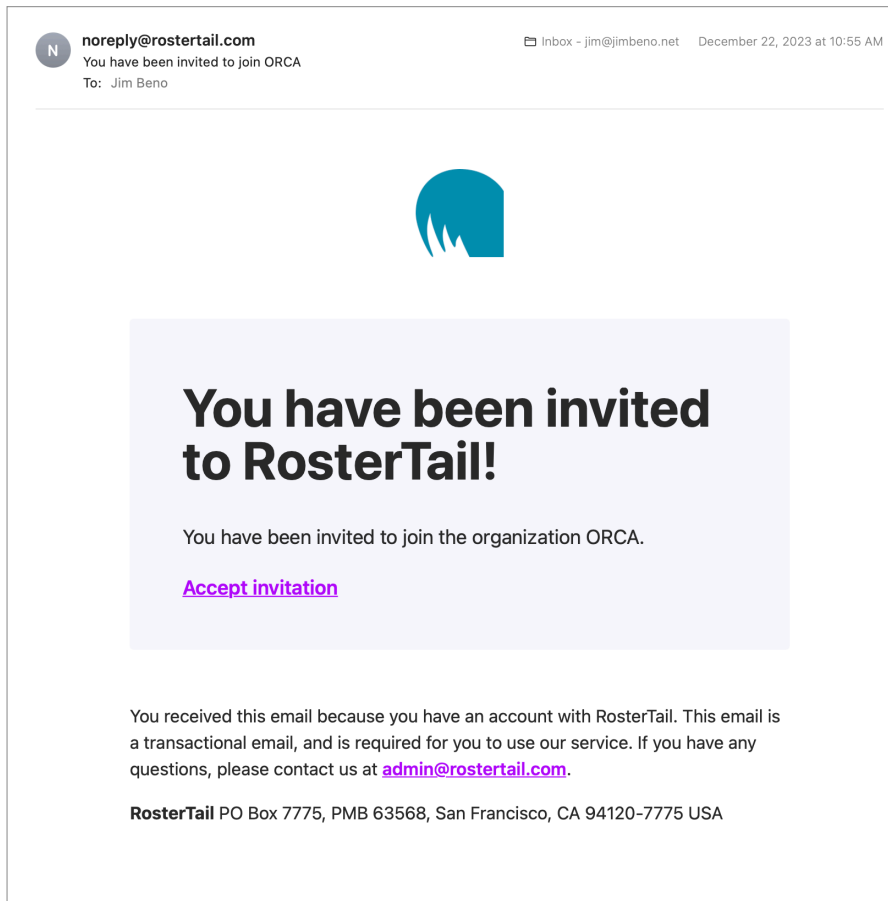



1. Accept Invite



- Look for an email invitation from noreply@rostartail.com
- If you don't see an invite, ask Ryan or Jim to invite you, and provide your email address

2. Create Account

i You must have an account to accept an invitation. **x**
If you have an account, please sign in. Otherwise, please create an account.



Register for RosterTail

[Or sign in to your account](#)

Full name

Email

Password

(6 characters minimum)

