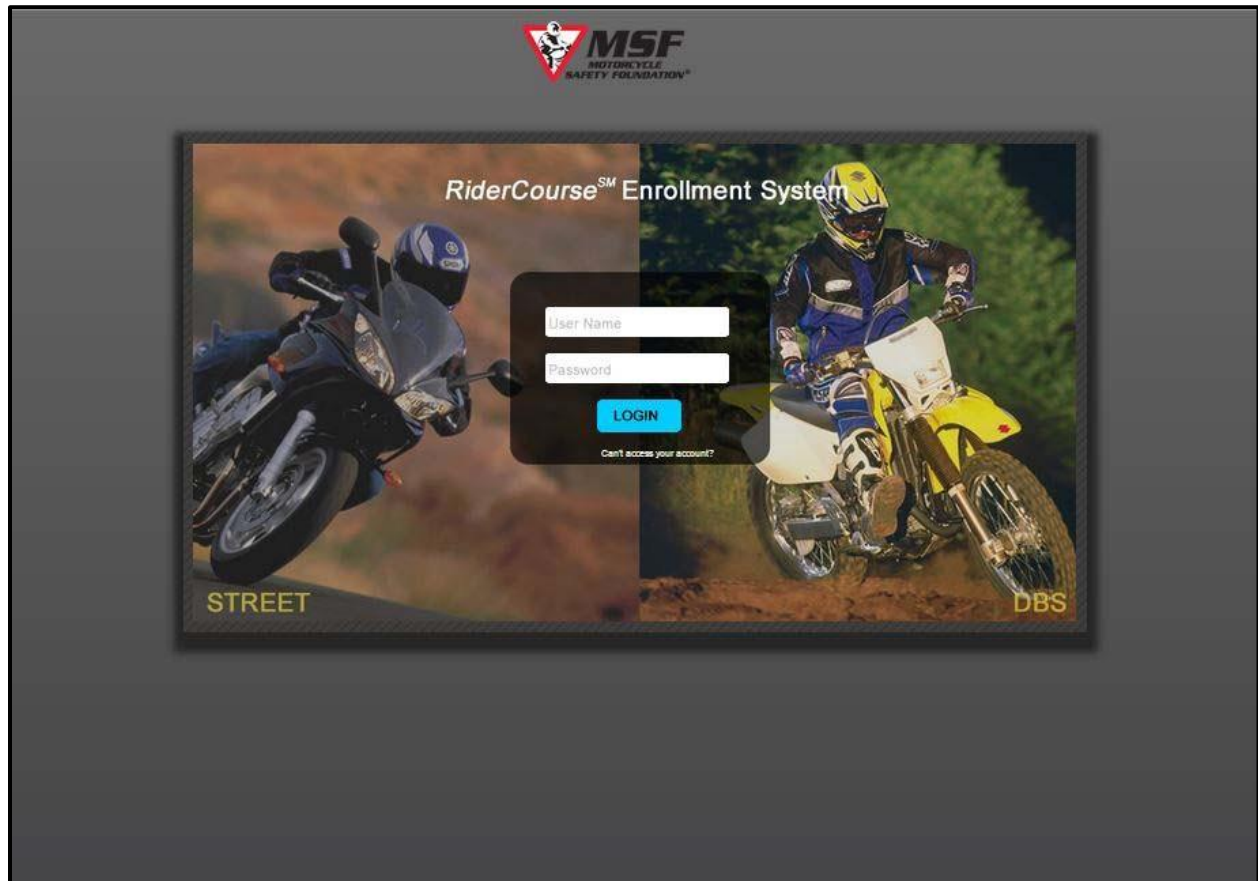
Each state has its own policy in regards to whether or not they will accept a student’s eCourse Certificate of Completion after the 30 days. Please check with your State Coordinator for guidance.

If a student does not have a physical printed copy of their certificate, you will need to verify their eCourse Completion using the “Completions” section of your RES account.

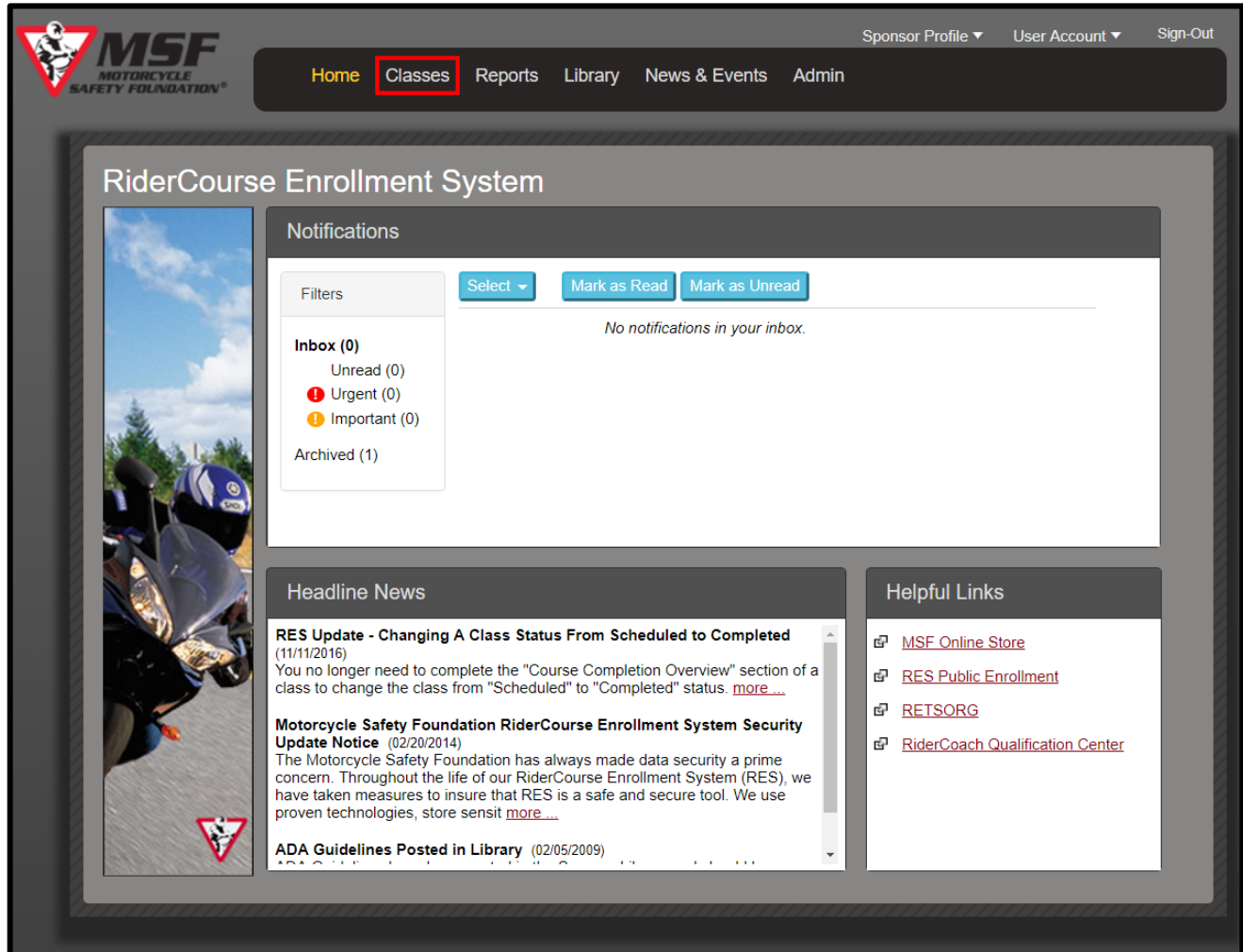
Coupon Management

The eCourse Coupon Maintenance Account is accessed in the MSF online *RiderCourseSM* Enrollment System (RES). The link to that system is: <https://training.msf-usa.org/RESAdmin>

The RES log-in screen looks like this:



Log-in with your Coupon Access Account user-name and password, the screen that appears will look like this:

