

Registering and Reporting Classes in the NRA Instructors Portal



Women On Target clinics can register and report exactly the same as any other NRA courses. If you are already familiar with using nrainstructors.org, you may skip this material, use it as a refresher, or jump ahead to slide 23 to learn more about the Women On Target simplified reporting option.

NRA EXPLORE ▼

JOIN

RENEW

DONATE



≡ MENU

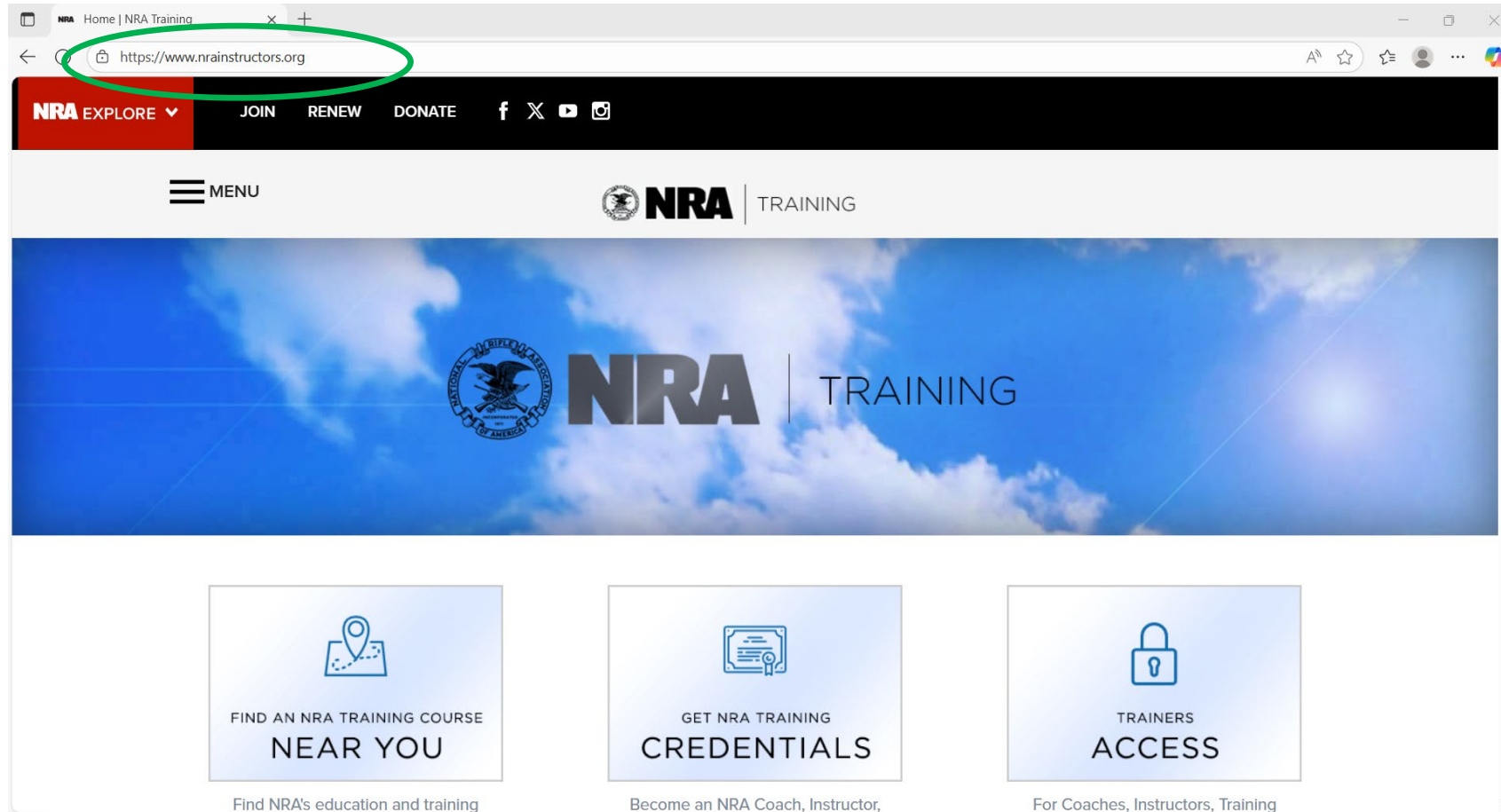


NRA

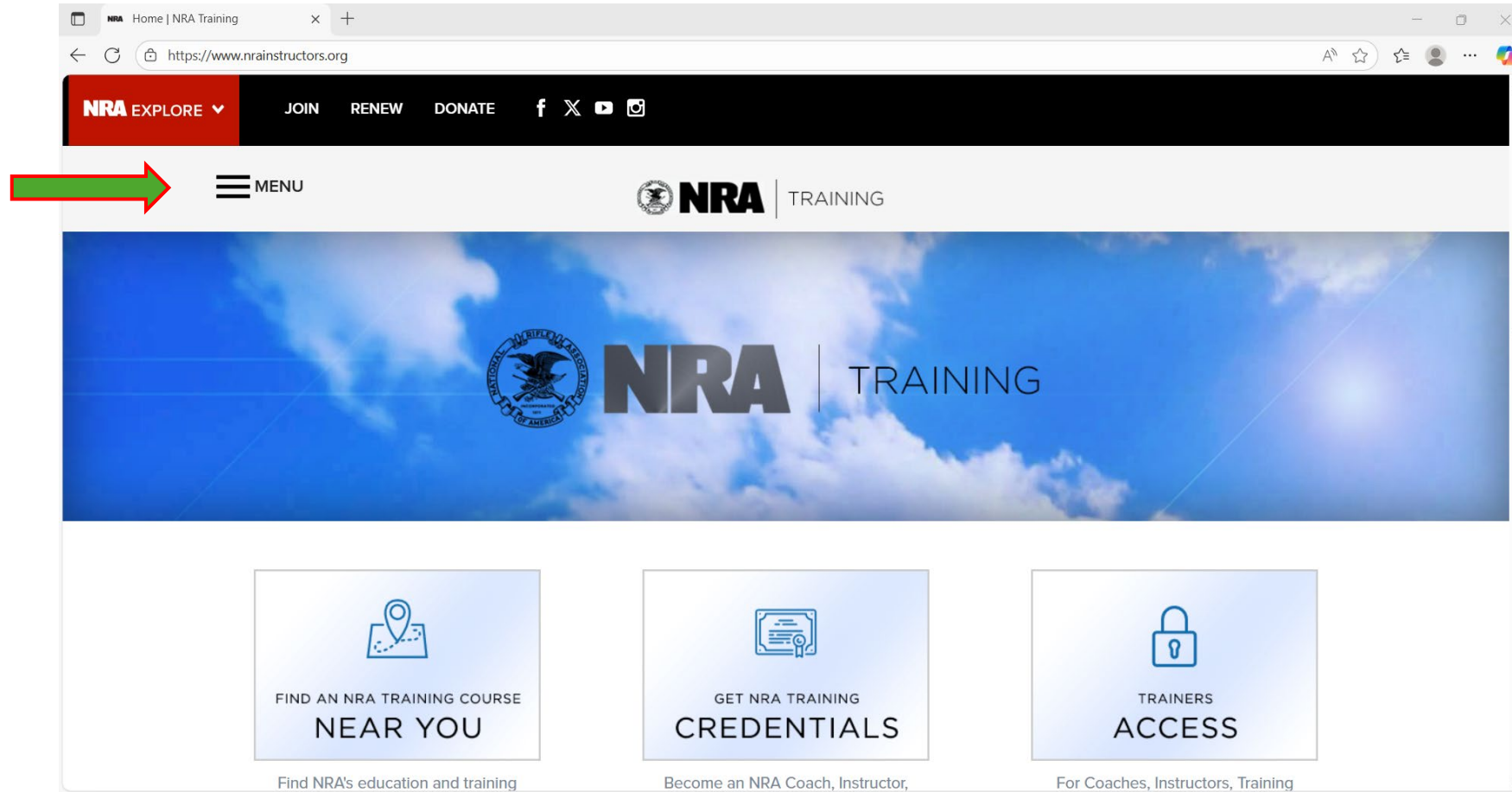
TRAINING

TRAINERS ACCESS

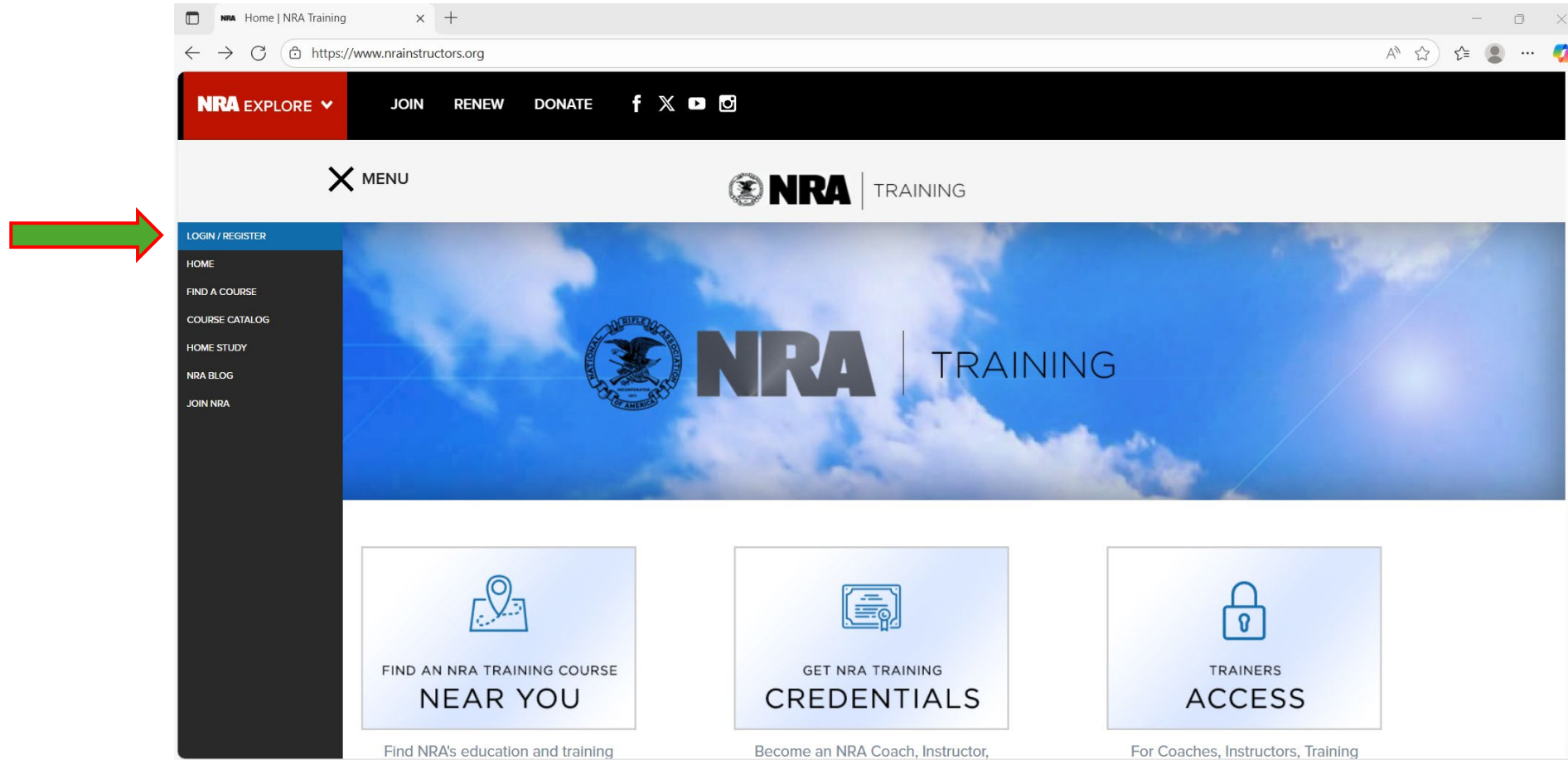
Navigate to the portal at www.nrainstructors.org



