

# ARES Connect

## Maintaining Your Volunteer's Training Levels and Groups

This is just for ECs.

There are 3 Training Levels for ARES Volunteer Classification according to the “New ARES Plan”.

- **Training Level 1** — This is the primary level for those who choose a non-leadership role as well as those new to Amateur Radio or emergency communications. This introductory training is conducted by the local ARES group to meet their needs and those of their served agency or partners. This training could be formal or informal, and would introduce the ARES participant to the fundamentals of emergency communications and provide instruction on how participants are to conduct themselves while serving in the field or otherwise activated. Participants may elect to remain at this level, or any level, based upon the extent of their desired ARES involvement.
- **Training Level 2** — To qualify for this level, participants shall have completed the following courses:ARRL's EC-001 Introduction to Amateur Radio Emergency Communications (a no-cost program) and FEMA IS-100, IS-200, IS 700, and IS-800. Participants are also encouraged to take advantage of training opportunities available through partners to enhance their knowledge and skill set.
- **Training Level 3** — This level of training prepares ARES participants to take on leadership positions such as EC, ADEC, DEC, ASEC, and SEC, and other designated positions in the ARES program. Participants are required to complete ARRL's EC-016, Emergency Communications for Management, when available along with FEMA Professional Development Series of courses IS-120, IS-230, IS-240, IS-241, IS-242, IS-244, and IS-288 the Role of voluntary Organizations in Emergency Management. Participants also are encouraged to complete the FEMA courses IS-300, and IS-400 should they be available locally.

“Training Levels: As a reminder, here are the various training levels users can be assigned to. **If “New Volunteer” is checked, remove this check mark and check only the highest level of training.**

Select only Level 1, 2, or 3 -- **not all three.**

**Level 1** - Entry level into the ARES® organization, assumes certain skills by obtaining an Amateur Radio license.

**Level 2** - Set of base level of validated skills desired by ARES.

**Level 3** - Increased skill set validation along with candidacy to leadership positions and Away Team consideration [MAT Team].

**Note: The group “New Volunteer” is NOT to be used for assignment. That “New Volunteer” group has a special purpose.**

Per the ARRL ARES Connect Team:

“All new volunteers upon registering for ARES Connect are placed into the “New Volunteers” group where the EC, SEC, SM can easily find them to approve them and move them into the appropriate local ARES groups and training levels.”

There has been some misinterpretation of the “New Volunteer” group. Please do not assign any of your county’s ARES Volunteers to the “New Volunteer” group. As you can see from above the “New Volunteer” group has a special purpose.

**“ECs Should Assign A Training Level to All Volunteers!”**

Every person that registers with ARES Connect should be considered a Volunteer with at least Training Level 1. As stated above it is assumed that they have certain skills by the fact that they obtained an Amateur Radio License.

Allow me a personal comment here; I think that there should be a Level 0 until the new ARES Volunteer is vetted by the EC but right now Level 1 is the only option.

How this is handled is up to the County ARES Organizations. They have to deal with the Volunteers. If the County EC does not want a person to register for ARES Connect until interviewed by the EC then that is the County Policy. Be sure to publish the policy and make it know that is the way to go!

If there is an Ad Hoc ARES Connect Registration the ARES Connect Registration will still be moved to the County Group and assigned Training Level 1. The EC will be notified by email as is being done now. The EC can then perform due diligence with the new ARES Volunteer.

If the Volunteer does not have a Training Level assigned they may not show up in some reporting.

How to Maintain the Training Levels.

1. Log on to ARES Connect as normal.
2. Select the Admin function.
3. Select the People Tab.
4. Select User Groups.

5. On the list of groups select the one that is your county's volunteers. If I was looking for Luzerne County I would select this:

Luzerne 079PA – Volunteers

Do not select the Admin Groups. You'll only see yourself in those.

6. Once the County Volunteers Group is selected you'll have a list of all your registered volunteers that are in your County Volunteers Group.

