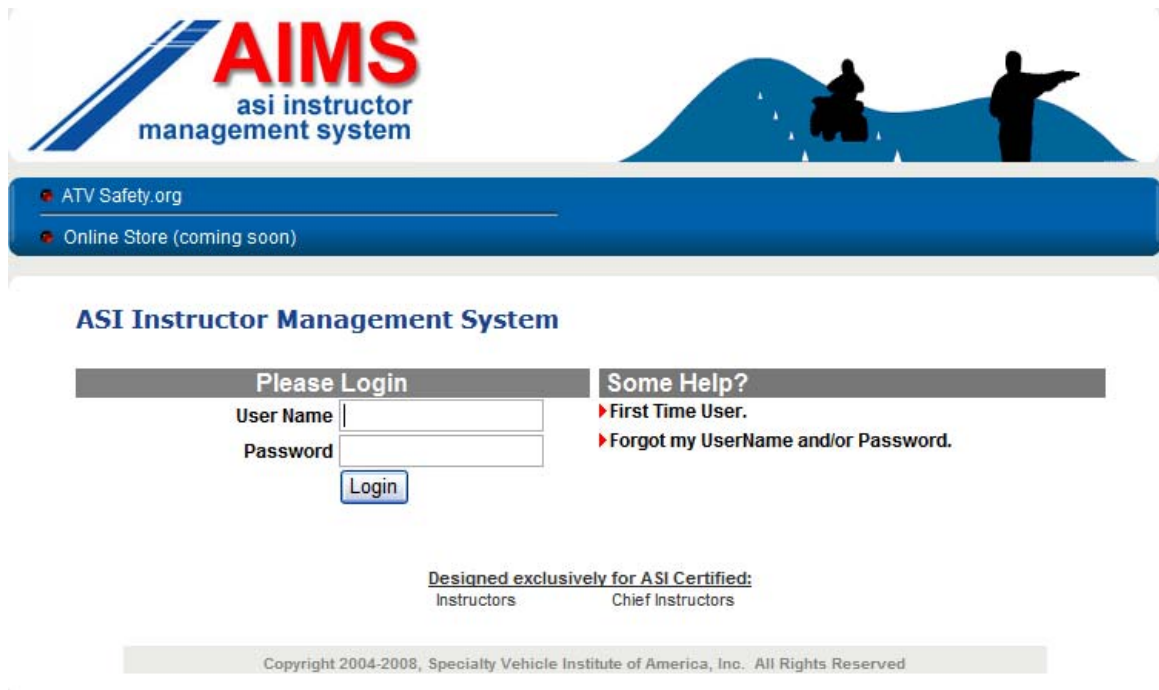


AIMS

To get to AIMS, you click on this link:

<https://online.svia.org/AIMS/login.aspx?ReturnUrl=%2faims%2fdefault.aspx>.

Once you are there, you will be at the log-in screen:



The screenshot shows the login interface for the ASI Instructor Management System. At the top left is the AIMS logo with the text "asi instructor management system". To the right is a silhouette of two people on a hill. Below the logo is a blue navigation bar with links for "ATV Safety.org" and "Online Store (coming soon)". The main heading is "ASI Instructor Management System". Below this is a "Please Login" section with input fields for "User Name" and "Password", and a "Login" button. To the right is a "Some Help?" section with links for "First Time User" and "Forgot my UserName and/or Password.". At the bottom, it states "Designed exclusively for ASI Certified: Instructors Chief Instructors" and a copyright notice for Specialty Vehicle Institute of America, Inc. from 2004-2008.

Log in using your log-in name and password. If you are a first time user, your username and password will both be your Instructor ID Number. You will be prompted to change your password after logging in. Your username will remain your Instructor ID Number.