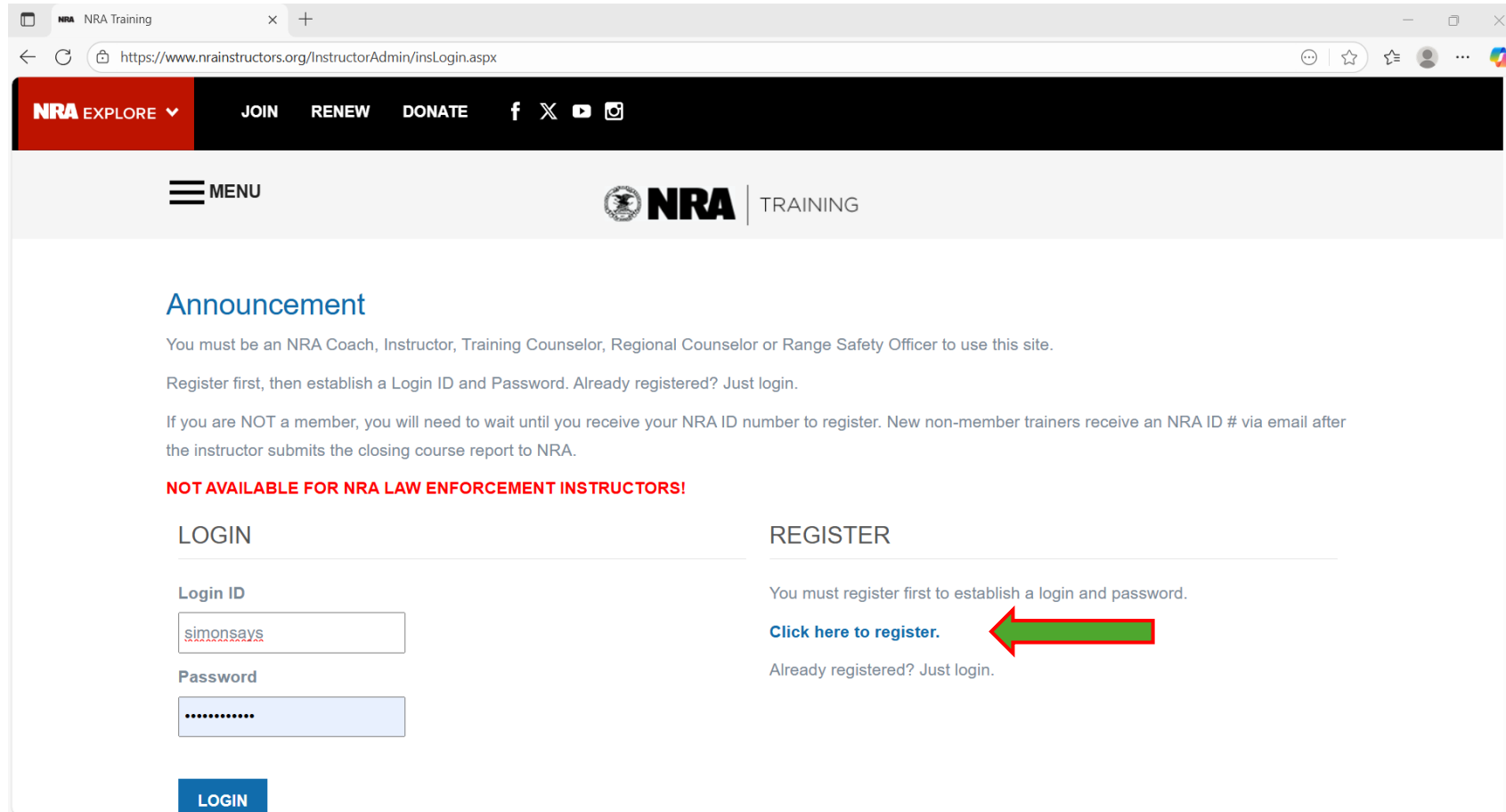
Click on the top left “MENU” button to access options, including login.



Click “Login / Register” to enter.



If you are new to the site, click “Register” and create a user name and password.



The screenshot shows the NRA Training website interface. At the top, there is a navigation bar with "NRA EXPLORE" and links for "JOIN", "RENEW", and "DONATE". Below this is a "MENU" button and the "NRA TRAINING" logo. The main content area features an "Announcement" section with text explaining that users must be NRA Coaches, Instructors, or Training Counselors to use the site. It also mentions that new non-member trainers receive an NRA ID number via email. A red warning banner states "NOT AVAILABLE FOR NRA LAW ENFORCEMENT INSTRUCTORS!". Below the announcement, there are two columns: "LOGIN" and "REGISTER". The "LOGIN" column has fields for "Login ID" (containing "simonsays") and "Password" (masked with dots), followed by a "LOGIN" button. The "REGISTER" column has a message "You must register first to establish a login and password." and a blue link "Click here to register." which is highlighted by a green arrow. Below the link is the text "Already registered? Just login."

NRA EXPLORE JOIN RENEW DONATE f X YouTube Instagram

MENU **NRA** TRAINING

Announcement

You must be an NRA Coach, Instructor, Training Counselor, Regional Counselor or Range Safety Officer to use this site.

Register first, then establish a Login ID and Password. Already registered? Just login.

If you are NOT a member, you will need to wait until you receive your NRA ID number to register. New non-member trainers receive an NRA ID # via email after the instructor submits the closing course report to NRA.

NOT AVAILABLE FOR NRA LAW ENFORCEMENT INSTRUCTORS!

LOGIN

Login ID

Password

LOGIN

REGISTER

You must register first to establish a login and password.

[Click here to register.](#)

Already registered? Just login.

Registered users, fill in your name & password, then click “login.”

NRA EXPLORE JOIN RENEW DONATE f X v i

MENU **NRA** TRAINING

Announcement

You must be an NRA Coach, Instructor, Training Counselor, Regional Counselor or Range Safety Officer to use this site.

Register first, then establish a Login ID and Password. Already registered? Just login.

If you are NOT a member, you will need to wait until you receive your NRA ID number to register. New non-member trainers receive an NRA ID # via email after the instructor submits the closing course report to NRA.

NOT AVAILABLE FOR NRA LAW ENFORCEMENT INSTRUCTORS!

LOGIN

Login ID

Password

LOGIN

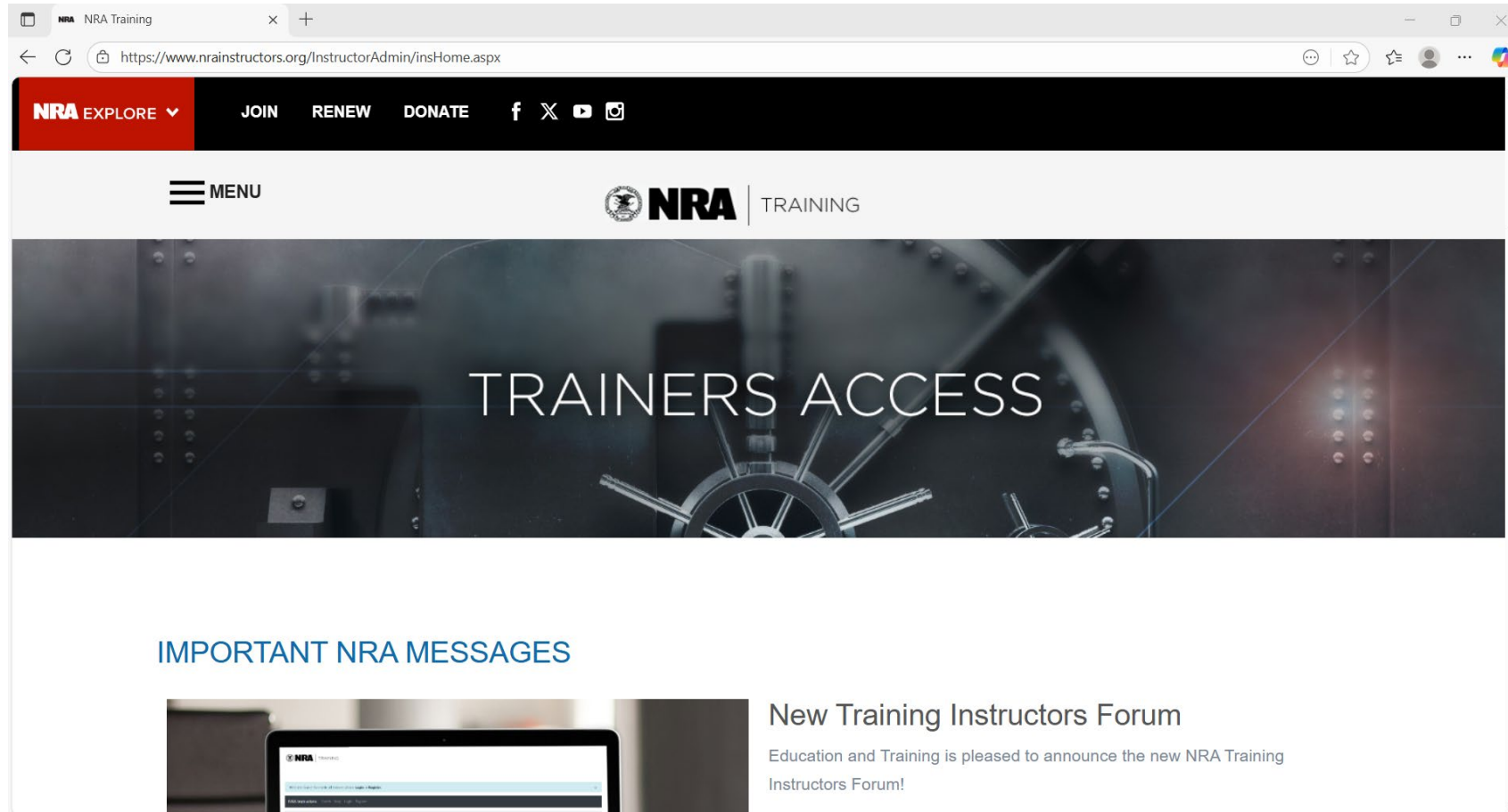
REGISTER

You must register first to establish a login and password.

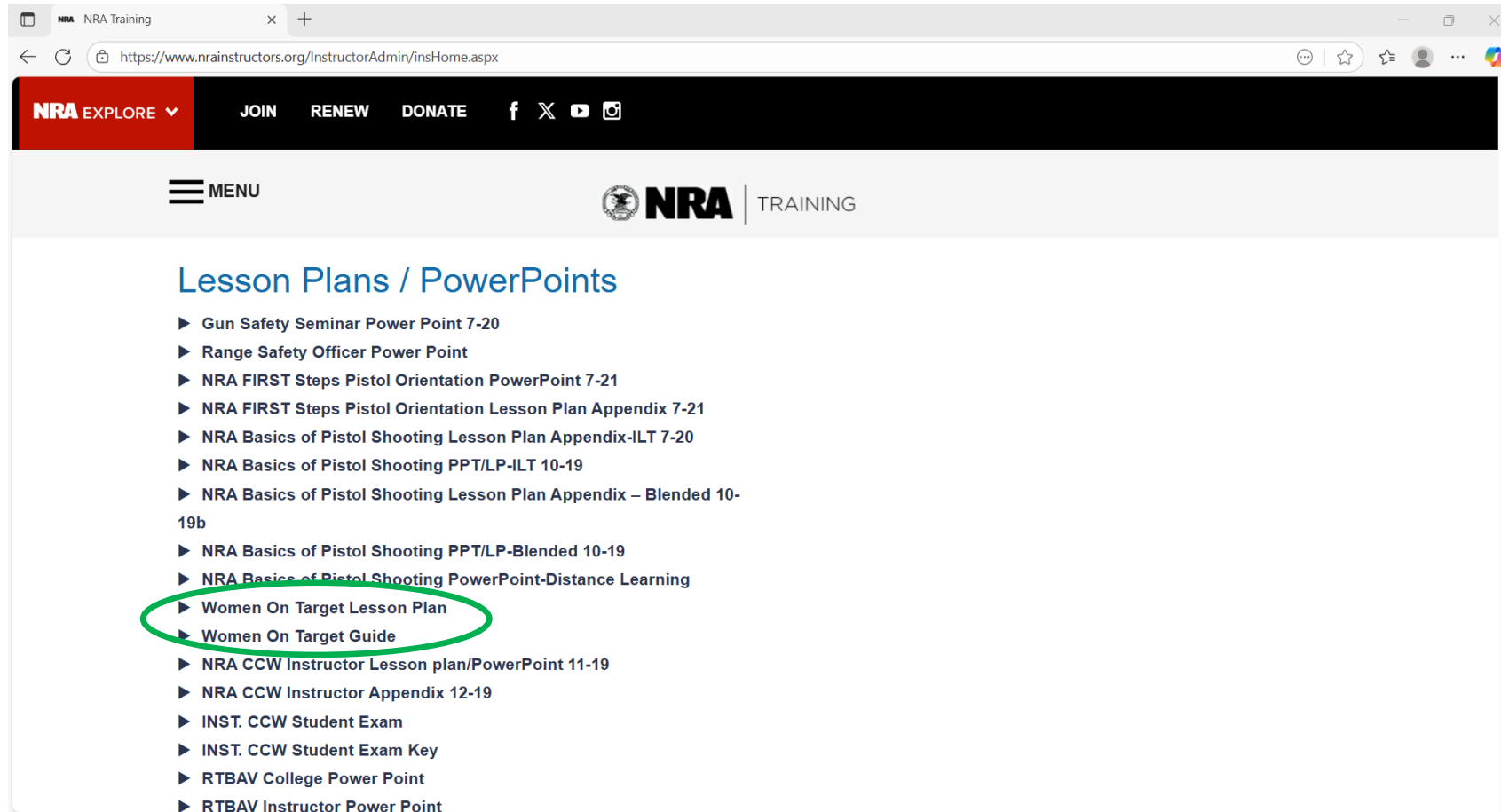
[Click here to register.](#)

Already registered? Just login.