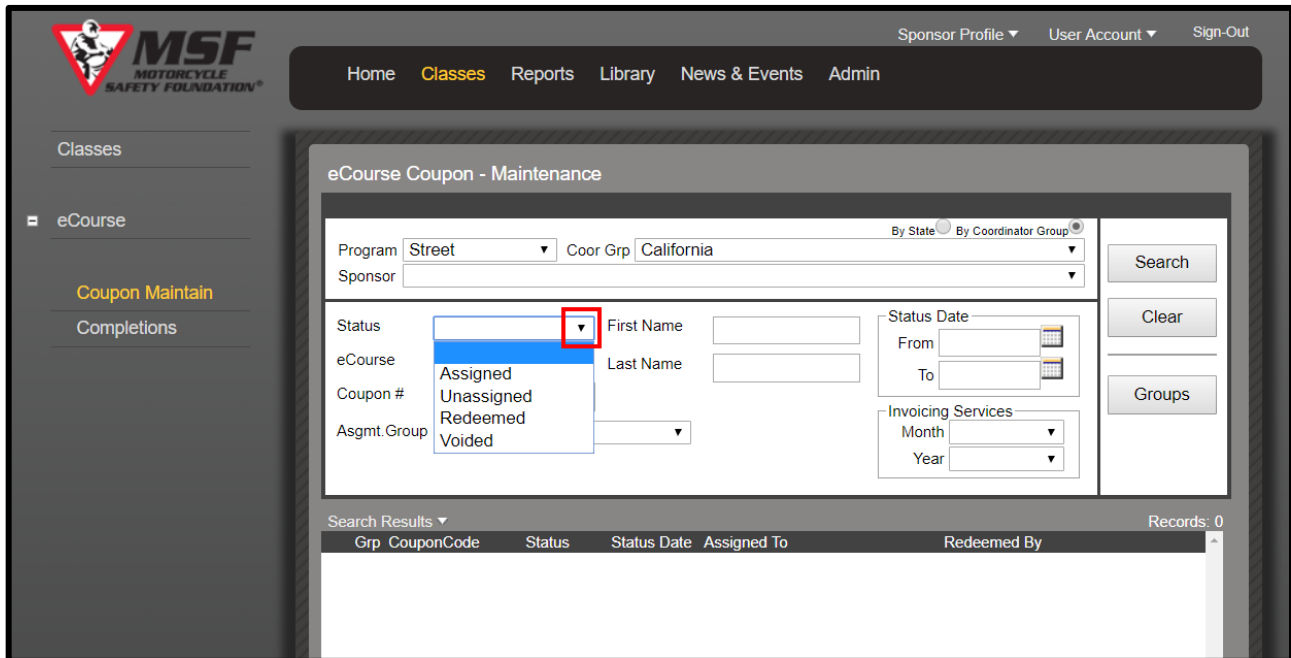


The screenshot shows the MSF RiderCourse Enrollment System dashboard. At the top, there is a navigation bar with the MSF logo on the left and links for Home, Classes (highlighted with a red box), Reports, Library, News & Events, and Admin. On the right side of the navigation bar are links for Sponsor Profile, User Account, and Sign-Out. Below the navigation bar, the main content area is titled "RiderCourse Enrollment System". On the left side of this area is a vertical image of a motorcycle. To the right of the image is a "Notifications" section with a "Filters" dropdown, "Select", "Mark as Read", and "Mark as Unread" buttons. Below these buttons, it says "No notifications in your inbox." and lists "Inbox (0)" with sub-items: "Unread (0)", "Urgent (0)", "Important (0)", and "Archived (1)". Below the notifications is a "Headline News" section with three articles: "RES Update - Changing A Class Status From Scheduled to Completed" (11/11/2016), "Motorcycle Safety Foundation RiderCourse Enrollment System Security Update Notice" (02/20/2014), and "ADA Guidelines Posted in Library" (02/05/2009). On the right side of the dashboard is a "Helpful Links" section with links to "MSF Online Store", "RES Public Enrollment", "RETSORG", and "RiderCoach Qualification Center".

Click "Classes" at the top of the page. This will bring up the coupon maintenance screen.

On the left is a heading for the eCourse and two selections: “Coupon Maintain”, and “Completions”.

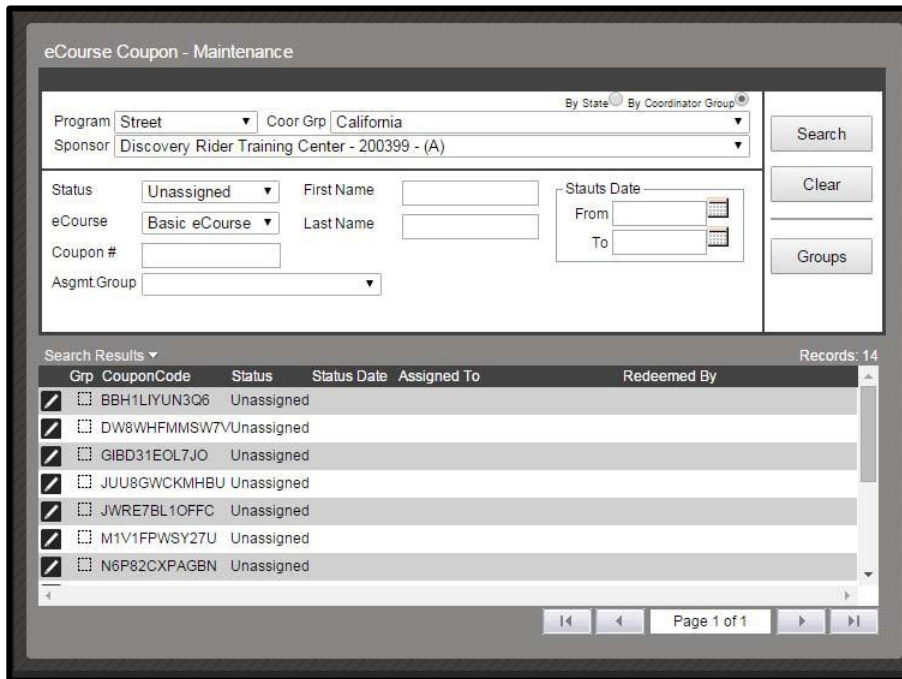
On the right are options for “Search”, “Clear”, and “Groups”. The “Status” drop down menu looks like this:



“Status”: there are four designations: “Assigned”, “Unassigned”, “Redeemed”, and “Voided”.

The status “Unassigned” is the condition the coupon codes are in when first allocated to a sponsor. This condition is not activated. The codes cannot be redeemed for access to the eCourse at this stage, and are therefore in a “safe” mode. This can be helpful from a security standpoint since you are billed for codes based on redemption. Choosing the status menu item “Unassigned” and clicking “Search” will give you a list of all your allocated codes that have not yet been assigned.

The search for unassigned codes will populate the “Search Results” window at the bottom and looks like this:



The screenshot shows a web application window titled "eCourse Coupon - Maintenance". It contains several search filters: "Program" (dropdown menu), "Coor Grp" (dropdown menu), "By State" (radio button), "By Coordinator Group" (radio button), "Sponsor" (dropdown menu), "Status" (dropdown menu), "First Name" (text input), "Last Name" (text input), "Status Date" (date range picker with "From" and "To" fields), "eCourse" (dropdown menu), "Coupon #" (text input), and "Asgmt.Group" (dropdown menu). There are "Search", "Clear", and "Groups" buttons. Below the filters is a "Search Results" section with a table showing 14 records. The table has columns: Grp, CouponCode, Status, Status Date, Assigned To, and Redeemed By. The first few rows show "Unassigned" status. At the bottom, there are navigation buttons and "Page 1 of 1".


Coupons must be assigned before they can be used or redeemed by a student, and can be assigned to a specific individual, or assigned to a group generically.

To assign a coupon to an individual you would select “Unassigned” in status and click search. Select a coupon code by clicking the coupon edit button, (this is the pencil icon to the left of the coupon code).



< This is the edit coupon button

Clicking the edit coupon button will bring up this screen:



The screenshot shows a "Coupon Assign" dialog box. It contains the following fields: "Asgmt.Group" (text input), "Coupon #" (text input with value "BBH1LIYUN3Q6"), "Status" (dropdown menu with "Unassigned" selected), "Assigned To:" (text input with placeholder "Enter a Name -or- StudentID"), "StudentID:" (text input), "Name: First" (text input), "Last" (text input), and "Date:" (text input). There are "Save" and "Cancel" buttons at the bottom right.

Select the status “Assigned”, and enter the student name, and then click the “Save” button.