Once logged in, you will be brought to the Instructor Bulletin screen:

AIMS
asi instructor
management system

- Home
- Instructors
- Instructor Finder
- Support
- Library
- Calendar
- News
- Maintenance

**IMPORTANT
INSTRUCTOR BULLETIN**

**“Ensuring Quality Instructional Programs”
EQUIP**

What better way to know how well we’re doing than to ask our students after they’ve taken the ATV RiderCourse? That’s why we make hundreds of phone calls every week to students to find out what they thought of their ATV RiderCourse experience. Our goal is to talk to at least one student from each completed class. Here are the questions we ask:

1. Approximately what time did the class begin?
2. How long did the class last?
3. Did you receive your confirmation letter?
4. What day did the Instructor call to confirm the class?
5. Approximately how many students were in the class and approximately what were their ages?
6. Did you enjoy the class?
7. After you bought your ATV, how soon did you hear from us regarding training?
8. How long did you wait for the class from enrollment to class date?
9. Do you have any suggestions on ways to improve our class enrollment process?
10. Do you have any suggestions on ways to improve our training programs?

Then what?
The answers to these questions are routed through Region Operations and Management and are reviewed during regular Quality Assurance (EQUIP) Meetings. When any answers fall outside of curriculum norms, more calls are made to other students from the same class. Inconsistencies between student statements and class paperwork are researched and Instructors are contacted for clarification.

Because these steps are regularly and consistently followed, we can all be assured that the ASI ATV RiderCourse is administered with quality and integrity. If you have any questions regarding our EQUIP process, please contact Lee Durlach, Director of Rider Training Services at ldurach@svia.org.


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At the top of the screen, you’ll see a **blue** menu bar of places to get to in AIMS:

AIMS
asi instructor
management system

- Home
- Instructors
- Instructor Finder
- Support
- Library
- Calendar
- News
- Maintenance

If you click on [Home](#), it will take you to the main page of AIMS:



AIMS
asi instructor
management system

ManageAccount Logout

[Home](#) [Instructors](#) [Instructor Finder](#) [Support](#)
[Library](#) [Calendar](#) [News](#) [Maintenance](#)


Calendar of Events

**PERIOD ENDING DATE - Midnight
Paperwork Deadline** (10/31/2008)

Instructor Pay Day (10/24/2008)

**PERIOD ENDING DATE - Midnight
Paperwork Deadline** (10/15/2008)

Instructor Pay Day (10/10/2008)




Industry Links

- ▶ [* ATV Safety *](#)
- ▶ [Arctic Cat](#)
- ▶ [BRP](#)
- ▶ [Bush Hog](#)
- ▶ [Honda](#)
- ▶ [Kawasaki](#)
- ▶ [Polaris](#)
- ▶ [Suzuki](#)
- ▶ [Tomberlin](#)
- ▶ [Yamaha](#)

Headline News

Online Instructor Class Scheduling
(01/04/2007)
Under certain circumstances, ASI Instructors can schedule their own classes online using AIMS. For more information, just click "Instructor" above, and then click on "Schedule Classes".



Polaris Joins Specialty Vehicle Institute of America - SVIA Press Release
(07/28/2005)
Polaris Industries is the 11th and latest ATV manufacturer to join the Specialty Vehicle Institute of America. [More ...](#)

2-Up Vehicles (07/22/2005)
The ATV Safety Institute (ASI), under agreement with two member companies, Arctic Cat and Bombardier, is evaluating the use of two-person vehicles in the ATV RiderCourseSM. [More ...](#)

To view and print your rosters, click on **Instructors** and it will take you to this screen:

The screenshot shows the 'My Profile' page for an instructor with ID 70000. The page is titled 'My Profile' and includes a 'View' button next to the Instructor ID. Below the title is a section for 'ASI STAFF' with the Instructor ID: 70000. The 'Contact Info' section includes fields for Address 1, Address 2, City (IRVINE), State (CALIFORNIA), Zip Cd (92618), Country (United States), Day Phone ((800) 887-2887), Home Phone ((800) 887-2887), Fax ((949) 727-4216), and Email (ASlstaff@email.com). There are 'Save' and 'Cancel' buttons. The 'Shipping Address' section includes fields for Address 1, Address 2, Address 3, City (IRVINE), State (CALIFORNIA), Zip Cd (92618), and Country (United States). The 'Contact Information Sharing' section asks if the user wants others to be able to contact them and provides checkboxes for Address, Phone #'s, and Email. The 'Other Info' section includes a 'Shirt Size' dropdown menu. The footer contains the copyright notice: 'Copyright 2003-2009, Specialty Vehicle Institute of America, Inc. All Rights Reserved'.