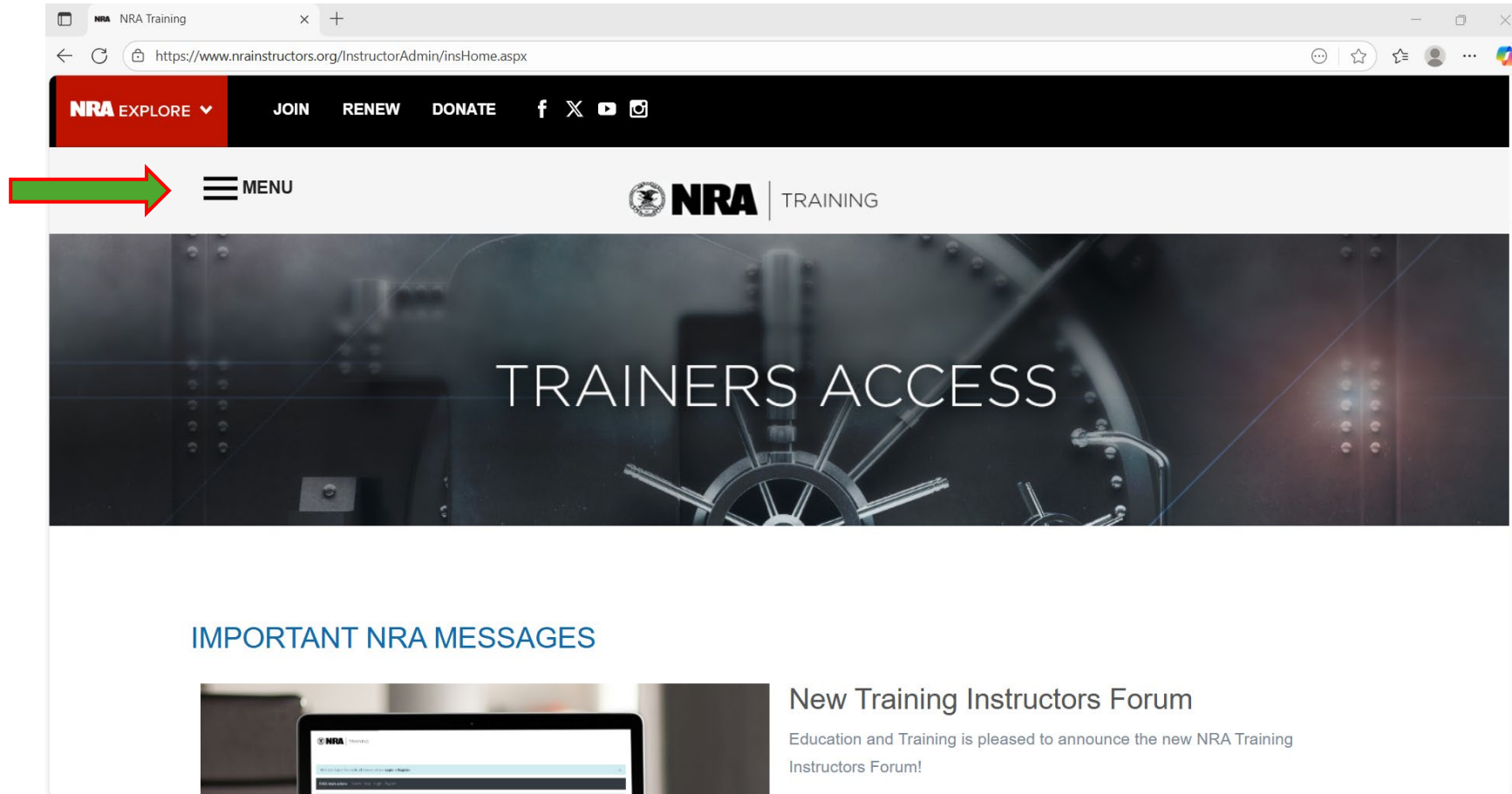
You are now on the homepage for NRA Instructors. Here you can visit the Instructors Forum, view your training schedule, ratings, and more.



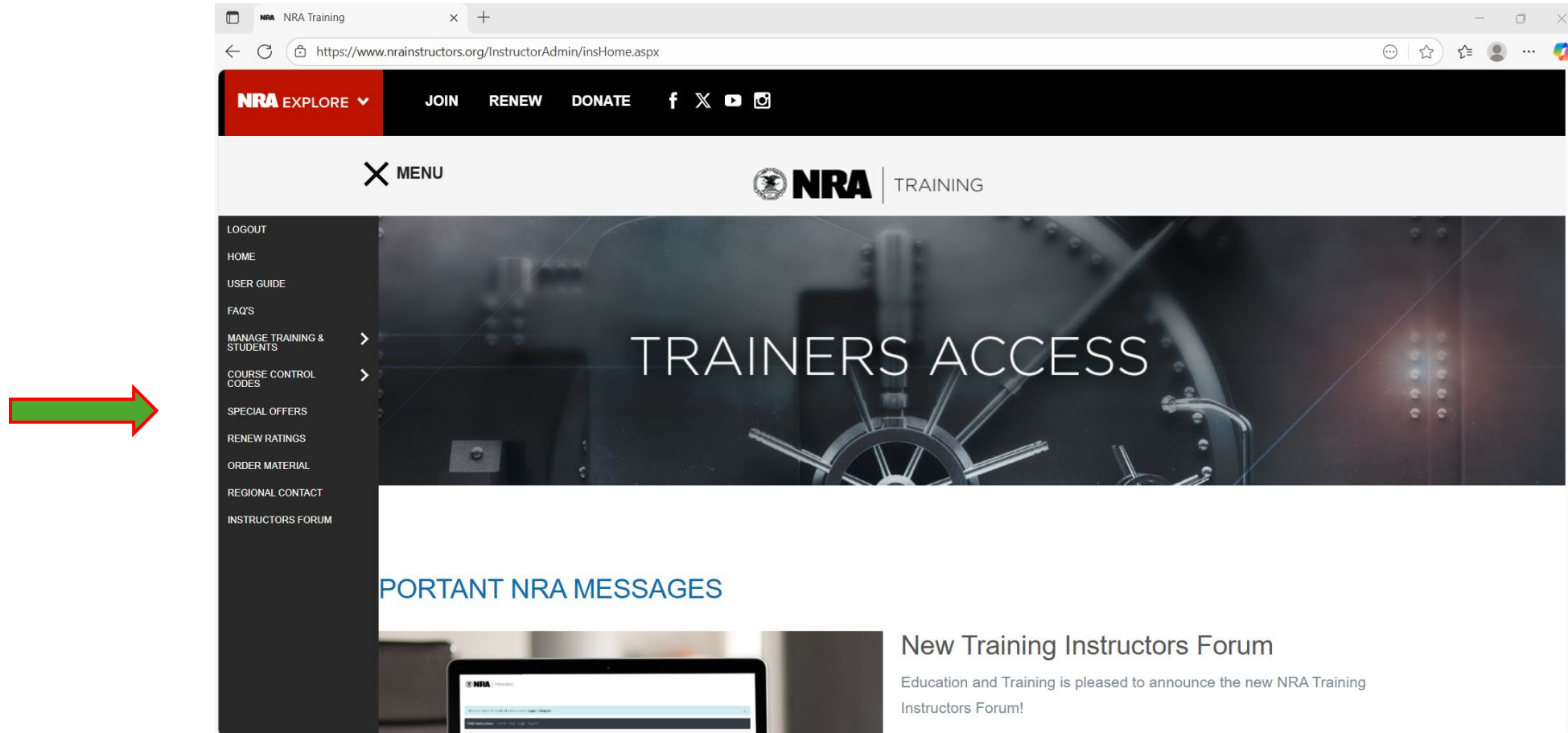
At the bottom of this page, you will find the slide decks and lesson plans available to you based on your credentials.



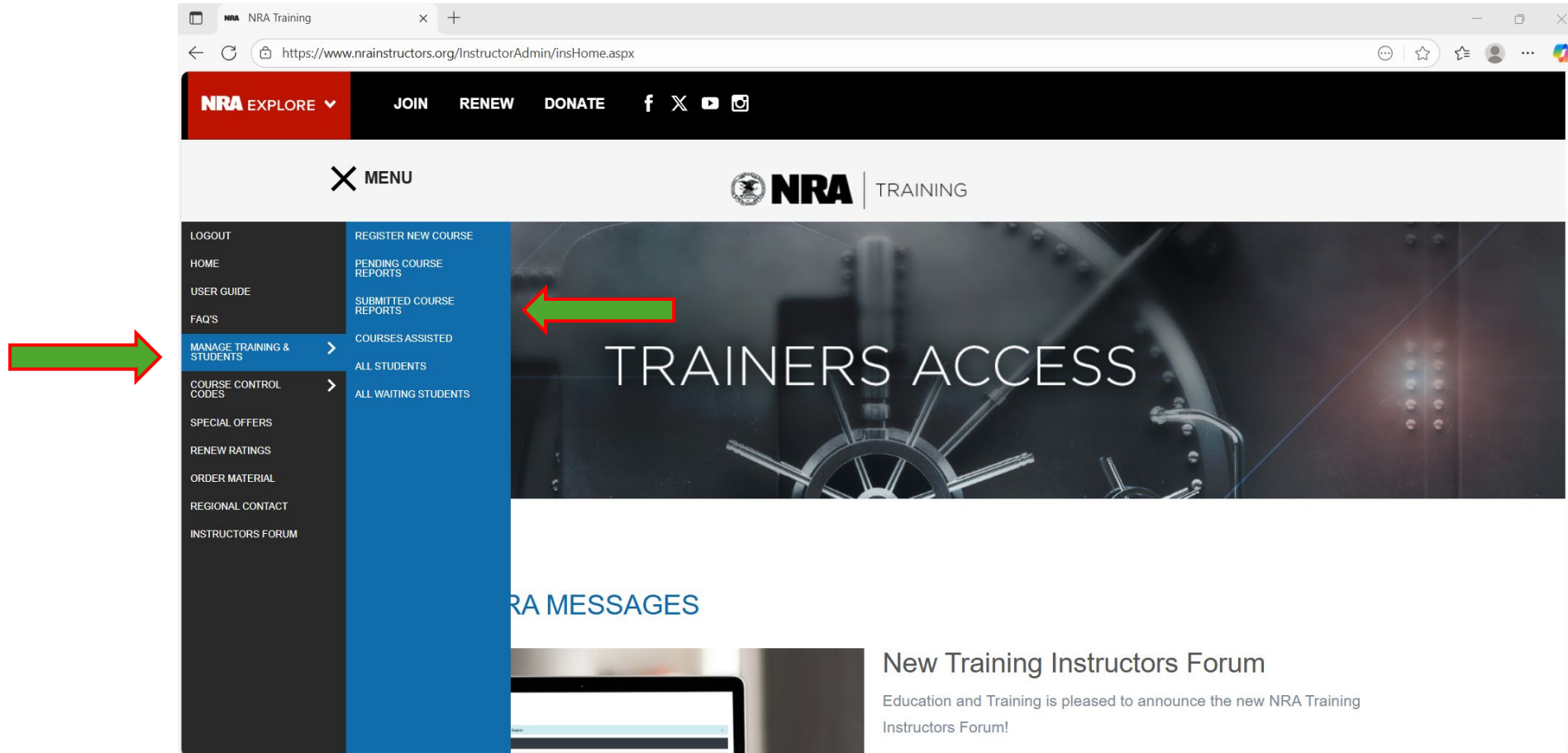
To register classes, complete course reports, or order materials, click on the top left “MENU” icon to open the submenu.