Coupon Assign

Asgmt.Group:

Coupon #:

BBH1LIYUN3Q6

Status:

Assigned

Assigned To:

Enter a Name -or- StudentID

StudentID:

Name: First

Briana

Last

Schemm

Date:

Save

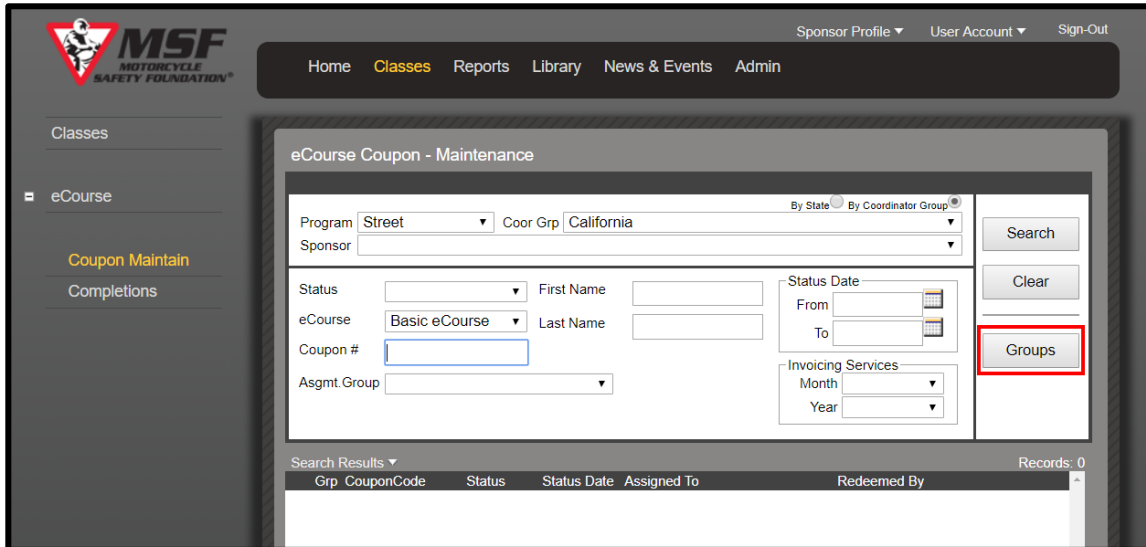
Cancel

Once saved, the coupon code will appear in the result list like this:

Search Results ▾						Records: 14
Grp	CouponCode	Status	Status Date	Assigned To	Redeemed By	
	 BBH1LIYUN3Q6	Assigned	03/05/2015	Briana Schemm		

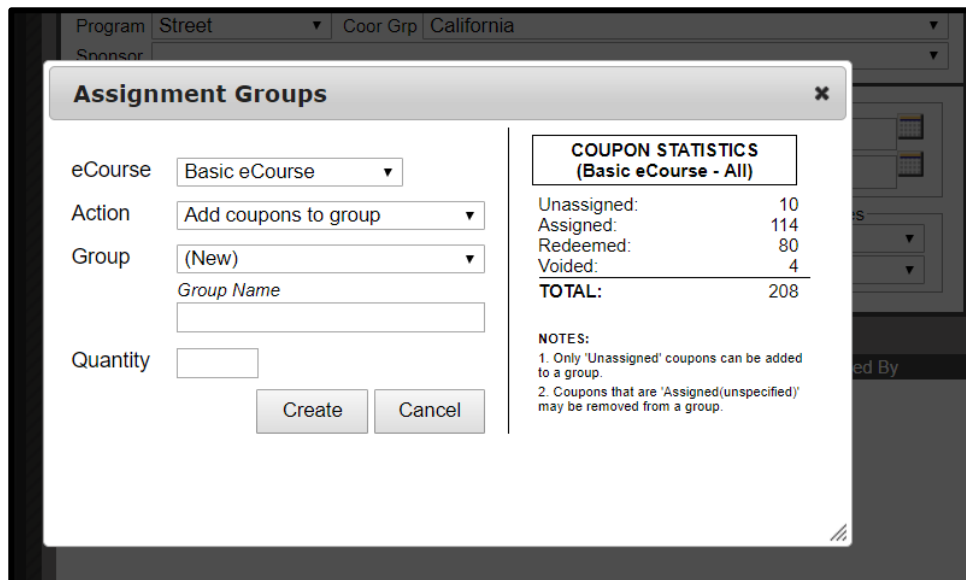
Group Assignments

You can assign codes to a group individually or in bulk. Assigning more than one code at a time to a group results in codes with the Status “Assigned” (meaning they are active and ready for use) but with a generic Assigned To of “unspecified”. To do this, click on “Groups” on the right side of the page.



The screenshot shows the MSF eCourse Coupon Maintenance interface. The left sidebar contains links for Classes, eCourse, Coupon Maintain (highlighted), and Completions. The main content area has a search bar with filters for Program (Street), Coor Grp (California), and Status. Below the search bar are fields for eCourse (Basic eCourse), Coupon #, and Asgmt. Group. On the right side of the search bar, there is a 'Groups' button highlighted with a red box. The bottom of the page shows a table with columns: Grp, CouponCode, Status, Status Date, Assigned To, and Redeemed By.

The screen that appears will look like this:



The screenshot shows the 'Assignment Groups' dialog box. It has a title bar with a close button. The dialog is divided into two main sections. The left section contains fields for eCourse (Basic eCourse), Action (Add coupons to group), Group ((New)), Group Name, and Quantity. The right section contains 'COUPON STATISTICS (Basic eCourse - All)' with a table showing Unassigned: 10, Assigned: 114, Redeemed: 80, Voided: 4, and TOTAL: 208. Below the statistics are 'NOTES' explaining that only 'Unassigned' coupons can be added to a group and that 'Assigned(unspecified)' coupons may be removed from a group. At the bottom are 'Create' and 'Cancel' buttons.

COUPON STATISTICS (Basic eCourse - All)	
Unassigned:	10
Assigned:	114
Redeemed:	80
Voided:	4
TOTAL:	208

NOTES:
 1. Only 'Unassigned' coupons can be added to a group.
 2. Coupons that are 'Assigned(unspecified)' may be removed from a group.

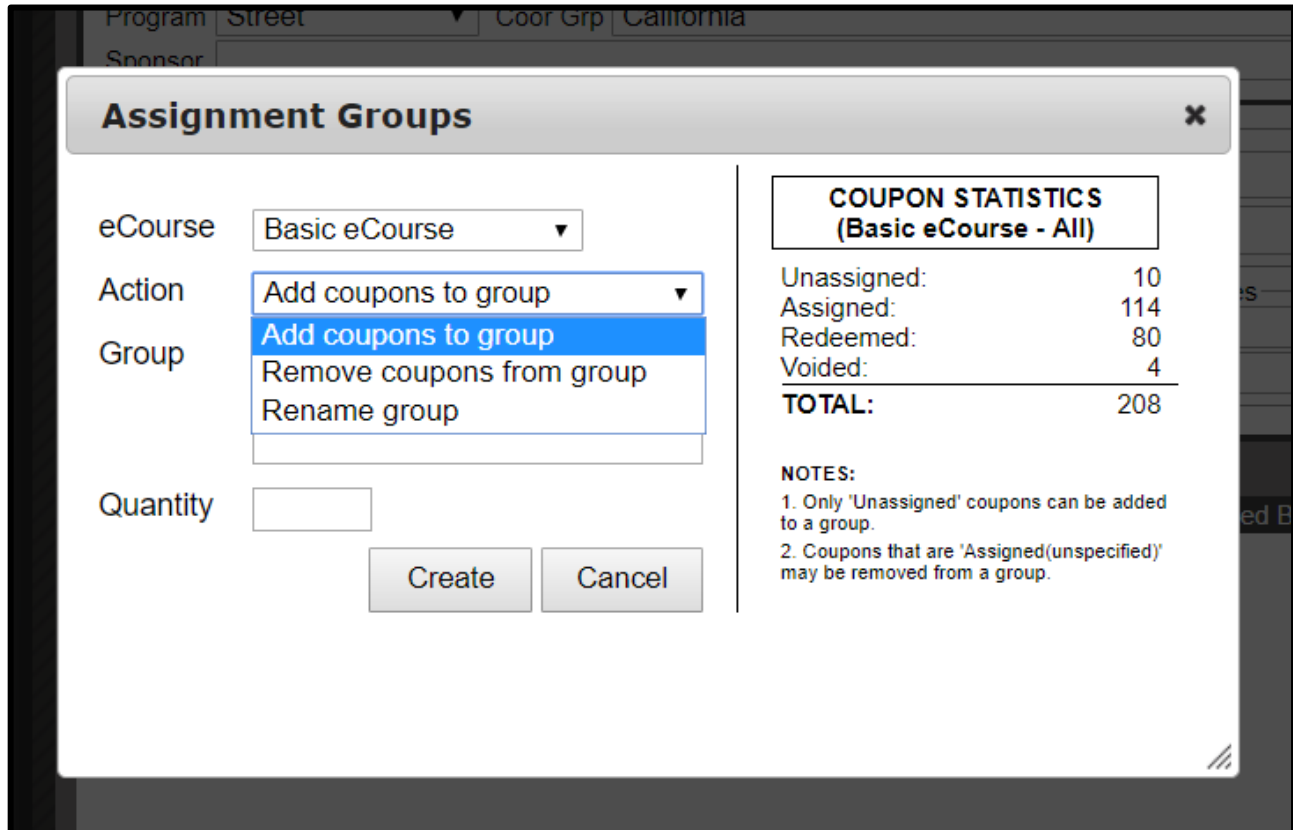
Enter the number of coupons you want to add to the group in the “Quantity” field.