In this screen, which is showing your profile, you can update any of your Instructor information. (Please note that you can only have 1 email address listed in the field).

At the left side of the screen, you'll see a vertical menu like this:

- Profile**
- Rosters
- Unpaid Classes
- Paid Classes
- Schedule Classes

Click on “Rosters”, and you’ll see a list of all your classes that are scheduled, completed, and cancelled:

Instructor Class Search/Rosters

Instructor ID: 92100

Class Date From: 01/01/2007 To: [] Class ID: [] Class Type: [] Class Status: [] Course Type: []

Search Clear Page Size: 10 Reset

Class List 46 Record(s) Found

View/Print	Class ID	Class Date	Site Name	Site City	Student Count	Status
Roster	1104949	4/19/2007	ROCKY MEADOWS FARM	SYKESVILLE	6	Completed
Roster	1105457	4/22/2007	ROCKY MEADOWS FARM	SYKESVILLE	3	Completed
Roster	1107204	5/31/2007	ROCKY MEADOWS FARM	SYKESVILLE	8	Completed
Roster	1107490	5/12/2007	ROCKY MEADOWS FARM	SYKESVILLE	5	Completed
Roster	1107491	5/13/2007	ROCKY MEADOWS FARM	SYKESVILLE	1	Completed
Roster	1107492	5/17/2007	ROCKY MEADOWS FARM	SYKESVILLE	4	Completed
Roster	1107772	5/22/2007	ROCKY MEADOWS FARM	SYKESVILLE	7	Completed
Roster	1108223	6/3/2007	ROCKY MEADOWS	SYKESVILLE	2	Completed

Page 1 of 5

To view and print a roster for a class, click on **Roster** to the left of the class number. The roster will pull up in a separate browser window like this:

ATV RiderCourse Report

Class # 1120192 Completed: []

Date: 06/21/2008 8:00:00 AM Inst. # 107377 STEVE PITTS MIAMI FL
Site ID 108719 MILTON E. THOMPSON PARK


IMPORTANT INFORMATION - YOU MUST READ AND SIGN THIS CONSENT FORM AND RELEASE

The Consumer Product Safety Commission ("CPSC") reports that over 2,753 people, including many children, have died in accidents associated with ATV's since 2000. Always Follow the Manufacturer's Minimum Age Recommendation Warning Label on the ATV. Always supervise riders under 16. Having been advised of the above, the undersigned agrees to release the ATV Safety Institute, the Specialty Vehicle Institute of America, its members, Trustees, employees, agents, representatives and all other organizations affiliated with the ATV RiderCourse, from any and all liability, loss damage claim or cause of action, known or unknown, including but not limited to all bodily injuries and property damage arising out of participation in the ATV RiderCourse.

USE THE ATV RiderCourse REPORT FOR UNSCHEDULED STUDENTS NOT ON THIS REPORT

	Age	Loan	Free	Complete	Complete
1. I have read and agree with the consent form: JAMES ENGLE	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student Signature (parent or guardian if under 18 yrs):	Did Not Complete				
Day: (954) 480-4300 Eve: (954) 410-8163 City: DEERFIELD BCH State: FL ID: 2165552					
2. I have read and agree with the consent form: JOLEN MAYBERRY	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student Signature (parent or guardian if under 18 yrs):	Did Not Complete				
Day: Eve: (239) 695-4162 City: OCHOPEE State: FL ID: 2165553					
3. I have read and agree with the consent form: KIRT RUSENKO	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1 of 8

Once you are done with the roster, you can just close the window using the red  in the upper right corner of that window.

To view classes that you have been paid for, click on “Paid Classes” and it will show this screen:

Instructor Paid Classes

Instructor ID: 107377

Class Date From: [] To: [] Class/Ref ID: [] Company: [] Class Type: []