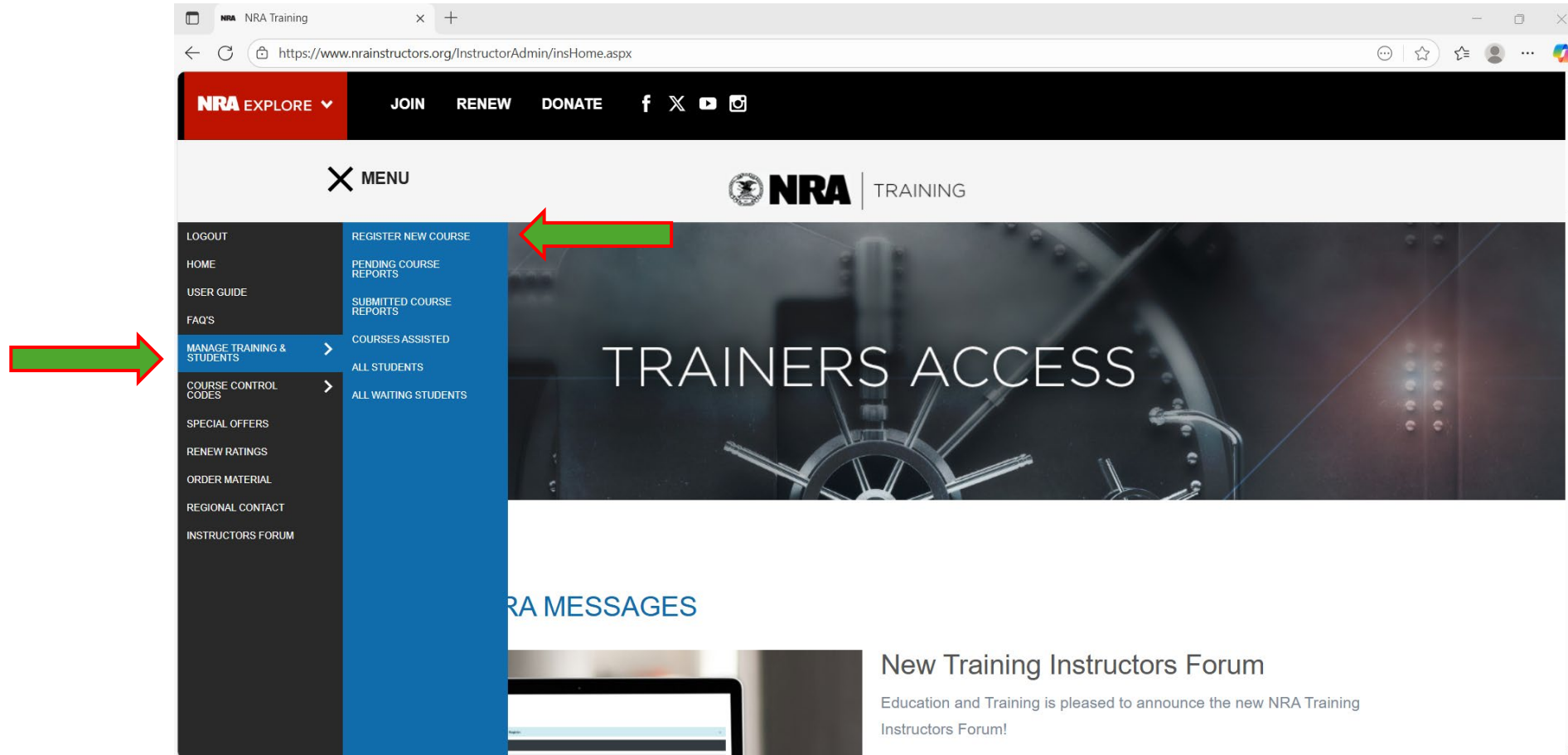
From this submenu, you can manage classes and students, order materials, renew ratings, and access the User Guide and Instructor Forum.



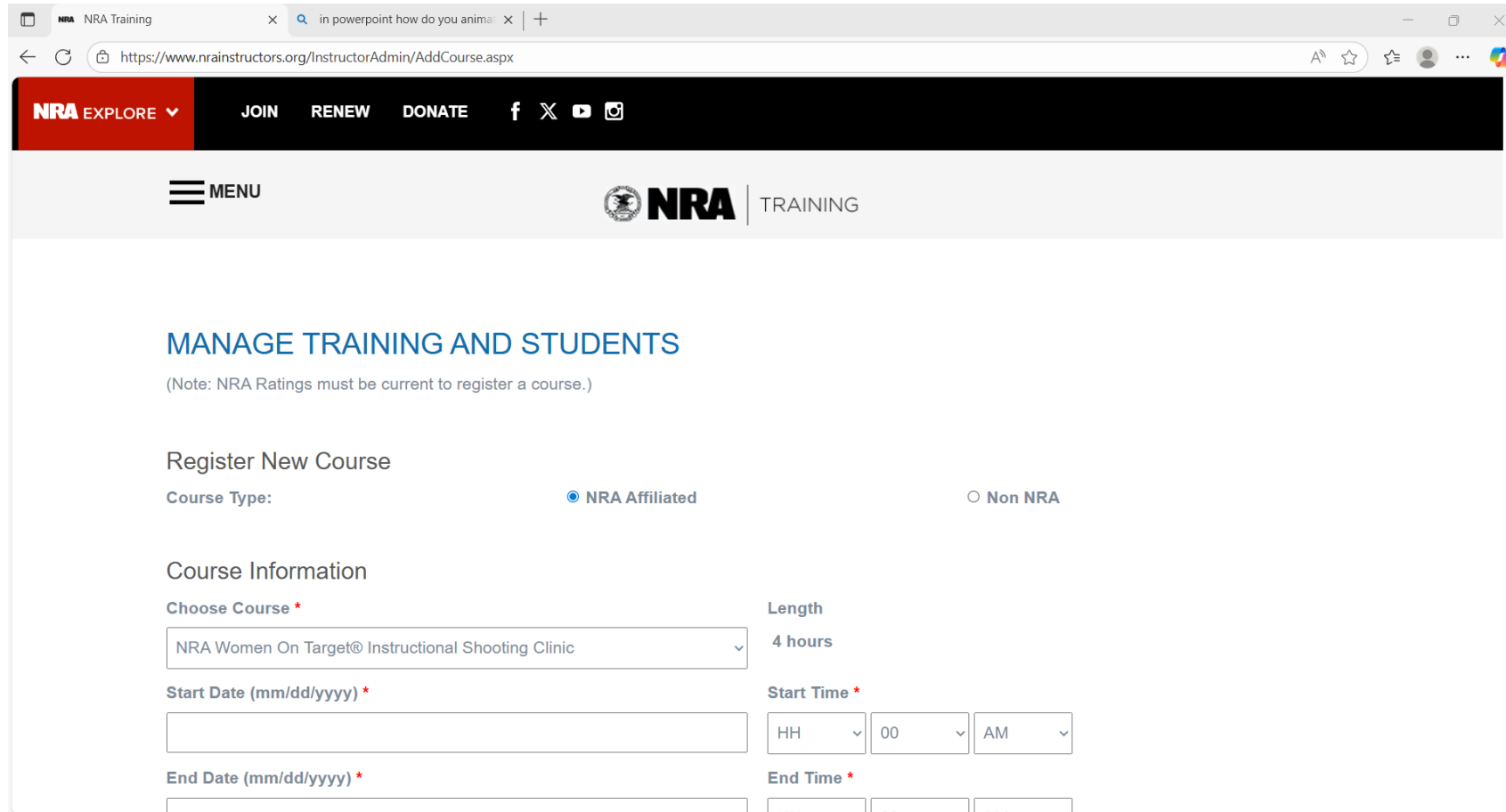
Hover over “Manage Training & Students,” to view options for registering and reporting classes, or to view classes and students. ***Click*** on the correct option from the submenu.



To register a new course, ***hover*** over “Manage Training & Students,” and then ***click*** on “Register New Course.”



You can now fill in course information.



The screenshot shows a web browser window with the URL <https://www.nrainstructors.org/InstructorAdmin/AddCourse.aspx>. The page features a black navigation bar with 'NRA EXPLORE' and links for 'JOIN', 'RENEW', and 'DONATE'. Below this is a grey header with a 'MENU' button and the 'NRA TRAINING' logo. The main content area is titled 'MANAGE TRAINING AND STUDENTS' with a note: '(Note: NRA Ratings must be current to register a course.)'. The 'Register New Course' section includes a 'Course Type' selector with 'NRA Affiliated' selected. The 'Course Information' section contains a 'Choose Course' dropdown menu with 'NRA Women On Target® Instructional Shooting Clinic' selected, a 'Length' field set to '4 hours', and input fields for 'Start Date', 'Start Time' (HH:MM AM), 'End Date', and 'End Time'.

MANAGE TRAINING AND STUDENTS
(Note: NRA Ratings must be current to register a course.)

Register New Course

Course Type: ☒ NRA Affiliated ☐ Non NRA

Course Information

Choose Course *
NRA Women On Target® Instructional Shooting Clinic

Length
4 hours

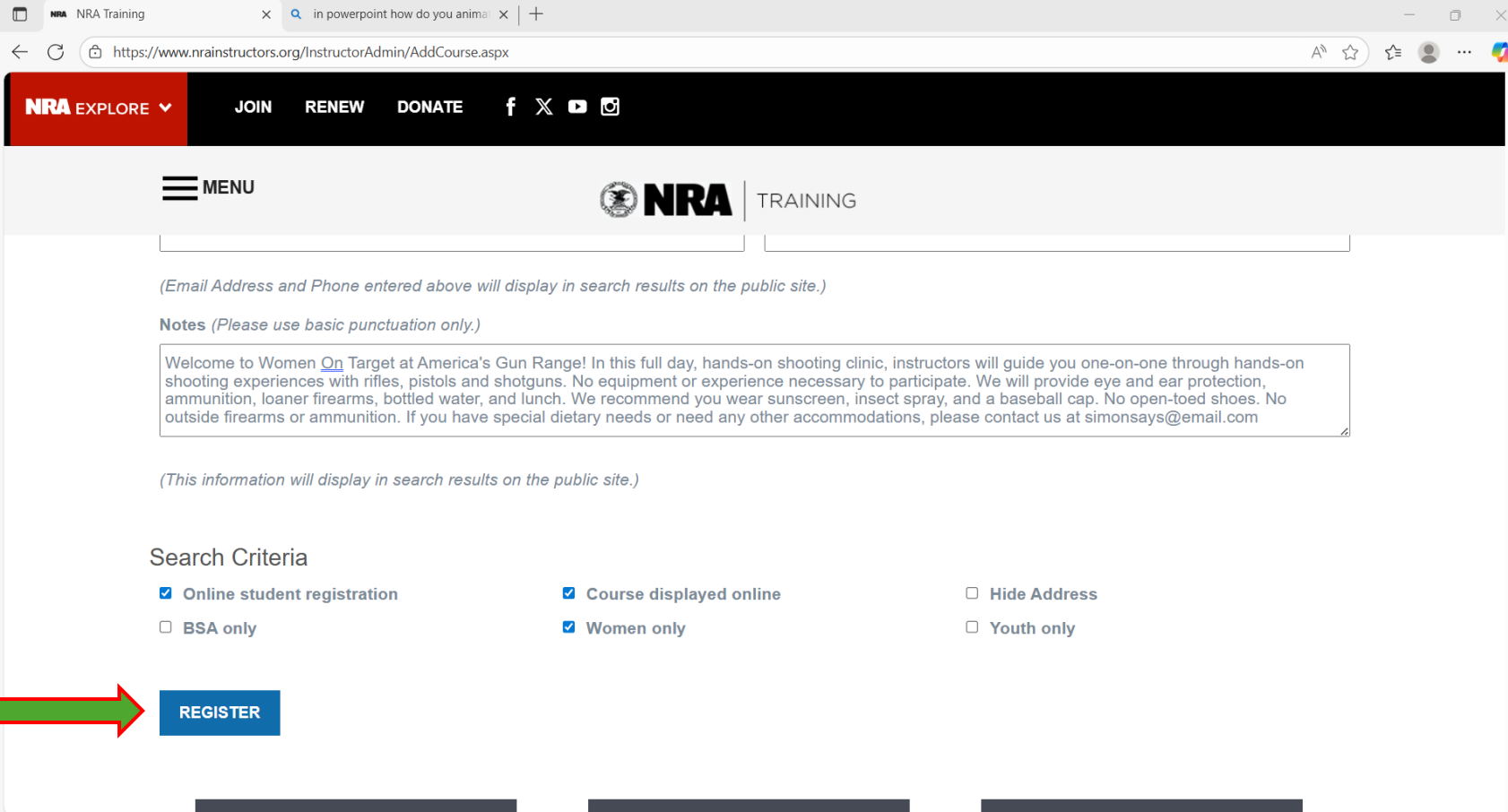
Start Date (mm/dd/yyyy) *
[Date Input Field]

Start Time *
[HH] [MM] [AM/PM]

End Date (mm/dd/yyyy) *
[Date Input Field]

End Time *
[HH] [MM] [AM/PM]

Consider and choose search criteria. When finished, click “Register” to register the class with the NRA.



The screenshot shows a web browser window with the URL <https://www.nrainstructors.org/InstructorAdmin/AddCourse.aspx>. The page features a black header with the NRA logo and navigation links: JOIN, RENEW, and DONATE. Below the header is a grey navigation bar with a MENU icon and the text NRA TRAINING. The main content area is white and contains a form for adding a course. The form includes a text input field for the course title, a text input field for the email address, and a text input field for the phone number. Below these fields is a section titled "Notes (Please use basic punctuation only.)" with a text area containing the following text: "Welcome to Women On Target at America's Gun Range! In this full day, hands-on shooting clinic, instructors will guide you one-on-one through hands-on shooting experiences with rifles, pistols and shotguns. No equipment or experience necessary to participate. We will provide eye and ear protection, ammunition, loaner firearms, bottled water, and lunch. We recommend you wear sunscreen, insect spray, and a baseball cap. No open-toed shoes. No outside firearms or ammunition. If you have special dietary needs or need any other accommodations, please contact us at simonsays@email.com". Below the notes section is a section titled "Search Criteria" with several checkboxes: ☒ Online student registration, ☐ BSA only, ☒ Course displayed online, ☒ Women only, ☐ Hide Address, and ☐ Youth only. At the bottom of the form is a blue button labeled "REGISTER". A red arrow points to the "REGISTER" button.