Assign the group a name in the “Group Name” field and then click “Create”.

A message will pop up confirming the creation of the group.

Click “OK”.

From the Groups window, you can add and remove coupons from a group. You can also rename an existing group. Use the “Action” drop down menu to make your changes and click “Update” to save your changes.



The screenshot shows a software window titled "Assignment Groups" with a close button (X) in the top right corner. The window is divided into two main sections. The left section contains form fields for "eCourse" (set to "Basic eCourse"), "Action" (a dropdown menu with "Add coupons to group" selected), "Group" (a text input field), and "Quantity" (a text input field). Below these fields are "Create" and "Cancel" buttons. The right section is titled "COUPON STATISTICS (Basic eCourse - All)" and contains a table of statistics: Unassigned: 10, Assigned: 114, Redeemed: 80, Voided: 4, and a TOTAL of 208. Below the statistics is a "NOTES" section with two numbered points: 1. Only 'Unassigned' coupons can be added to a group. 2. Coupons that are 'Assigned(unspecified)' may be removed from a group.

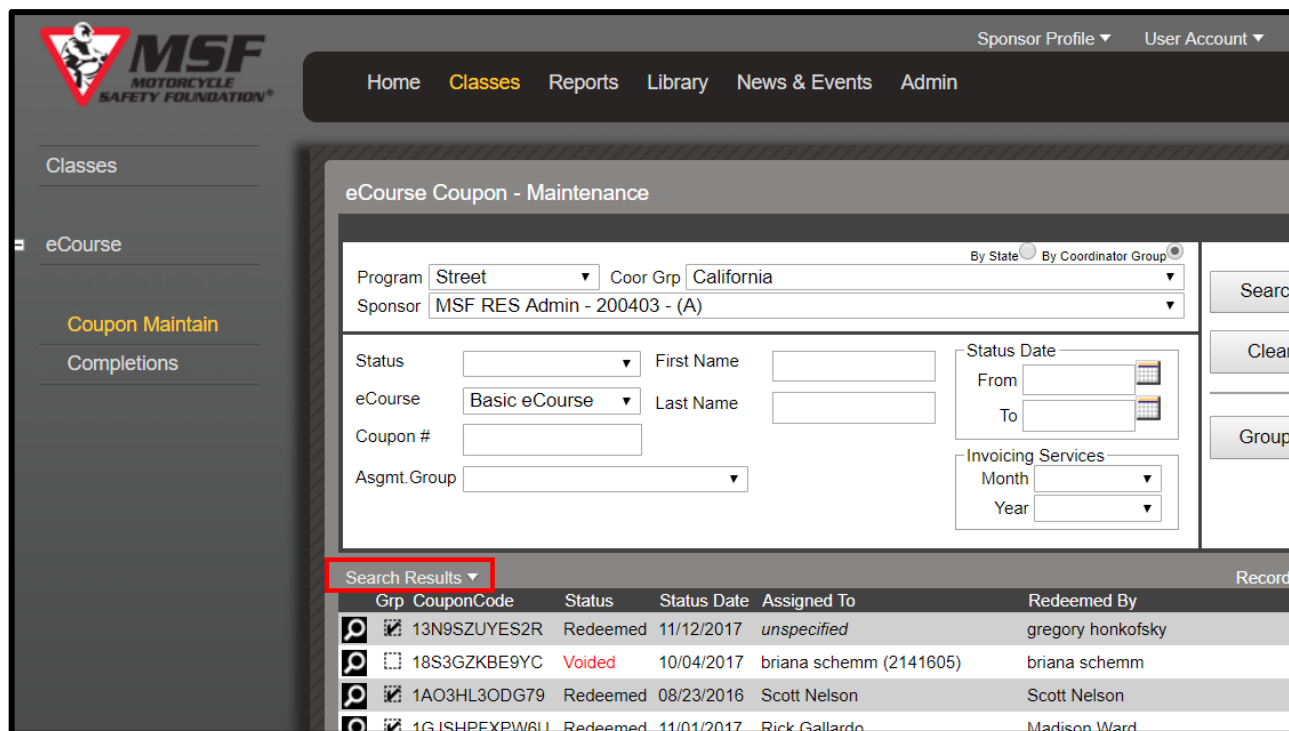
COUPON STATISTICS (Basic eCourse - All)	
Unassigned:	10
Assigned:	114
Redeemed:	80
Voided:	4
TOTAL:	208

NOTES:

1. Only 'Unassigned' coupons can be added to a group.
2. Coupons that are 'Assigned(unspecified)' may be removed from a group.

Data Export

All search types in the Coupon Maintenance section have an export feature that downloads the codes into an Excel spreadsheet. This allows the flexibility of doing coupon management from Excel. To export, hover your cursor over the words “Search Results” (located just above the top code in your results), and click on Coupon Information.



eCourse Coupon - Maintenance

Program: Coor Grp: By State ☐ By Coordinator Group ☒

Sponsor:

Status: First Name: Status Date: From: To:

eCourse: Last Name:

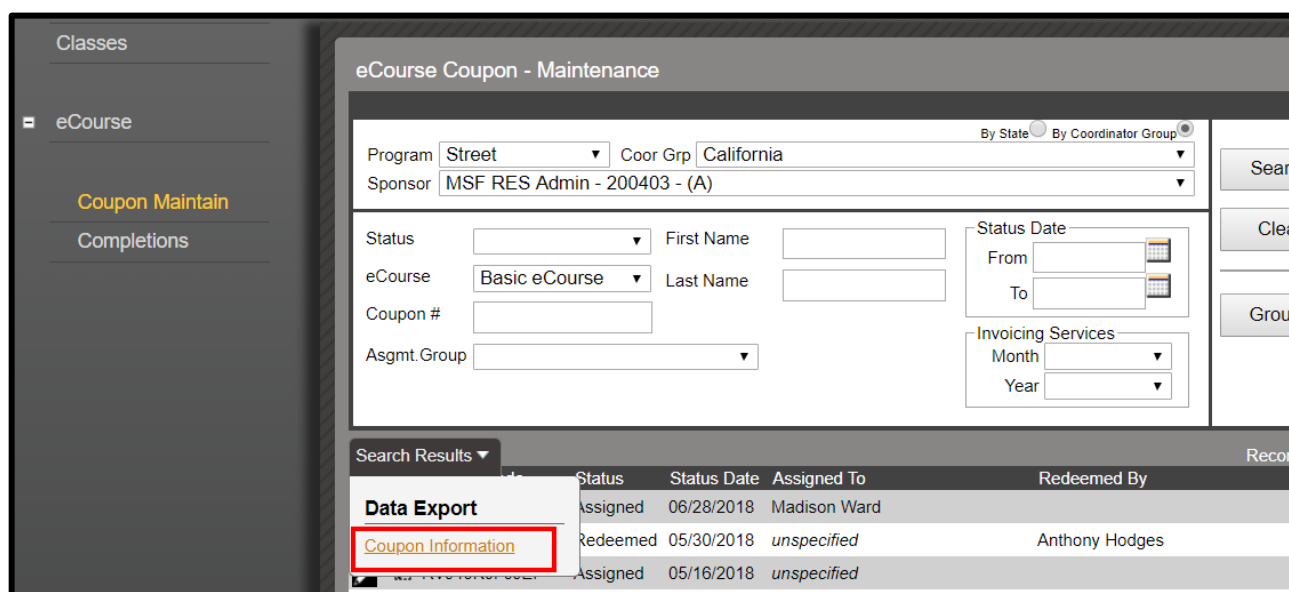
Coupon #:

Asgmt. Group:

Invoicing Services: Month: Year:

Search Results Record

Grp	CouponCode	Status	Status Date	Assigned To	Redeemed By
	13N9SZUYES2R	Redeemed	11/12/2017	unspecified	gregory honkofsky
	18S3GZKBE9YC	Voided	10/04/2017	briana schemm (2141605)	briana schemm
	1AO3HL3ODG79	Redeemed	08/23/2016	Scott Nelson	Scott Nelson
	1GISHPEXPW6U	Redeemed	11/01/2017	Rick Gallardo	Madison Ward



eCourse Coupon - Maintenance

Program: Coor Grp: By State ☐ By Coordinator Group ☒

Sponsor:

Status: First Name: Status Date: From: To:

eCourse: Last Name:

Coupon #:

Asgmt. Group:

Invoicing Services: Month: Year:

Search Results Record

Data Export

Coupon Information

Status	Status Date	Assigned To	Redeemed By
Assigned	06/28/2018	Madison Ward	
Redeemed	05/30/2018	unspecified	Anthony Hodges
Assigned	05/16/2018	unspecified	

Redeemed Codes

To determine if a specific Coupon Code has been redeemed, enter the code (you do not need to enter all 12-characters, usually four or five characters is enough) in the “Coupon #” field and click “Search”.

eCourse Coupon - Maintenance

Program Coor Grp By State ☐ By Coordinator Group ☒

Sponsor

Status First Name

eCourse Last Name

Coupon #

Asgmt. Group

Status Date
From To

Invoicing Services
Month

The results appear at the bottom of the page. Check the “Status” column, and then the “Redeemed By” column to see who redeemed it:

eCourse Coupon - Maintenance

Program Coor Grp By State ☐ By Coordinator Group ☒

Sponsor

Status First Name

eCourse Last Name


Coupon #

Asgmt. Group

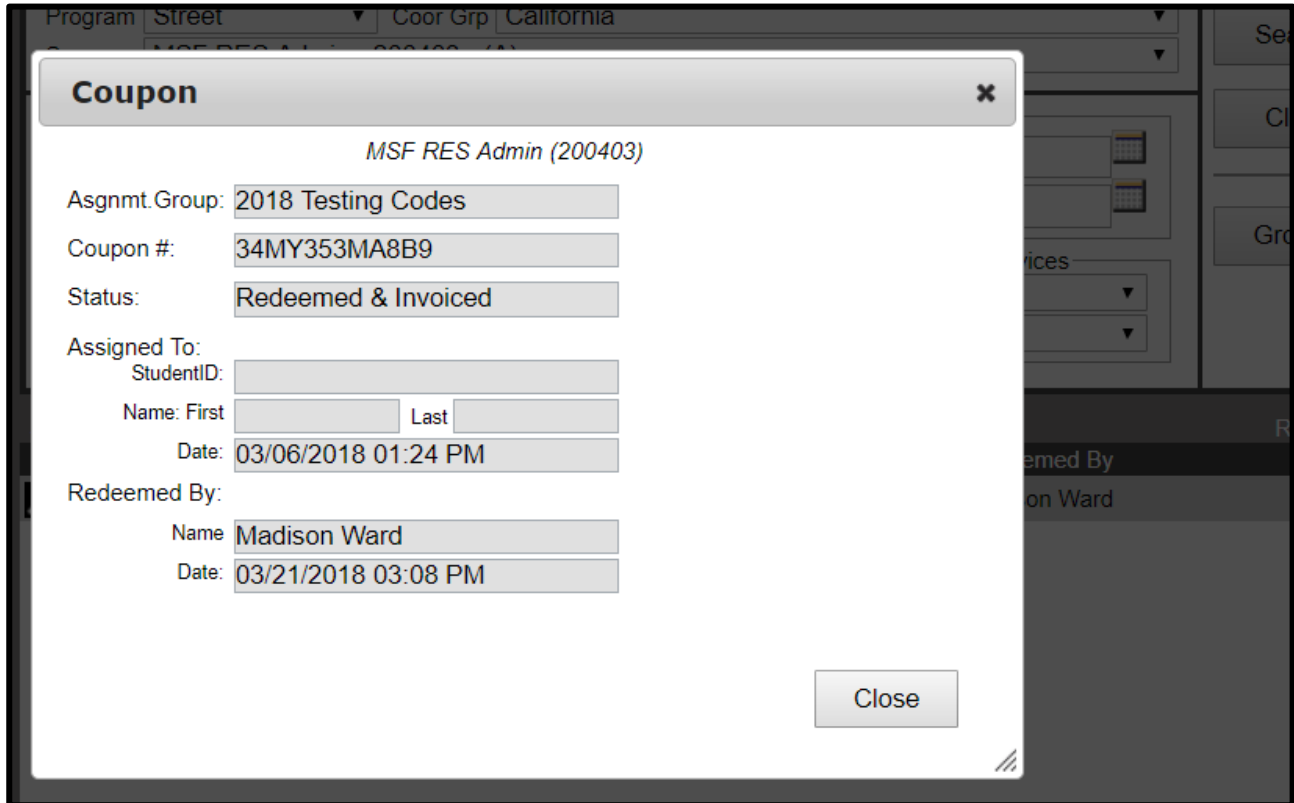
Status Date
From To

Invoicing Services
Month Year

Search Results ▾ Records: 1

Grp	CouponCode	Status	Status Date	Assigned To	Redeemed By
	34MY353MA8B9	Redeemed	03/21/2018	unspecified	Madison Ward

Clicking on the magnifying glass icon  allows you to see further code details:



The screenshot shows a web application interface with a 'Coupon' modal window open. The background interface includes a top navigation bar with 'Program' (Street), 'Coor Grp' (California), and a search bar. The 'Coupon' window has a title bar with a close button (X). The window content displays the following information:

- MSF RES Admin (200403)
- Asgmt.Group: 2018 Testing Codes
- Coupon #: 34MY353MA8B9
- Status: Redeemed & Invoiced
- Assigned To:
 - StudentID: [empty field]
 - Name: First [empty field] Last [empty field]
 - Date: 03/06/2018 01:24 PM
- Redeemed By:
 - Name: Madison Ward
 - Date: 03/21/2018 03:08 PM

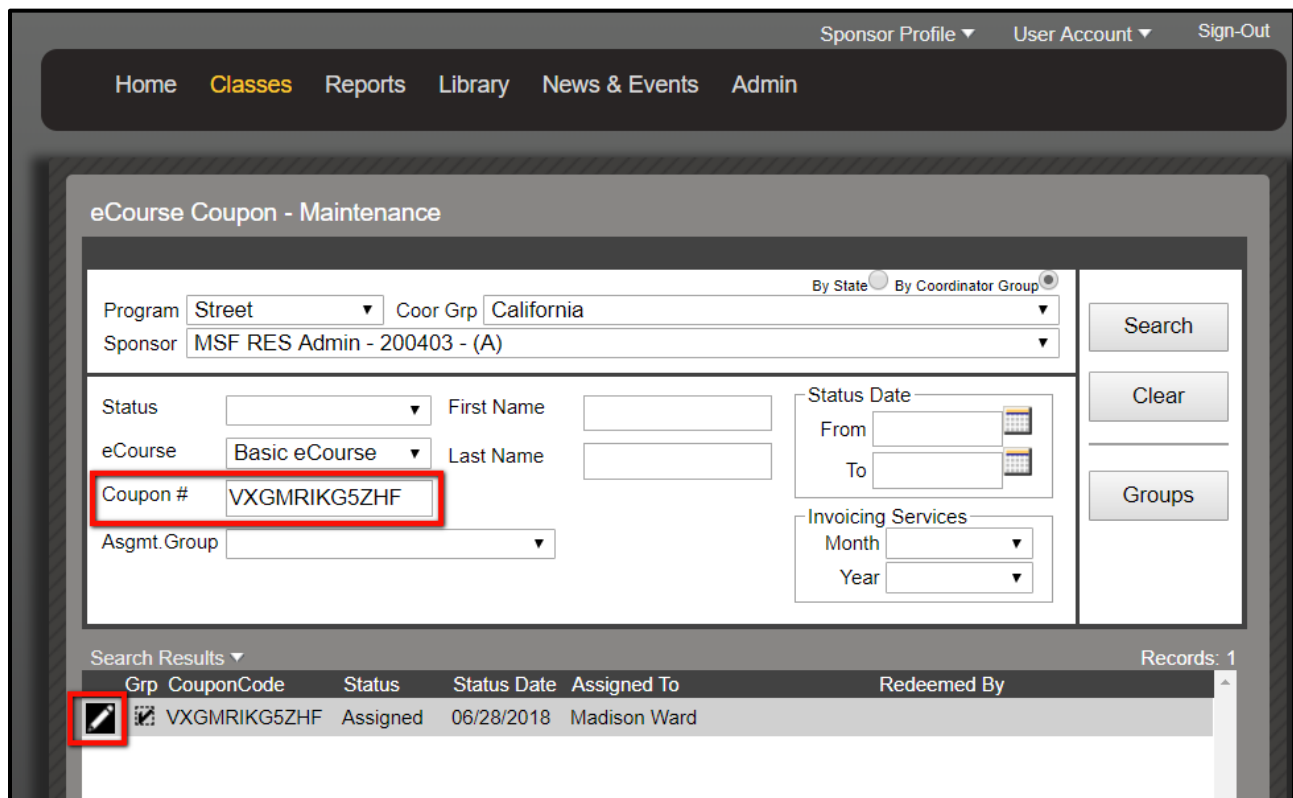
A 'Close' button is located at the bottom right of the modal window.