Search Clear Page Size: 10 Reset

Class List 88 Record(s) Found

Type	Class/Ref ID	Qty	Rate	Amount Due	Paid Date	Site Name	Site City	Class Date
Class	1075367	6	\$35.00	\$210.00	7/25/2005	CYCLE WORKS SAFETY COURSE	CARROLLTON	7/9/2005
Class	1075368	7	\$35.00	\$245.00	8/10/2005	CYCLE WORKS SAFETY COURSE	CARROLLTON	7/16/2005
SAA	7695	2	\$125.00	\$250.00	9/26/2005	SHELBY	SHELBY	
Class	1079192	6	\$35.00	\$210.00	8/25/2005	CYCLE WORKS SAFETY COURSE	CARROLLTON	8/6/2005
Class	1079193	8	\$35.00	\$280.00	9/9/2005	CYCLE WORKS SAFETY COURSE	CARROLLTON	8/20/2005

Page 1 of 9

To view classes that you have not yet been paid for, click on “Unpaid Classes” and you will see this:

Instructor Unpaid Classes

Instructor ID: 92100

Unpaid Status: Not Yet Processed In-Process

Search

Class List 32 Record(s) Found

View/Print	Class ID	Class Date	Site Name	Site City	Student Count	Class Status
Roster	1128688	10/19/2008	ROCKY MEADOWS FARM	SYKESVILLE	5	Verified
Roster	1127790	10/16/2008	ROCKY MEADOWS FARM	SYKESVILLE	5	Completed
Roster	1130426	10/16/2008	ROCKY MEADOWS FARM	SYKESVILLE	5	Verified
Roster	1126426	9/18/2008	ROCKY MEADOWS FARM	SYKESVILLE	8	Completed
Roster	1126905	8/27/2008	ROCKY MEADOWS FARM	SYKESVILLE	6	Completed
Roster	1126896	8/22/2008	ROCKY MEADOWS FARM	SYKESVILLE	7	Completed
Roster	1124204	8/7/2008	ROCKY MEADOWS FARM	SYKESVILLE	3	Completed
Roster	1123666	7/17/2008	ROCKY MEADOWS FARM	SYKESVILLE	6	Completed

Page 1 of 4

For agency or military Instructors who do not get paid by ASI, your completed rosters will show up in the Unpaid Rosters screen. Click on In Process and you'll see your list of classes that have been completed or are in the process of being completed.

If you need information such as ASI's address or department contact information, click on [Support](#) on the blue menu bar up at the top of the page. You will then be brought to this screen:

Contact Us

We at the All-Terrain Vehicle Safety Institute® appreciate your support and efforts. If you have any questions that we can help you with, please don't hesitate to contact us. We will, as always, do all we can to promote the safe and responsible use of ATVs.

AIMS
ASI Instructor Management System.
2 Jenner Street, Suite 150
Irvine, CA 92618
Phone: (800) 786-5559
Bus. Fax: (949) 727-4216

Idurlach@svia.org

Key Phone Numbers
Students Requesting Training
(800) 887-2887
Fax Class Reports (Rosters)
(800) 528-9385
Fax Rider Training Certificates
(800) 786-3323

There you can also find information about Frequently Asked Questions, how to navigate through the site, and see who our sponsors are.

Also conveniently listed on AIMS, are many of the day to day documents that you need as an Instructor. If you go to [Library](#) on the menu bar above, you'll be brought to an area that contains documents in mostly PDF format that you can print:

RTA

Forms & Download

State Information

Instructor Bulletin

National OHV Org

PDW Slides

Viewing Software

Forms and Downloads

RiderCourse Forms

- 7 Secrets Of Successful Confirmation Calls - (PDF)
- Student Confirmation Call Checklist - (PDF)
- ATV RiderCourse Consent and Release Form - (PDF)
- Participant Claim Form - (PDF)
- ATV Rider Course - Notice Regarding Injuries - (PDF)
- ATV RiderCourse Incident Report - (PDF)
- ATV Ridercourse Report - (PDF)

Site Forms

- ATV RiderCourse Insurance Declaration - 2008 - (PDF)
- Range Diagram - (PDF)