(Email Address and Phone entered above will display in search results on the public site.)

Notes (Please use basic punctuation only.)

Welcome to Women [On](#) Target at America's Gun Range! In this full day, hands-on shooting clinic, instructors will guide you one-on-one through hands-on shooting experiences with rifles, pistols and shotguns. No equipment or experience necessary to participate. We will provide eye and ear protection, ammunition, loaner firearms, bottled water, and lunch. We recommend you wear sunscreen, insect spray, and a baseball cap. No open-toed shoes. No outside firearms or ammunition. If you have special dietary needs or need any other accommodations, please contact us at simonsays@email.com

(This information will display in search results on the public site.)

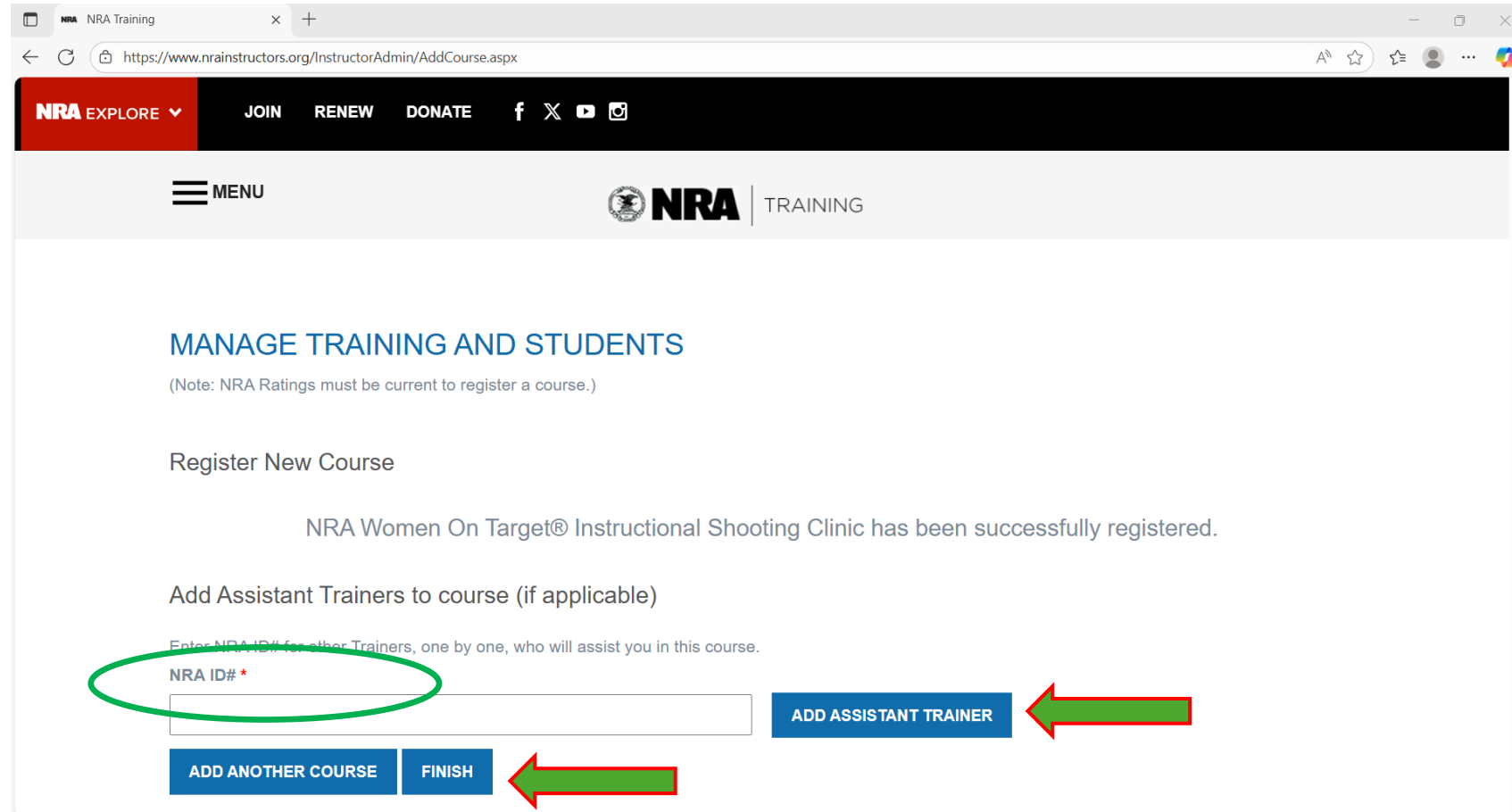
Search Criteria

☒ Online student registration ☒ Course displayed online ☐ Hide Address

☐ BSA only ☒ Women only ☐ Youth only

REGISTER

If you have Assistant Trainers, input their NRA ID#s and click “Add Assistant Trainer” (you can also do this later by editing the course). If you have no assistants, go straight to “Finish.”



The screenshot shows the 'NRA Training' website interface. The top navigation bar includes 'NRA EXPLORE', 'JOIN', 'RENEW', 'DONATE', and social media icons. Below this is a 'MENU' button and the 'NRA TRAINING' logo. The main heading is 'MANAGE TRAINING AND STUDENTS' with a note: '(Note: NRA Ratings must be current to register a course.)'. The section 'Register New Course' displays a success message: 'NRA Women On Target® Instructional Shooting Clinic has been successfully registered.' Below this, the heading 'Add Assistant Trainers to course (if applicable)' is followed by the instruction 'Enter NRA ID# for other Trainers, one by one, who will assist you in this course.' A text input field labeled 'NRA ID# *' is highlighted with a green oval. To the right of the input field is a blue button labeled 'ADD ASSISTANT TRAINER', with a green arrow pointing to it. At the bottom of the form are two blue buttons: 'ADD ANOTHER COURSE' and 'FINISH', with a green arrow pointing to the 'FINISH' button.

NRA EXPLORE ▼ JOIN RENEW DONATE f X YouTube Instagram

MENU NRA TRAINING

MANAGE TRAINING AND STUDENTS

(Note: NRA Ratings must be current to register a course.)

Register New Course

NRA Women On Target® Instructional Shooting Clinic has been successfully registered.

Add Assistant Trainers to course (if applicable)

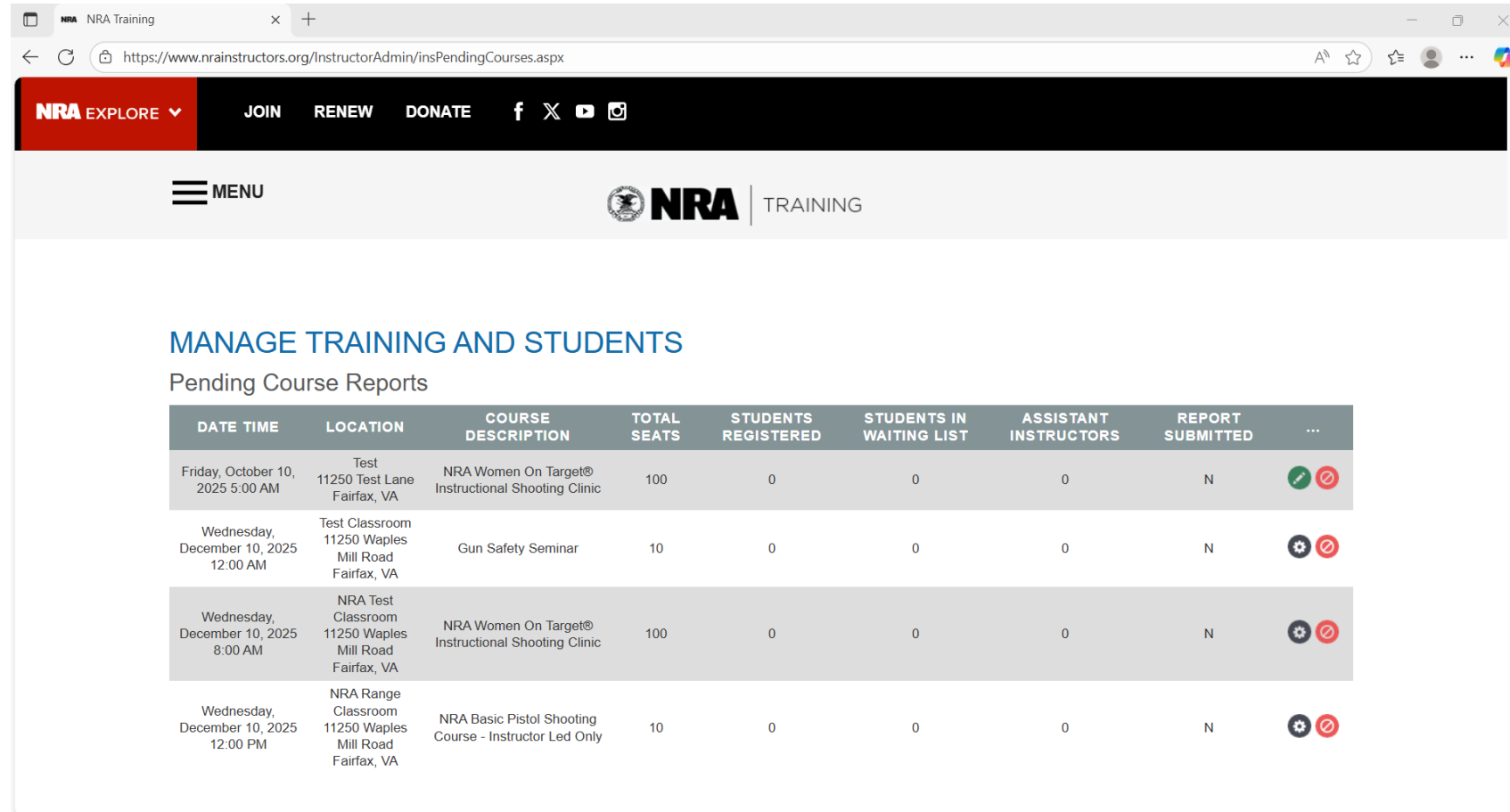
Enter NRA ID# for other Trainers, one by one, who will assist you in this course.

NRA ID# *









ADD ASSISTANT TRAINER



ADD ANOTHER COURSE FINISH

Your class should now be listed under “Pending Course Reports.” This means the class is registered, but you have not submitted a final course report.



The screenshot shows a web browser window with the URL <https://www.nrainstructors.org/InstructorAdmin/insPendingCourses.aspx>. The page features a navigation bar with "NRA EXPLORE", "JOIN", "RENEW", and "DONATE" buttons, along with social media icons. Below the navigation bar is a "MENU" button and the "NRA TRAINING" logo. The main content area is titled "MANAGE TRAINING AND STUDENTS" and "Pending Course Reports". It contains a table with four rows of course data. Each row includes columns for Date Time, Location, Course Description, Total Seats, Students Registered, Students in Waiting List, Assistant Instructors, and Report Submitted. The "Report Submitted" column shows "N" for all courses, indicating they are pending reports. Each row also has a "..." button with a green checkmark and a red X icon.

DATE TIME	LOCATION	COURSE DESCRIPTION	TOTAL SEATS	STUDENTS REGISTERED	STUDENTS IN WAITING LIST	ASSISTANT INSTRUCTORS	REPORT SUBMITTED	...
Friday, October 10, 2025 5:00 AM	Test 11250 Test Lane Fairfax, VA	NRA Women On Target® Instructional Shooting Clinic	100	0	0	0	N	 
Wednesday, December 10, 2025 12:00 AM	Test Classroom 11250 Waples Mill Road Fairfax, VA	Gun Safety Seminar	10	0	0	0	N	 
Wednesday, December 10, 2025 8:00 AM	NRA Test Classroom 11250 Waples Mill Road Fairfax, VA	NRA Women On Target® Instructional Shooting Clinic	100	0	0	0	N	 
Wednesday, December 10, 2025 12:00 PM	NRA Range Classroom 11250 Waples Mill Road Fairfax, VA	NRA Basic Pistol Shooting Course - Instructor Led Only	10	0	0	0	N	 

From this screen, you can see your pending classes. If you need to cancel a class, click  . Otherwise, click  to edit a class or student information or submit a course report.