Voiding Coupons

If a student cancels their hands-on training but has already received an eCourse Coupon Code, you may wish to void the coupon to avoid being billed for the cost of the student's eCourse.

This is only possible if the student has not yet redeemed the code.

From the "Coupon Maintain" screen, enter the Coupon Code you wish to void in the field "Coupon #" and click Search.



Sponsor Profile ▾ User Account ▾ Sign-Out

Home **Classes** Reports Library News & Events Admin

eCourse Coupon - Maintenance

Program Coor Grp By State ☐ By Coordinator Group ☐

Sponsor

Status First Name Status Date From To

eCourse Last Name


Coupon #

Asgmt.Group

Invoicing Services Month Year

Search Clear Groups

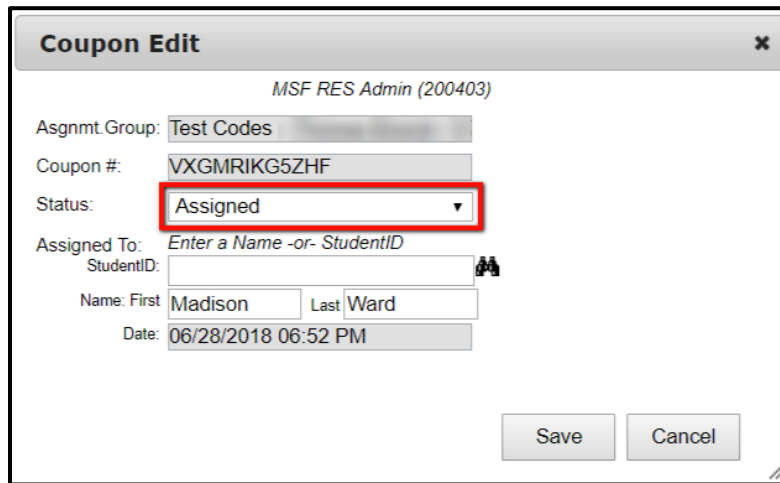
Search Results ▾ Records: 1

Grp	CouponCode	Status	Status Date	Assigned To	Redeemed By
	VXGMRIKG5ZHF	Assigned	06/28/2018	Madison Ward	

Click on the Pencil Icon  to open the Coupon Edit window.

Click on the “Status” drop down and change the selection from “Assigned” to “Voided”.

Enter a few words in the “Reason for Void” box to explain why you are voiding this code, something like ‘Student Cancelled’.



Coupon Edit [X]

MSF RES Admin (200403)

Asgmt Group: Test Codes

Coupon #: VXGMRIKG5ZHF

Status: Assigned

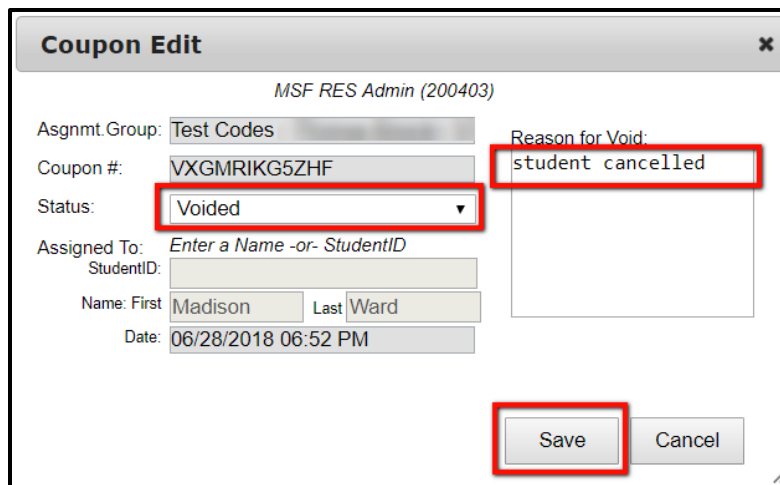
Assigned To: Enter a Name -or- StudentID

StudentID: [Empty]

Name: First Madison Last Ward

Date: 06/28/2018 06:52 PM

[Save] [Cancel]



Coupon Edit [X]

MSF RES Admin (200403)

Asgmt Group: Test Codes

Coupon #: VXGMRIKG5ZHF

Status: Voided

Assigned To: Enter a Name -or- StudentID

StudentID: [Empty]

Name: First Madison Last Ward

Date: 06/28/2018 06:52 PM

Reason for Void: student cancelled

[Save] [Cancel]

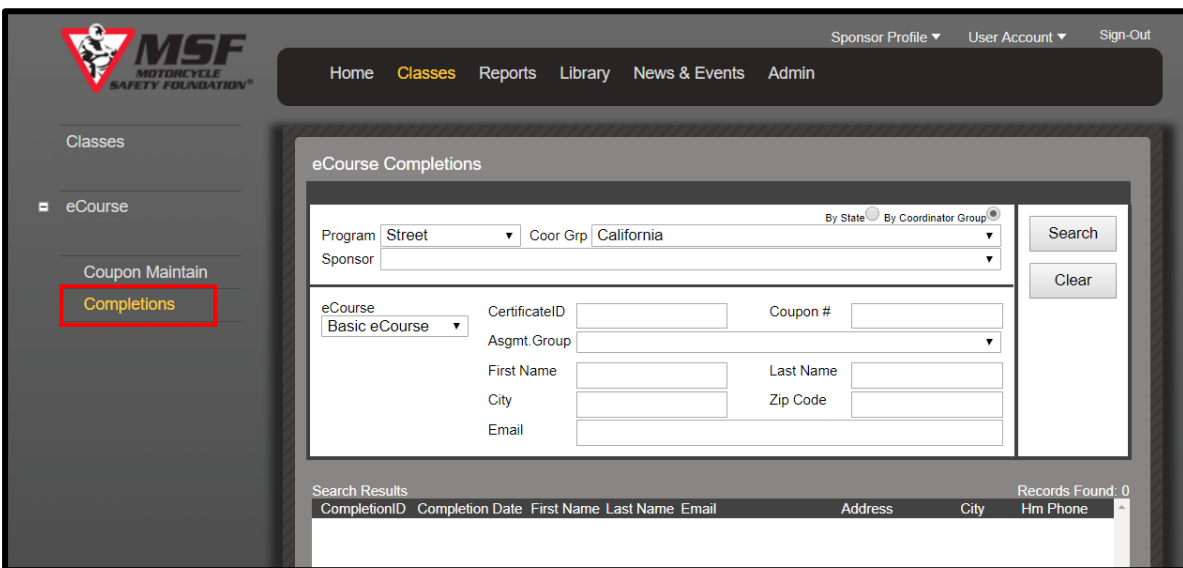
*You will not be able to save your change if you have not entered a reason for voiding.

Once a Coupon Code has been voided, it cannot be reactivated.

You can always contact MSF Support at msfsupport@msf-usa.org to request more codes.