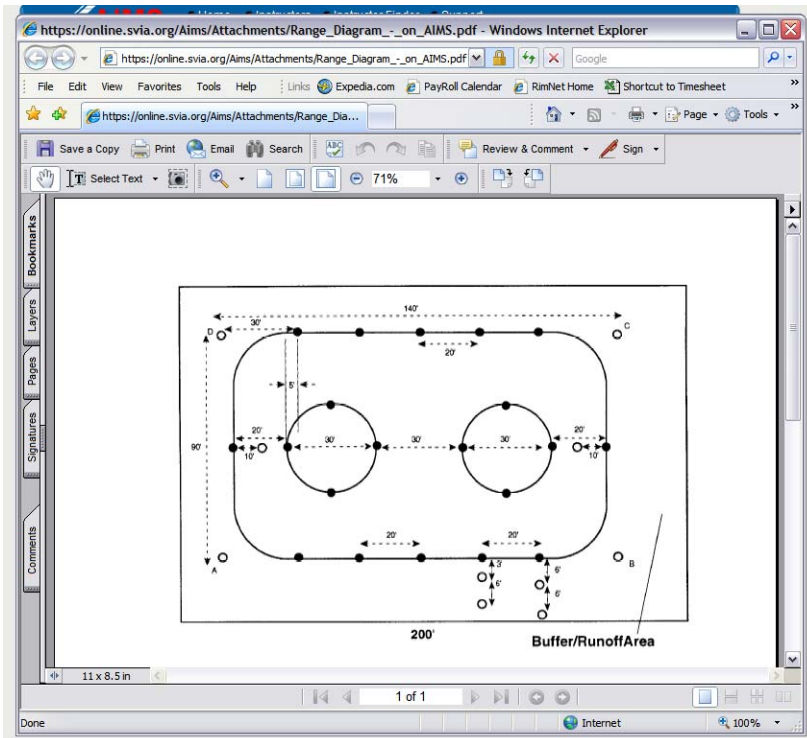
Informational Forms

- Ride Safe, Ride Smart Facilitator's Guide - (PDF)
- FAQs for ATV Dealers - (PDF)
- 2008 Dealer Loan Program and Incentive Summary - (PDF)
- 2008 Loan Program - (PDF)
- Instructor License Agreement - (PDF)
- ATV Laws and Regulations Summary - (PDF)
- Training Incentives - (DOC)

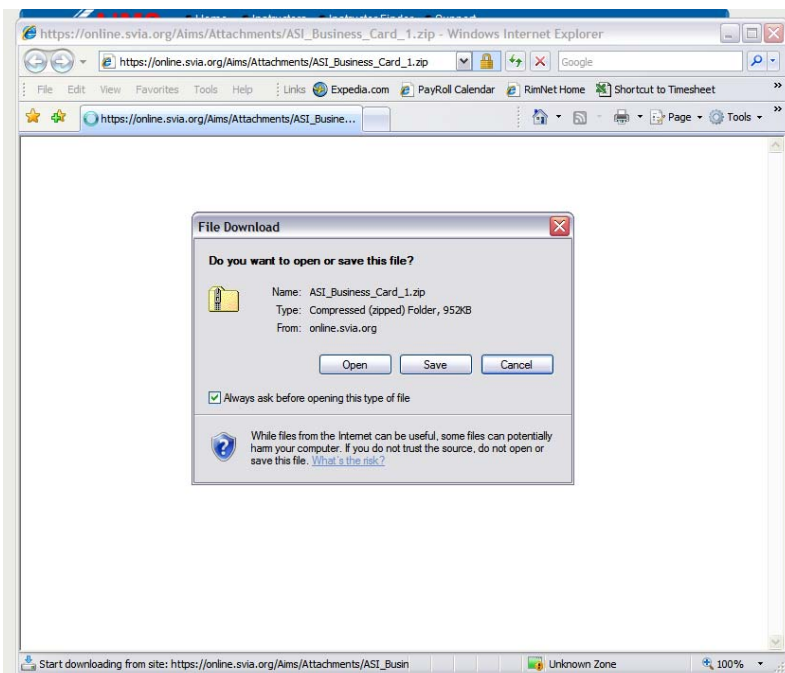
ATV Instructor Business Card Artwork

- ATV Instructor Business Card Artwork [Details](#)

You can choose any one of these links, and it will open up the document in another browser window like this:



Also located in this screen, (Forms & Downloads), is the artwork for your Instructor business cards. When you choose this link, your browser will pull this up:



This document is done in a program called In Design, and will not be able to be opened on your computer. Click on SAVE, and save this to your desktop. Then put the file on a disk to take to your local printer to have the cards made. They will be able to open the file there and make your cards.