NRA EXPLORE

JOINRENEWDONATE









fXv

MENU

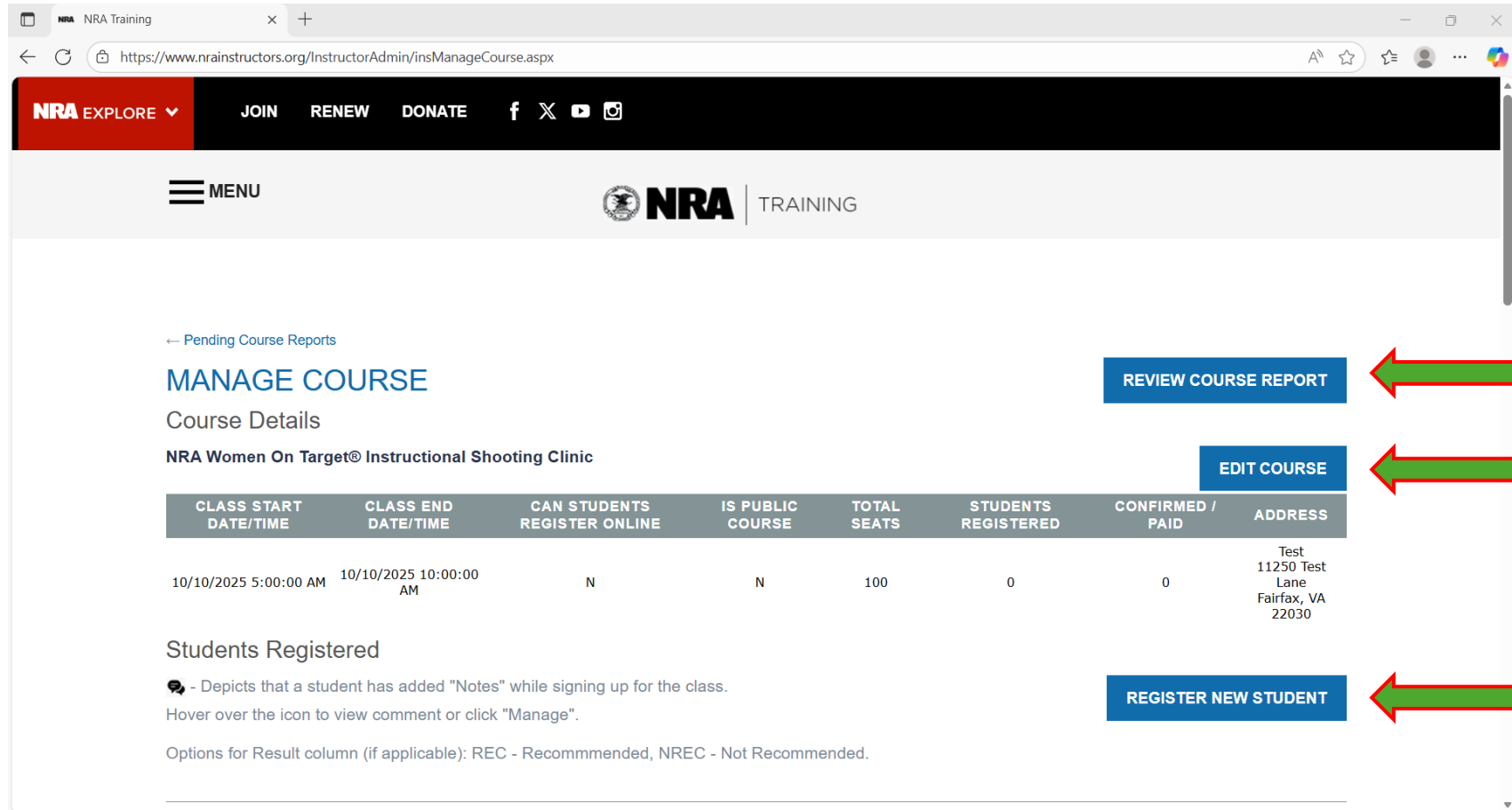
TRAINING

MANAGE TRAINING AND STUDENTS

Pending Course Reports

DATE TIME	LOCATION	COURSE DESCRIPTION	TOTAL SEATS	STUDENTS REGISTERED	STUDENTS IN WAITING LIST	ASSISTANT INSTRUCTORS	REPORT SUBMITTED	...
Friday, October 10, 2025 5:00 AM	Test 11250 Test Lane Fairfax, VA	NRA Women On Target® Instructional Shooting Clinic	100	0	0	0	N	 
Wednesday, December 10, 2025 12:00 AM	Test Classroom 11250 Waples Mill Road Fairfax, VA	Gun Safety Seminar	10	0	0	0	N	 
Wednesday, December 10, 2025 8:00 AM	NRA Test Classroom 11250 Waples Mill Road Fairfax, VA	NRA Women On Target® Instructional Shooting Clinic	100	0	0	0	N	 
Wednesday, December 10, 2025 12:00 PM	NRA Range Classroom 11250 Waples Mill Road Fairfax, VA	NRA Basic Pistol Shooting Course - Instructor Led Only	10	0	0	0	N	 

You now have the option to edit a course, manually register students, or review and submit a final course report.



The screenshot displays the 'MANAGE COURSE' page for the 'NRA Women On Target® Instructional Shooting Clinic'. The page includes a navigation bar with 'NRA EXPLORE', 'JOIN', 'RENEW', and 'DONATE' links. A 'MENU' button is located on the left. The main content area features a 'MANAGE COURSE' heading and a 'Course Details' section. A table lists course information, and three action buttons are highlighted with red arrows: 'REVIEW COURSE REPORT', 'EDIT COURSE', and 'REGISTER NEW STUDENT'.

← Pending Course Reports

MANAGE COURSE

Course Details

NRA Women On Target® Instructional Shooting Clinic

CLASS START DATE/TIME	CLASS END DATE/TIME	CAN STUDENTS REGISTER ONLINE	IS PUBLIC COURSE	TOTAL SEATS	STUDENTS REGISTERED	CONFIRMED / PAID	ADDRESS
10/10/2025 5:00:00 AM	10/10/2025 10:00:00 AM	N	N	100	0	0	Test 11250 Test Lane Fairfax, VA 22030

Students Registered

💬 - Depicts that a student has added "Notes" while signing up for the class. Hover over the icon to view comment or click "Manage".

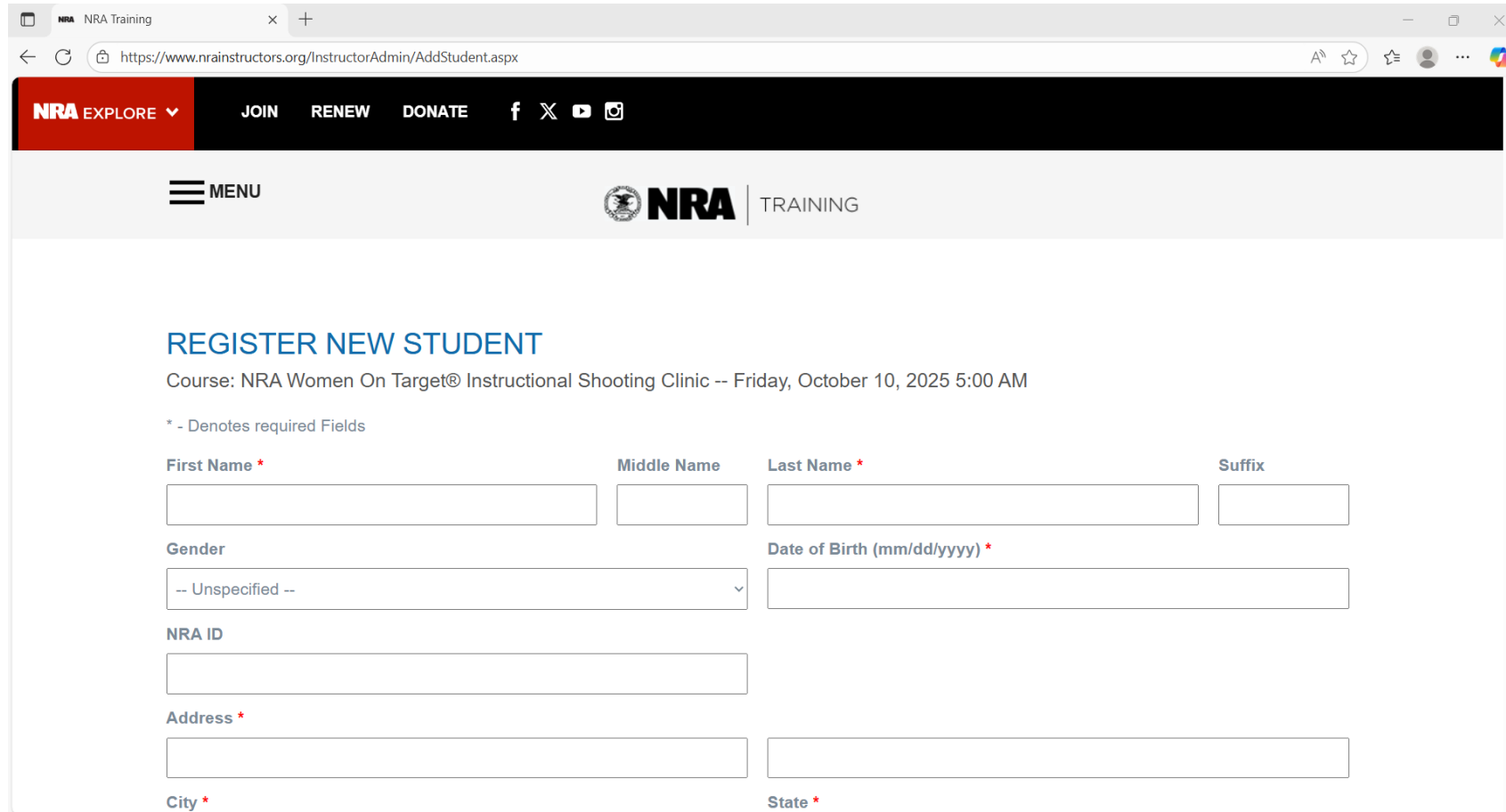
Options for Result column (if applicable): REC - Recommended, NREC - Not Recommended.

REVIEW COURSE REPORT

EDIT COURSE

REGISTER NEW STUDENT

“Register New Student,” allows you to manually enroll a student in your class.



The screenshot shows a web browser window with the URL <https://www.nrainstructors.org/InstructorAdmin/AddStudent.aspx>. The page features a black navigation bar with the NRA logo, 'EXPLORE' dropdown, and links for 'JOIN', 'RENEW', and 'DONATE'. Below this is a grey header with a 'MENU' button and the 'NRA TRAINING' logo. The main content area is titled 'REGISTER NEW STUDENT' in blue. Below the title, it specifies the course: 'Course: NRA Women On Target® Instructional Shooting Clinic -- Friday, October 10, 2025 5:00 AM'. A note states '* - Denotes required Fields'. The form includes several input fields: 'First Name *', 'Middle Name', 'Last Name *', 'Suffix', 'Gender' (a dropdown menu currently showing '-- Unspecified --'), 'Date of Birth (mm/dd/yyyy) *', 'NRA ID', 'Address *', 'City *', and 'State *'. The 'First Name', 'Last Name', 'Address', 'City', and 'State' fields are marked with a red asterisk to indicate they are required.

NRA EXPLORE ▼ JOIN RENEW DONATE f X YouTube Instagram

MENU NRA TRAINING

REGISTER NEW STUDENT

Course: NRA Women On Target® Instructional Shooting Clinic -- Friday, October 10, 2025 5:00 AM

* - Denotes required Fields

First Name * Middle Name Last Name * Suffix

Gender -- Unspecified --

Date of Birth (mm/dd/yyyy) *

NRA ID

Address *

City * State *

Once students are registered for your class, you can now transfer them to another class if needed or report to the NRA if they attended and passed your course.

NRA NRA Training

in powerpoint how do you anima

https://www.nrainstructors.org/InstructorAdmin/insManageCourse.aspx

NRA EXPLORE

JOIN RENEW DONATE

f X y i

MENU

TRAINING

Students Registered

- Depicts that a student has added "Notes" while signing up for the class.
Hover over the icon to view comment or click "Manage".

Options for Result column (if applicable): REC - Recommended, NREC - Not Recommended.

REGISTER NEW STUDENT

SELECT	NAME - NRAID#	CONTACT INFO	EMAIL	AGE	GENDER	PAID	ATTENDED	PASSED	
<input type="checkbox"/>	JANE DOE	321 TEST DRIVE FAIRFAX, VA 22030 P: 7032671398	simonsays2@fakeemail.com	23	U	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	SIMON SAYS	123 TEST LANE FAIRFAX, VA 22030 P: 7032671398	simonsays@fakeemail.com	25	U	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Students Transfer/Signup for Another Course

Select student(s) from the list(s) above to sign up or transfer to another course

Select Course:

-- Select a course to Transfer or Signup for Another Course--

TRANSFER STUDENT(S)

SIGNUP FOR ANOTHER COURSE

To transfer a student, check the box next to the student's name, select the new course from the dropdown menu, and click "Transfer Student(s)."

The screenshot shows the NRA Training Instructor Admin interface. The top navigation bar includes 'NRA EXPLORE', 'JOIN', 'RENEW', 'DONATE', and social media icons. The main header features the NRA logo and 'TRAINING'. The 'Students Registered' section includes a 'REGISTER NEW STUDENT' button and a table of registered students. A green arrow points to the 'SELECT' checkbox for 'JANE DOE'. Below the table, there are buttons for 'TRANSFER STUDENT(S)' and 'SIGNUP FOR ANOTHER COURSE'. A second green arrow points to the 'TRANSFER STUDENT(S)' button.

Students Registered

- Depicts that a student has added "Notes" while signing up for the class.
Hover over the icon to view comment or click "Manage".

Options for Result column (if applicable): REC - Recommended, NREC - Not Recommended.