Completions

The RES system allows for verification of eCourse completions using the “Completions” menu.



The screenshot shows the MSF eCourse Completions search interface. On the left, a sidebar menu includes 'Classes', 'eCourse', and 'Coupon Maintain', with 'Completions' highlighted in a red box. The main content area is titled 'eCourse Completions' and contains a search form. The form has dropdown menus for 'Program' (set to 'Street') and 'Coor Grp' (set to 'California'). There are also input fields for 'Sponsor', 'eCourse' (set to 'Basic eCourse'), 'CertificateID', 'Coupon #', 'Asgmt. Group', 'First Name', 'Last Name', 'City', 'Zip Code', and 'Email'. To the right of the form are 'Search' and 'Clear' buttons. Below the form, a table displays search results with columns: CompletionID, Completion Date, First Name, Last Name, Email, Address, City, and Hm Phone. The table currently shows 'Records Found: 0'.


You can use any of the fields to search for a student’s completion information.

We recommend using the email address the student used to register for the course.

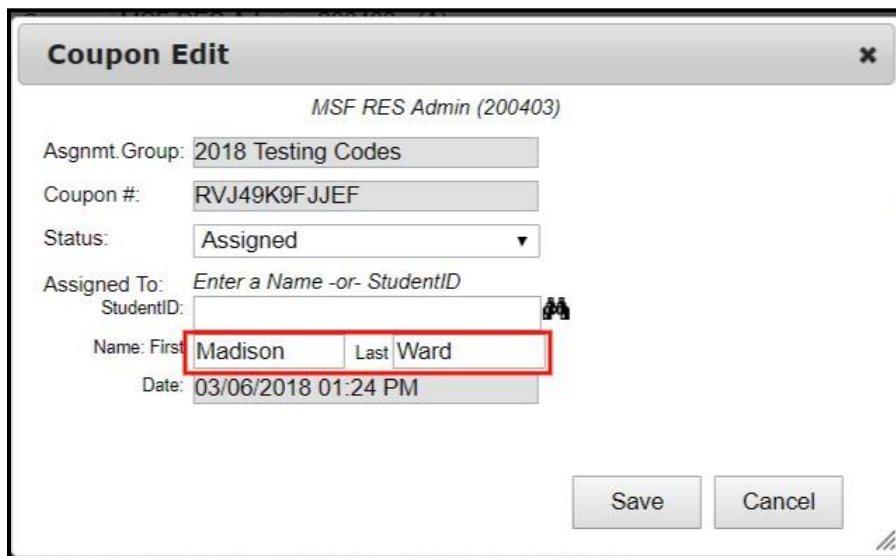
If a student has only completed part of their course, they will not appear in the “Completions” search results.

Removing Unredeemed Coupons From a Group

To remove unused (unredeemed) coupons from an existing Group, they cannot be assigned to a specific student name. If they are, you must first remove the student name associated with the coupon.

To remove a student's name from a coupon, click on the pencil icon  to the left of the coupon code. This allows you to view and edit a specific coupon's details.

It will look like this:



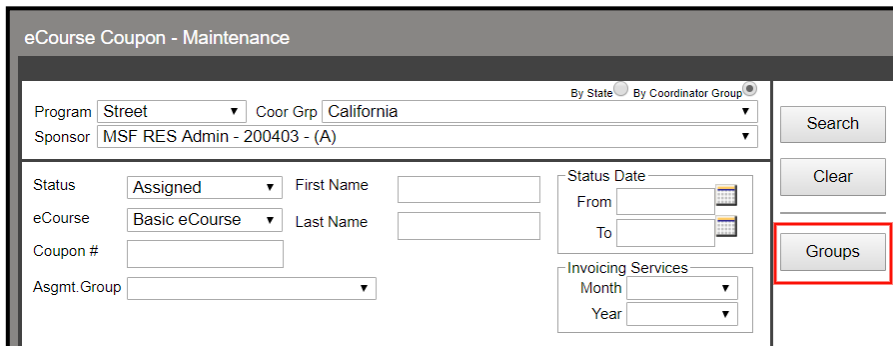
The screenshot shows a 'Coupon Edit' dialog box with the following fields and values:

- MSF RES Admin (200403)
- Asgmt. Group: 2018 Testing Codes
- Coupon #: RVJ49K9FJJEF
- Status: Assigned
- Assigned To: Enter a Name -or- StudentID
- StudentID: (empty field)
- Name: First: Madison, Last: Ward
- Date: 03/06/2018 01:24 PM
- Buttons: Save, Cancel

A red rectangle highlights the 'Name: First' and 'Last' fields, indicating where the student's name is entered.

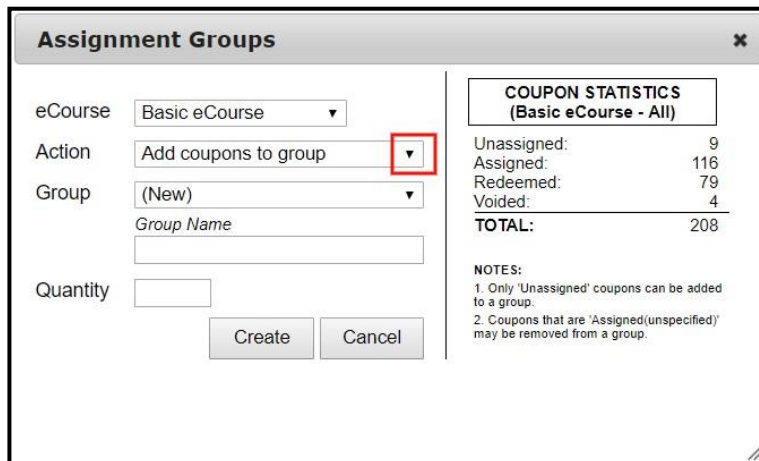
Delete the student's first and last names from the fields, then click "Save" in the bottom right corner of the box.

Once you have removed the student's name from the coupon, in order to remove it from the group, click on "Groups" on the right side of the Coupon Maintenance screen.



The screenshot shows the 'eCourse Coupon - Maintenance' window. On the right side, there is a vertical menu with buttons: 'Search', 'Clear', and 'Groups'. The 'Groups' button is highlighted with a red rectangle.

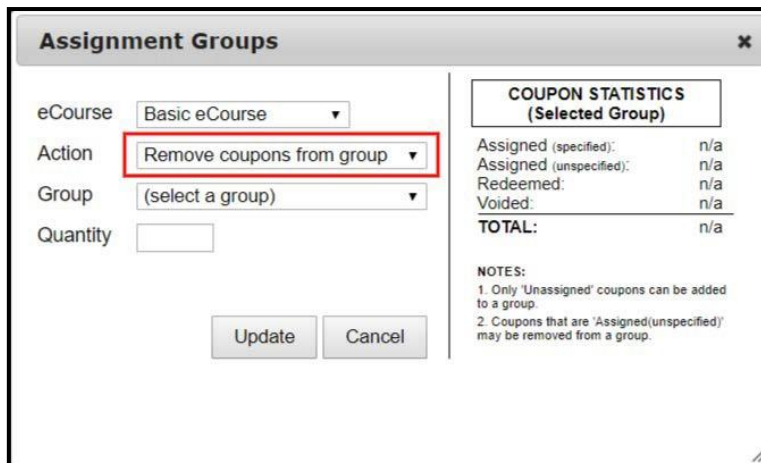
In the "Action" field, click the drop-box and change the action to "Remove Coupons From Group"



The screenshot shows the 'Assignment Groups' dialog box. The 'Action' dropdown menu is open, and 'Add coupons to group' is selected. The 'Group' dropdown is set to '(New)'. The 'Quantity' field is empty. The 'Create' and 'Cancel' buttons are at the bottom.

Unassigned:	9
Assigned:	116
Redeemed:	79
Voided:	4
TOTAL:	208

NOTES:
1. Only 'Unassigned' coupons can be added to a group.
2. Coupons that are 'Assigned(unspecified)' may be removed from a group.



The screenshot shows the 'Assignment Groups' dialog box. The 'Action' dropdown menu is open, and 'Remove coupons from group' is selected. The 'Group' dropdown is set to '(select a group)'. The 'Quantity' field is empty. The 'Update' and 'Cancel' buttons are at the bottom.

Assigned (specified):	n/a
Assigned (unspecified):	n/a
Redeemed:	n/a
Voided:	n/a
TOTAL:	n/a

NOTES:
1. Only 'Unassigned' coupons can be added to a group.
2. Coupons that are 'Assigned(unspecified)' may be removed from a group.