7. It is easy to determine the Training Level assignment of each member by just reviewing the list. You'll see all the groups that each volunteer is assigned to in ARES Connect.

All Users > Approval Process > 1. Level One (← The Training Level)

All Users > Volunteers by Section > Eastern Pennsylvania - Volunteers

All Users > Volunteers by Section > Eastern Pennsylvania - Volunteers > Luzerne 079PA - Volunteers

John Campbell (KC3IDG)

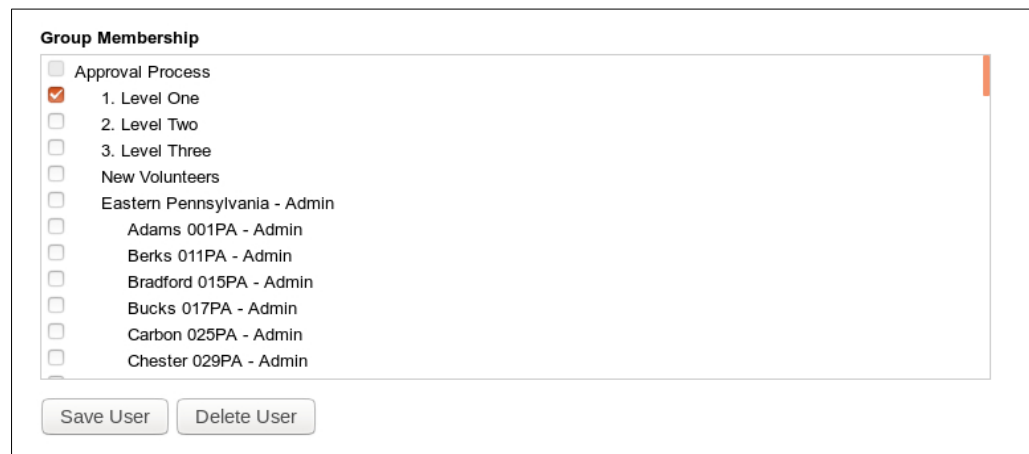
KC3IDG is at Training Level 1.

8. If you need to change a Training Level then.

A. Click on the Volunteers Name.

B. When the Volunteer's Information is displayed click on the "Edit" Tab.

C. Scroll down to the bottom of the page until you see this...



**Group Membership**

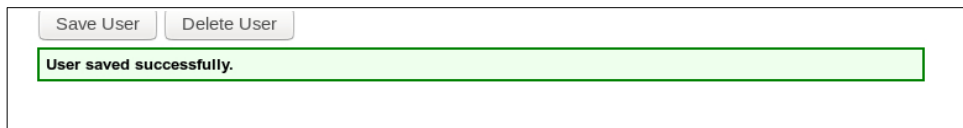
- Approval Process
- 1. Level One
- 2. Level Two
- 3. Level Three
- New Volunteers
- Eastern Pennsylvania - Admin
  - Adams 001PA - Admin
  - Berks 011PA - Admin
  - Bradford 015PA - Admin
  - Bucks 017PA - Admin
  - Carbon 025PA - Admin
  - Chester 029PA - Admin

Save User   Delete User

9. Deselect the old Level and select the new Level.

10. When finished, click on the "Save User" button.

11. The page will refresh and you will be returned to the top of the page. There will be a message displayed at the bottom of the screen indicating that the “save” was successful. You just have to scroll to the bottom to see it.



Helpful Hint: I have found that it is easier to work with the list of County Volunteers if you use the “back” button on your browser to return to the list. Once the “Save User” is clicked that is OK to do.

12. That is it. You’ve changed the Training Level of a Volunteer.

73,  
WT Jones  
WN3LIF  
ARRL Amateur Radio Emergency Service  
wn3lif@w3luz.org <---  
Eastern PA District 3 District Emergency Coordinator  
Eastern PA District 2 Acting District Emergency Coordinator  
Eastern PA Assistant Section Emergency Coordinator  
<http://www.w3luz.org>