SELECT	NAME - NRAID#	CONTACT INFO	EMAIL	AGE	GENDER	PAID	ATTENDED	PASSED
<input type="checkbox"/>	JANE DOE	321 TEST DRIVE FAIRFAX, VA 22030 P: 7032671398	simonsays2@fakeemail.com	23	U	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	SIMON SAYS	123 TEST LANE FAIRFAX, VA 22030 P: 7032671398	simonsays@fakeemail.com	25	U	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Students Transfer/Signup for Another Course

Select student(s) from the list(s) above to sign up or transfer to another course

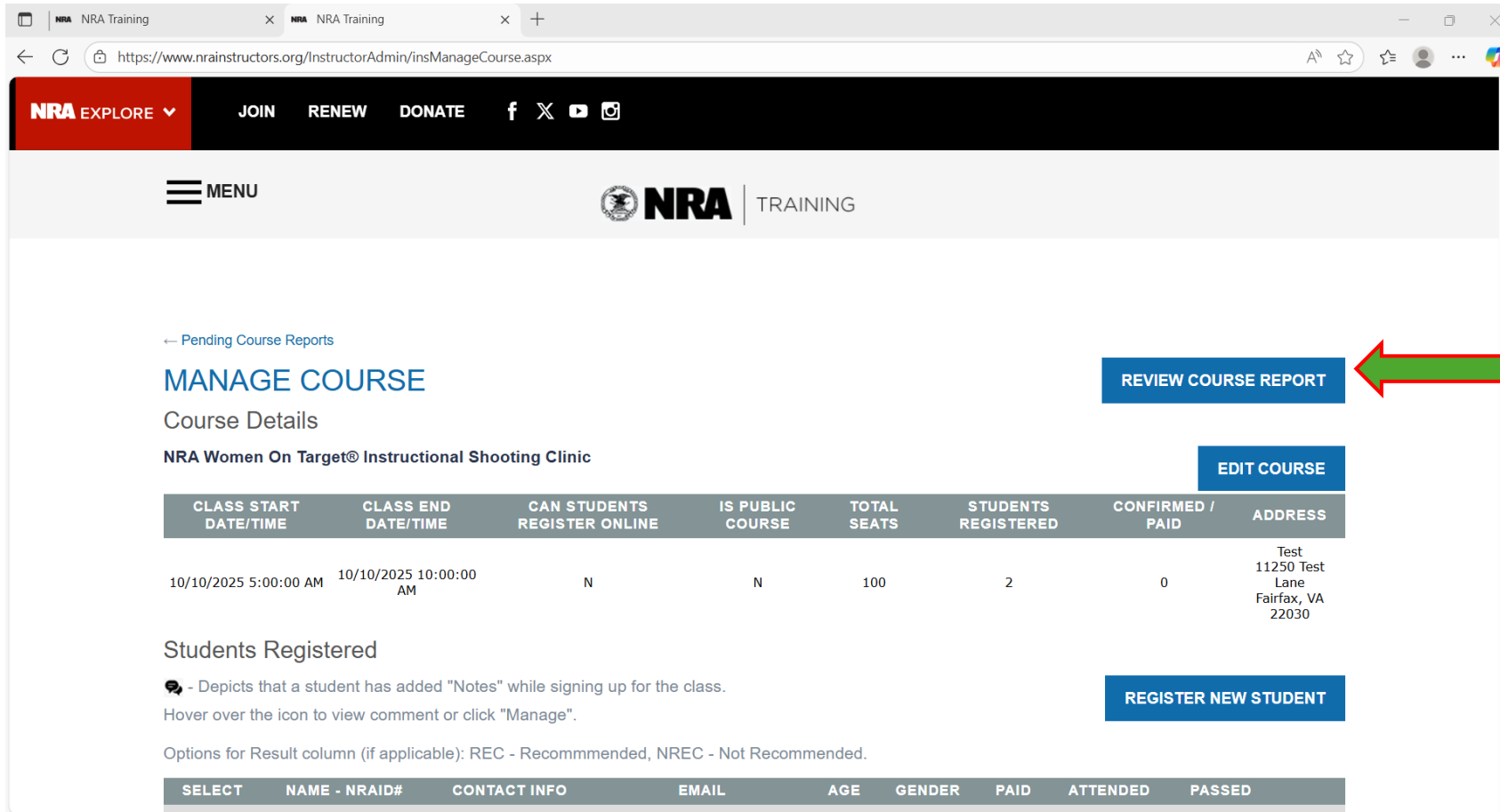
Select Course:

-- Select a course to Transfer or Signup for Another Course--

TRANSFER STUDENT(S)

SIGNUP FOR ANOTHER COURSE

For Women On Target and Refuse To Be A Victim, you have the option to bypass traditional course reporting and instead report student numbers. To do this, first click “Review Course Report” in the top right.



The screenshot shows the NRA Training Instructor Admin interface. The top navigation bar includes the NRA logo and the word 'TRAINING'. The main content area is titled 'MANAGE COURSE' and displays details for the 'NRA Women On Target® Instructional Shooting Clinic'. A table lists course information, including start/end dates, registration status, and student counts. A red arrow points to the 'REVIEW COURSE REPORT' button in the top right corner of the course details section.

← Pending Course Reports

MANAGE COURSE

Course Details

NRA Women On Target® Instructional Shooting Clinic

[EDIT COURSE](#)

CLASS START DATE/TIME	CLASS END DATE/TIME	CAN STUDENTS REGISTER ONLINE	IS PUBLIC COURSE	TOTAL SEATS	STUDENTS REGISTERED	CONFIRMED / PAID	ADDRESS
10/10/2025 5:00:00 AM	10/10/2025 10:00:00 AM	N	N	100	2	0	Test 11250 Test Lane Fairfax, VA 22030

Students Registered

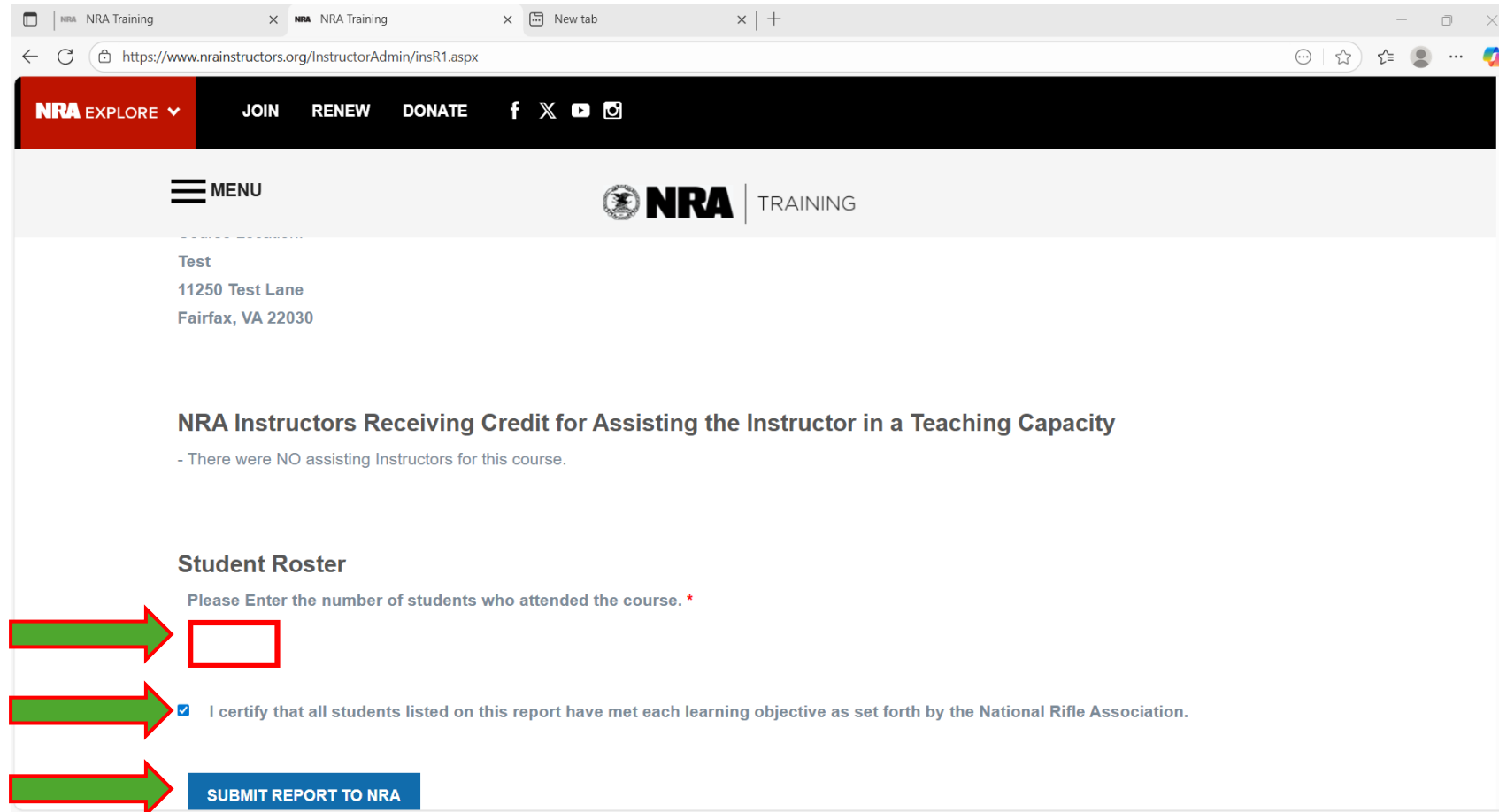
💬 - Depicts that a student has added "Notes" while signing up for the class. Hover over the icon to view comment or click "Manage".

Options for Result column (if applicable): REC - Recommended, NREC - Not Recommended.

[REGISTER NEW STUDENT](#)

SELECT	NAME - NRAID#	CONTACT INFO	EMAIL	AGE	GENDER	PAID	ATTENDED	PASSED
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Scroll to the bottom of the page, enter the number of attendees in your clinic or seminar, read and check “I certify,” and click “Submit Report to NRA.” To prevent duplicate reporting, this option will not appear if you have updated students as “attended” on the previous screen.




The screenshot shows a web browser window with the URL <https://www.nrainstructors.org/InstructorAdmin/insR1.aspx>. The page features a black header with the NRA logo and navigation links: JOIN, RENEW, and DONATE. Below the header is a grey menu bar with the NRA logo and the word TRAINING. The main content area is white and contains the following sections:

- Test**
11250 Test Lane
Fairfax, VA 22030
- NRA Instructors Receiving Credit for Assisting the Instructor in a Teaching Capacity**
- There were NO assisting Instructors for this course.
- Student Roster**
Please Enter the number of students who attended the course. *

Three green arrows with red outlines point to the following elements:

- The empty input box for the number of students.
- The checkbox labeled "I certify that all students listed on this report have met each learning objective as set forth by the National Rifle Association."
- The blue button labeled "SUBMIT REPORT TO NRA".

For all other classes, to complete a course report, you must check ***vertically*** through each field and hit the  icon at the bottom of each column before proceeding to the next column.

NRA EXPLORE

JOIN RENEW DONATE

f X Y Z

MENU

TRAINING

Students Registered

- Depicts that a student has added "Notes" while signing up for the class.
Hover over the icon to view comment or click "Manage".

Options for Result column (if applicable): REC - Recommended, NREC - Not Recommended.