Assignment Groups

eCourse Basic eCourse
Action Remove coupons from group
Group 2018 Testing Codes
Quantity 1

Update
Cancel

COUPON STATISTICS
(Selected Group)

Assigned (specified):	0
Assigned (unspecified):	10
Redeemed:	1
Voided:	1
TOTAL:	12

NOTES:
1. Only 'Unassigned' coupons can be added to a group.
2. Coupons that are 'Assigned(unspecified)' may be removed from a group.

Next, select the group from which you want to remove coupons.

Enter the quantity of codes you wish to remove, and then click on “Update”:

One you click on “Update”, you will get the following confirmation message. Click on “OK”.

Information

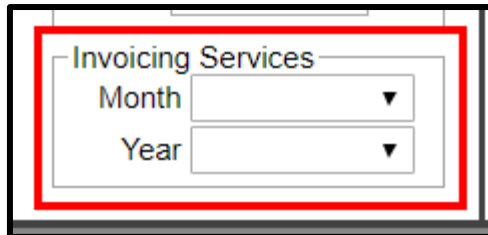
✓ The coupon remove operation has succeeded for the "2018 Testing Codes" group.

Ok

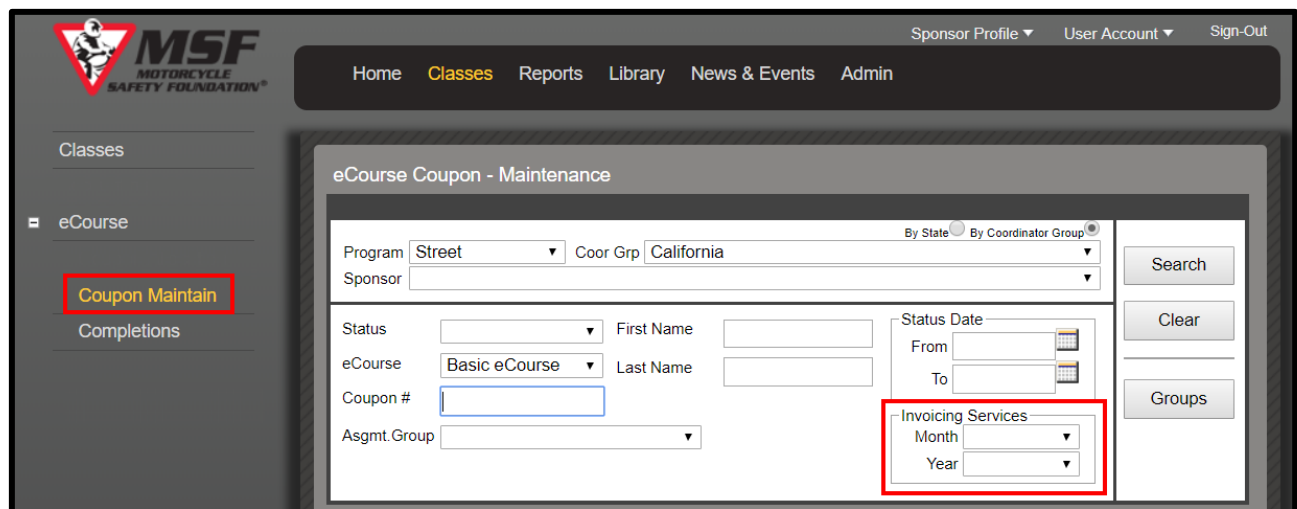
****Please note that you can only remove coupons that have not already been redeemed.****

Searching Invoiced Coupon Codes

Sponsors are invoiced monthly based on the Coupon Codes *redeemed* during that month. You can retrieve details for coupons invoiced from the Coupon Maintain menu by selecting the Month and Year and clicking “Search”.



Invoicing Services
Month
Year



MSF MOTORCYCLE SAFETY FOUNDATION®

Sponsor Profile User Account Sign-Out

Home **Classes** Reports Library News & Events Admin

Classes

eCourse

Coupon Maintain

Completions

eCourse Coupon - Maintenance

Program Street Coor Grp California By State By Coordinator Group

Sponsor

Status First Name Status Date From To

eCourse Basic eCourse Last Name

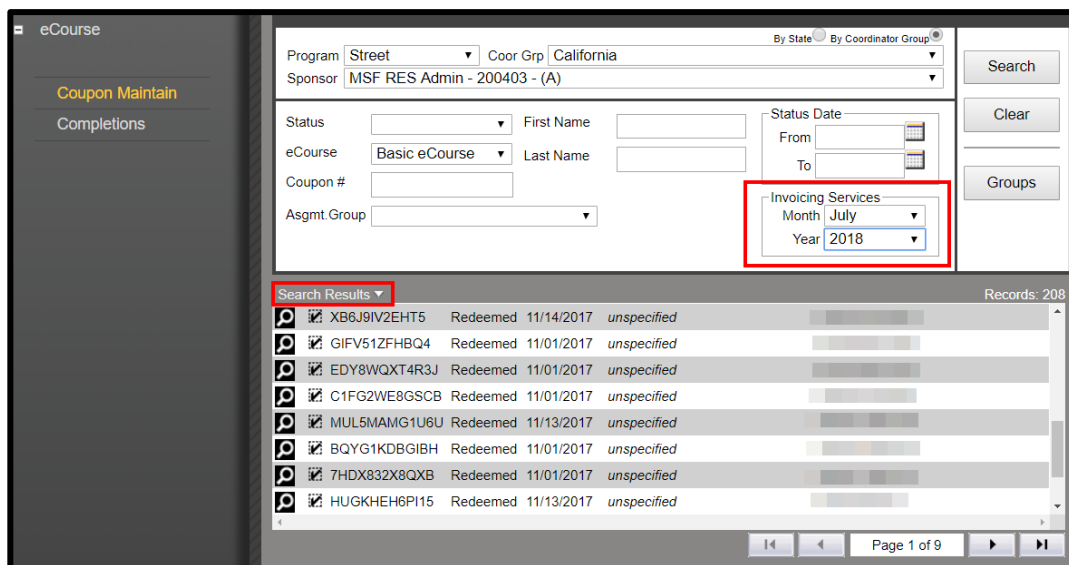
Coupon #

Asgmt. Group

Invoicing Services
Month
Year

Search Clear Groups

Results can be exported into Excel using the “Search Results” menu.



eCourse

Coupon Maintain

Completions

Program Street Coor Grp California By State By Coordinator Group

Sponsor MSF RES Admin - 200403 - (A)

Status First Name Status Date From To

eCourse Basic eCourse Last Name

Coupon #

Asgmt. Group

Invoicing Services
Month July
Year 2018

Search Clear Groups

Search Results

Records: 208

<input type="checkbox"/>	XBGJ9IV2EHT5	Redeemed	11/14/2017	unspecified
<input type="checkbox"/>	GIFV51ZFHBQ4	Redeemed	11/01/2017	unspecified
<input type="checkbox"/>	EDY8WQXT4R3J	Redeemed	11/01/2017	unspecified
<input type="checkbox"/>	C1FG2WE8GSCB	Redeemed	11/01/2017	unspecified
<input type="checkbox"/>	MUL5MAMG1U6U	Redeemed	11/13/2017	unspecified
<input type="checkbox"/>	BQYG1KDBGIBH	Redeemed	11/01/2017	unspecified
<input type="checkbox"/>	7HDX832X8QXB	Redeemed	11/01/2017	unspecified
<input type="checkbox"/>	HUGKHEH6PI15	Redeemed	11/13/2017	unspecified

Page 1 of 9



Obtaining a Coupon Management Access Account

An RES access account for Coupon Maintenance and Completions is available for anyone who is an authorized contact for the RERP.

To add or edit RERP contacts, please complete the “RERP Information Update Form”, located in the [RETSORG](#) Library under RERP Materials, and submit it to RERP@msf-usa.org with your RERP number and RERP name in the subject line. The RERP department will make the requested changes and provide email confirmation. Please email MSF Support at msfsupport@msf-usa.org to request a Coupon Maintenance account. It typically takes 48 hours for changes to be processed.

For additional questions, please contact:

MSF Support Desk

msfsupport@msf-usa.org

(949) 727-3227 x3158

Monday - Friday, 8:30am – 5:00pm Pacific Time

****We are closed on weekends****