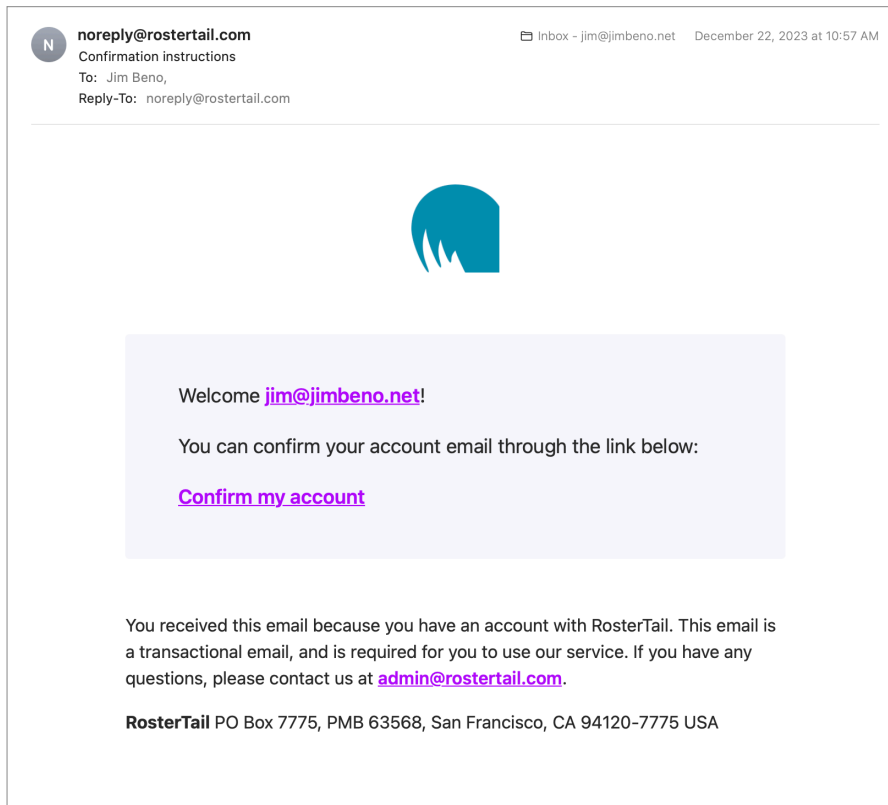
Password confirmation

Opt-in to receive product updates from RosterTail.

Sign up

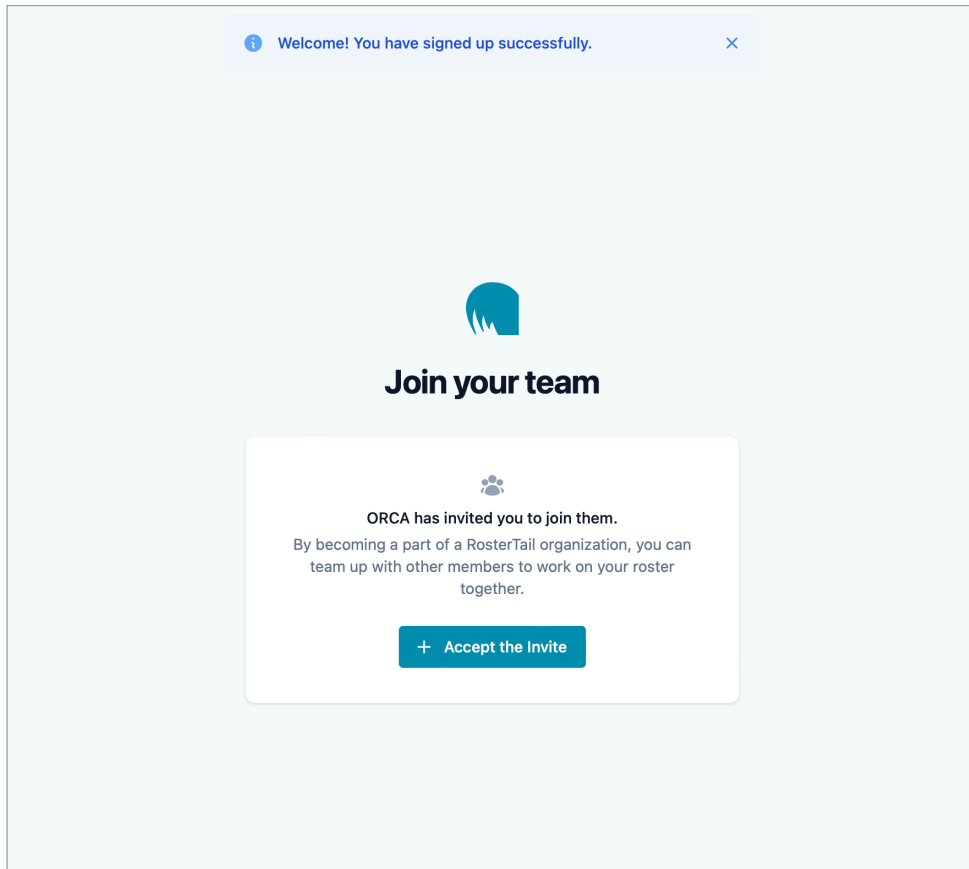
- Provide your full name, email, and create a password