REGISTER NEW STUDENT

SELECT	NAME - NRAID#	CONTACT INFO	EMAIL	AGE	GENDER	PAID	ATTENDED	PASSED
<input type="checkbox"/>	JANE DOE	321 TEST DRIVE FAIRFAX, VA 22030 P: 7032671398	simonsays2@fakeemail.com	23	U	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	SIMON SAYS	123 TEST LANE FAIRFAX, VA 22030 P: 7032671398	simonsays@fakeemail.com	25	U	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Students Transfer/Signup for Another Course

Select student(s) from the list(s) above to sign up or transfer to another course




Select Course:

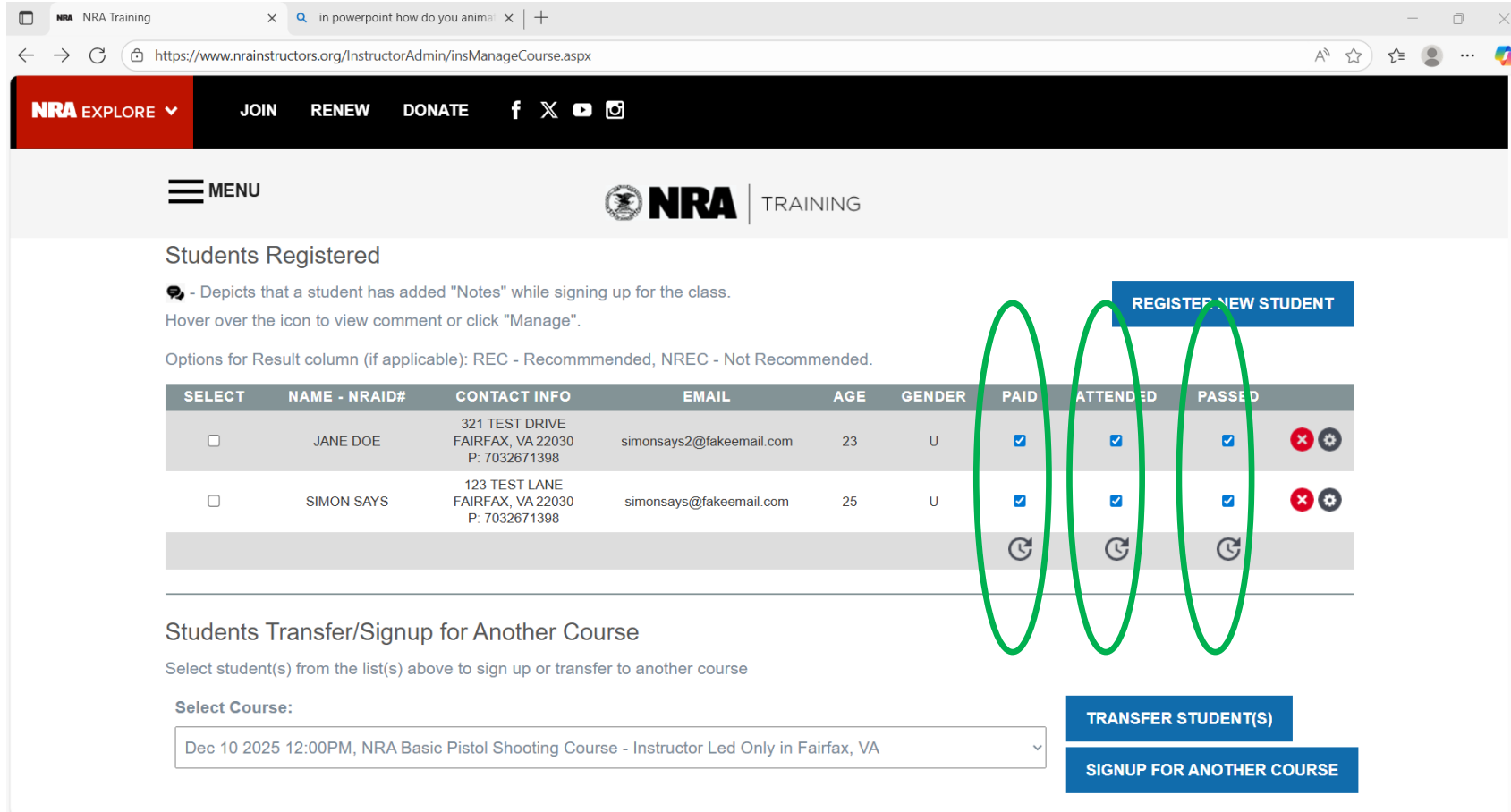
Dec 10 2025 12:00PM, NRA Basic Pistol Shooting Course - Instructor Led Only in Fairfax, VA

TRANSFER STUDENT(S)

SIGNUP FOR ANOTHER COURSE


To complete a report, you would:

1. check off all students who paid, then click 
2. check off students who attended, then click 
3. check off all students who passed, then click 



The screenshot shows the 'Students Registered' section of the NRA Training Instructor Admin interface. It includes a table with columns for SELECT, NAME - NRAID#, CONTACT INFO, EMAIL, AGE, GENDER, PAID, ATTENDED, and PASSED. Two students are listed: JANE DOE and SIMON SAYS. The PAID, ATTENDED, and PASSED columns have checkboxes and refresh icons. A 'REGISTER NEW STUDENT' button is at the top right. Below the table, there is a section for 'Students Transfer/Signup for Another Course' with a dropdown menu and buttons for 'TRANSFER STUDENT(S)' and 'SIGNUP FOR ANOTHER COURSE'.

Students Registered

 - Depicts that a student has added "Notes" while signing up for the class. Hover over the icon to view comment or click "Manage".

Options for Result column (if applicable): REC - Recommended, NREC - Not Recommended.

SELECT	NAME - NRAID#	CONTACT INFO	EMAIL	AGE	GENDER	PAID	ATTENDED	PASSED
<input type="checkbox"/>	JANE DOE	321 TEST DRIVE FAIRFAX, VA 22030 P: 7032671398	simonsays2@fakeemail.com	23	U	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	SIMON SAYS	123 TEST LANE FAIRFAX, VA 22030 P: 7032671398	simonsays@fakeemail.com	25	U	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Students Transfer/Signup for Another Course

Select student(s) from the list(s) above to sign up or transfer to another course

Select Course:

Dec 10 2025 12:00PM, NRA Basic Pistol Shooting Course - Instructor Led Only in Fairfax, VA

REGISTER NEW STUDENT

TRANSFER STUDENT(S)

SIGNUP FOR ANOTHER COURSE

Once you have checked all the appropriate boxes for your students, scroll to the top of the page and click “Review Course Report.”

The screenshot shows the NRA Training Instructor Admin interface. The top navigation bar includes 'NRA EXPLORE', 'JOIN', 'RENEW', 'DONATE', and social media icons. The main header features the 'MENU' button and the 'NRA TRAINING' logo. The page title is 'MANAGE COURSE' with a back link to 'Pending Course Reports'. Below the title, the course details for 'NRA Women On Target® Instructional Shooting Clinic' are displayed. A table lists the course information, and a 'REVIEW COURSE REPORT' button is highlighted with a green arrow. Other buttons include 'EDIT COURSE' and 'REGISTER NEW STUDENT'. The 'Students Registered' section includes a note about the 'Notes' icon and options for the result column. The bottom table header lists columns: SELECT, NAME - NRAID#, CONTACT INFO, EMAIL, AGE, GENDER, PAID, ATTENDED, and PASSED.

← Pending Course Reports

MANAGE COURSE

Course Details

NRA Women On Target® Instructional Shooting Clinic

REVIEW COURSE REPORT

EDIT COURSE

CLASS START DATE/TIME	CLASS END DATE/TIME	CAN STUDENTS REGISTER ONLINE	IS PUBLIC COURSE	TOTAL SEATS	STUDENTS REGISTERED	CONFIRMED / PAID	ADDRESS
10/10/2025 5:00:00 AM	10/10/2025 10:00:00 AM	N	N	100	2	2	Test 11250 Test Lane Fairfax, VA 22030

Students Registered

💬 - Depicts that a student has added "Notes" while signing up for the class. Hover over the icon to view comment or click "Manage".

REGISTER NEW STUDENT

Options for Result column (if applicable): REC - Recommended, NREC - Not Recommended.

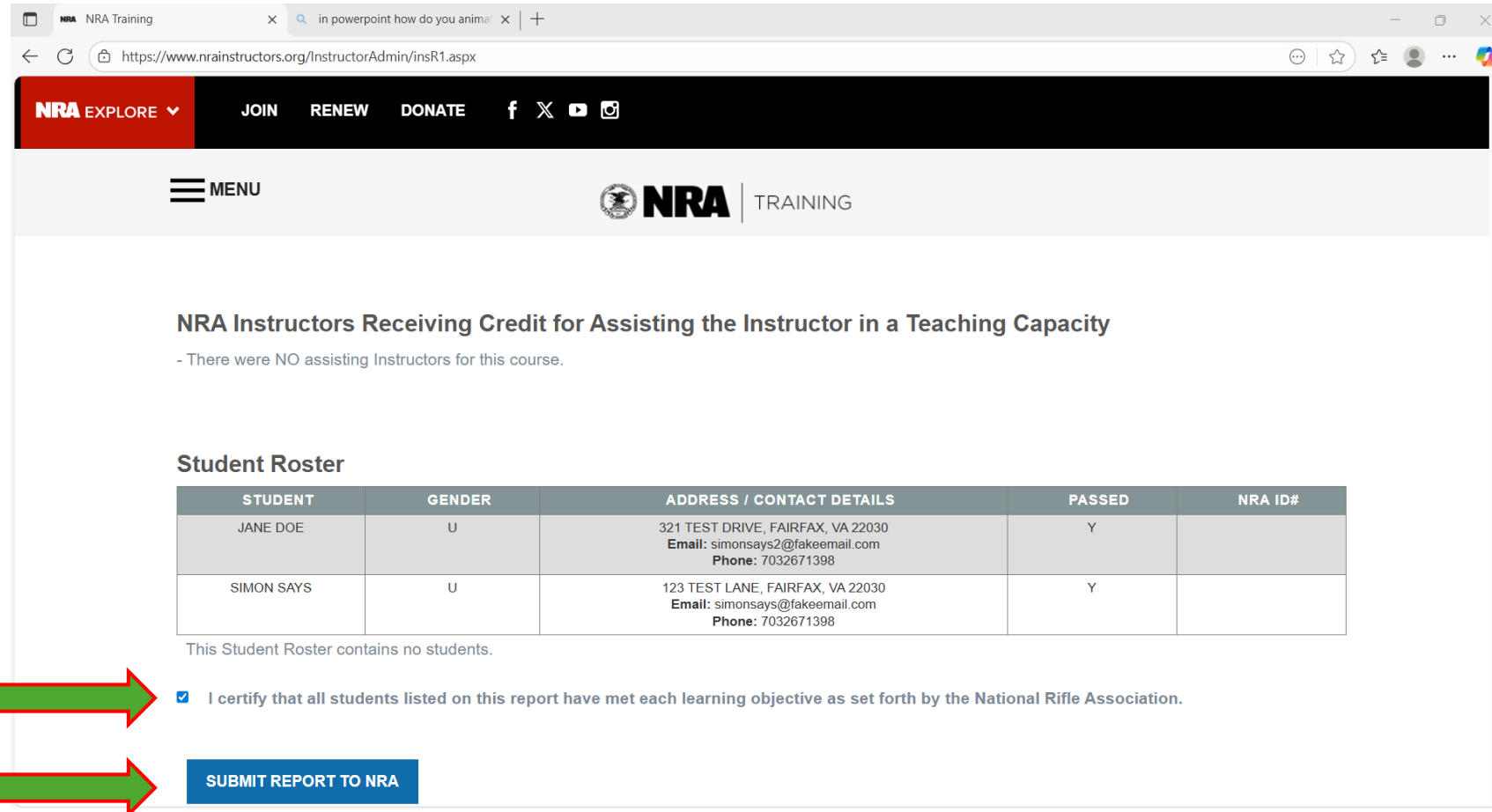
SELECT	NAME - NRAID#	CONTACT INFO	EMAIL	AGE	GENDER	PAID	ATTENDED	PASSED
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You should now see a breakdown of your class, including student and instructor information and course details.

The screenshot shows a web browser window with the URL <https://www.nrainstructors.org/InstructorAdmin/insR1.aspx>. The page features a black header with the NRA logo, 'EXPLORE' dropdown, and links for 'JOIN', 'RENEW', and 'DONATE'. Below the header is a grey navigation bar with a 'MENU' button and the 'NRA TRAINING' logo. The main content area has a breadcrumb trail: '← Pending Course Reports > Manage Course'. A blue 'PRINT REPORT' button is located in the top right. The section is titled 'SUBMIT COURSE REPORT' and 'NRA Basic Firearm Training Course Report'. It includes instructions: 'Trainers should submit this form within ten days of course completion. Just click the "Submit Report to NRA" button at the bottom to submit. Thats it! Once you submit this report, you can't make any changes to this course or any information related to this course. But you can always view this report or print it out for your records.' The date 'Date: 11/17/2025' is displayed. Under the heading 'NRA Women On Target® Instructional Shooting Clinic', there is an 'Attendee Breakdown:' section with the following data:

- 0 - Students Attended
- 0 - Passing Students
 - 0 - Adult Male Attendees
 - 0 - Adult Female Attendees
 - 0 - Jr. Male Attendees

If the course report contains errors, back out and correct them now. Otherwise, check the box to certify and click “Submit Report to NRA.”



The screenshot shows the NRA Training Instructor Admin interface. At the top, there's a navigation bar with 'NRA EXPLORE', 'JOIN', 'RENEW', 'DONATE', and social media icons. Below this is a 'MENU' button and the 'NRA TRAINING' logo. The main heading is 'NRA Instructors Receiving Credit for Assisting the Instructor in a Teaching Capacity', followed by a note: '- There were NO assisting Instructors for this course.'

The 'Student Roster' section contains a table with the following data:

STUDENT	GENDER	ADDRESS / CONTACT DETAILS	PASSED	NRA ID#
JANE DOE	U	321 TEST DRIVE, FAIRFAX, VA 22030 Email: simonsays2@fakeemail.com Phone: 7032671398	Y	
SIMON SAYS	U	123 TEST LANE, FAIRFAX, VA 22030 Email: simonsays@fakeemail.com Phone: 7032671398	Y	

Below the table, it states: 'This Student Roster contains no students.'

At the bottom, there is a checkbox labeled 'I certify that all students listed on this report have met each learning objective as set forth by the National Rifle Association.' and a blue button labeled 'SUBMIT REPORT TO NRA'. Two green arrows with red outlines point to these elements from the left.