3. Confirm your Email



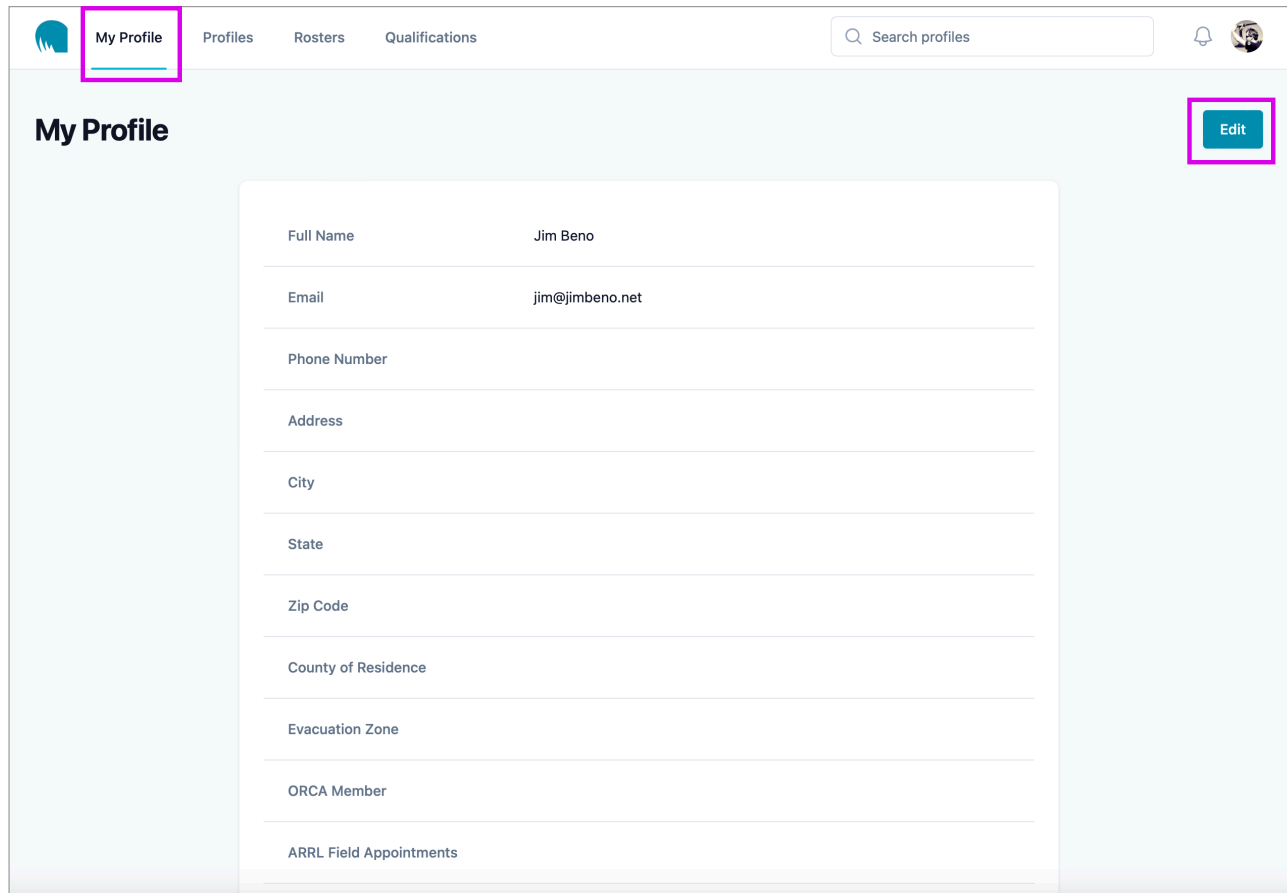
- Look for another email to confirm your email

4. Join Team



- Accept the Invite to join the ORCA team

5. Edit Profile



The screenshot shows a web interface for editing a profile. At the top, there is a navigation bar with a logo on the left and a search bar on the right. The navigation bar contains the following items: a logo, a dropdown menu labeled "My Profile" (highlighted with a red box), and three links: "Profiles", "Rosters", and "Qualifications". The search bar contains the text "Search profiles". To the right of the search bar are a notification bell icon and a user profile icon. Below the navigation bar, the main content area is titled "My Profile" (highlighted with a red box). On the right side of this area, there is a blue "Edit" button (highlighted with a red box). The profile information is displayed in a form with the following fields:

Full Name	Jim Beno
Email	jim@jimbeno.net
Phone Number	
Address	
City	
State	
Zip Code	
County of Residence	
Evacuation Zone	
ORCA Member	
ARRL Field Appointments	

- Click on “My Profile” in the navigation bar
- Click “Edit”

6. Enter Contact Information

The screenshot shows a web interface for editing a profile. At the top, there are navigation tabs: 'My Profile', 'Profiles', 'Rosters', and 'Qualifications'. A search bar labeled 'Search profiles' is on the right. The main content area is titled 'My Profile' and contains four form sections, each with a label, a 'Value' input field, and a 'Save' button. The 'Full Name' field contains 'Jim Beno'. The 'Email' field contains 'jim@jimbeno.net' and its 'Save' button is highlighted with a pink box. The 'Phone Number' and 'Address' fields are empty, and their 'Save' buttons are also highlighted with pink boxes. The URL 'www.rosterail.com/profiles' is visible at the bottom left.

My Profile

Full Name Value
Jim Beno Save

Email Value
jim@jimbeno.net Save

Phone Number Value Save

Address Value

www.rosterail.com/profiles

- Fill out your contact information
- Hit “Save” for each field you edit

7. Enter Capabilities

The image shows a form with four sections, each for a different capability. Each section contains a question, a dropdown menu, and a 'Save' button. The dropdown menus are all set to 'Yes'. The 'Save' buttons are highlighted with red boxes.

Capability	Question	Value	Action
Capability: Net Control	Are you an experienced Net Control Operator?	Yes	Save
Capability: VHF/UHF	Are you an experienced VHF/UHF operator?	Yes	Save
Capability: HF	Are you an experienced HF operator?	Yes	Save
Capability: CW	Are you experienced with CW and Morse Code?	Yes	Save

- Fill out your capabilities
- Hit “Save” for each field you edit

8. Add Qualifications

Capability: Digital Voice Yes

Capability: Message Handling Yes

Qualifications [Add qualification](#)

Qualification	Status	Proof	Updated	
IS-100: Intro to Incident Command System Certificate	Completed	1 proof	6 days ago	↗ 🗑️
IS-200: Basic Incident Command System for Initial Response Certificate	Completed	1 proof	6 days ago	↗ 🗑️
IS-700: An Introduction to the National Incident Management System Certificate	Completed	1 proof	6 days ago	↗ 🗑️
IS-800: National Response Framework, An Introduction Certificate	Completed	1 proof	6 days ago	↗ 🗑️
CISA Auxiliary Communications (AUXCOMM) Training Certificate	Completed	1 proof	6 days ago	↗ 🗑️

Showing 1 to 5 of 7 results

< 1 2 >

- Go back to “My Profile” in the navigation bar
- Scroll down to the “Qualifications” section
- Click “Add Qualification”

9. Select a Qualification

My Profile Profiles Rosters Qualifications

Search profiles

Profiles > Jim Beno

New Qualification Assignment

Search qualifications

- IS-100: Intro to Incident Command System >
- IS-200: Basic Incident Command System for Initial Response >
- IS-700: An Introduction to the National Incident Management System >
- IS-800: National Response Framework, An Introduction >
- EC-001: Introduction to Emergency Communication >
- SKYWARN: Spotter Basic Training >
- Community Emergency Response Team (CERT) Training >
- CISA Auxiliary Communications (AUXCOMM) Training >
- FCC Amateur Radio License >
- FCC General Mobile Radio Service (GMRS) License >

Showing 1 to 10 of 14 results

< 1 2 >

- Search or browse for the qualification you're looking for
- The list is paginated, so you can navigate to page 2

10. Provide Qualification Details

Profiles > Jim Beno

New Qualification Assignment

Title
IS-100: Intro to Incident Command System

Started on
12/28/2023

Completed on
05/24/2023

Expires on
12/28/2023

Proofs
Choose Files IS-100.C_certificate.pdf

Cancel Create Qualification Assignment

- Enter “Completed on” date
- Enter “Expires on” if relevant
- Upload proof of completion (certificate, license, etc.)
- Click “Create Qualification Assignment” button