

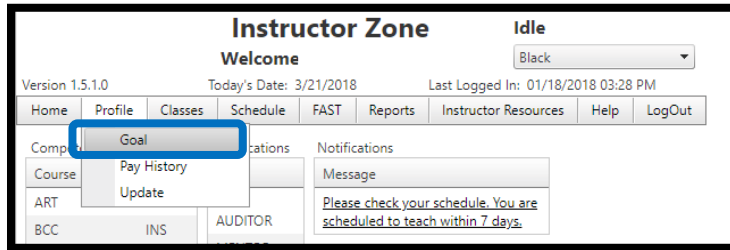
Instructor Zone Profile - Goals

In this guide you will learn about Goals and how to:

- ★ View Goals Set by the Training Manager
- ★ Set Goals for Yourself
- ★ View Goal Progress

View Goals Set by Training Manager

Your yearly goal will be set by the Training Manager. To view your goal for the season, hover over the Profile tab, and click on Goal from the drop-down menu.



You will be shown your Goal History from 2011 (or your first year) to the current season (the system was put in place in 2011). This is an area where you can see the goal assigned to you by the Training Manager under Given Goal.

The screenshot shows the 'Instructor Zone' interface with the 'Goal History' page. The page title is 'Goal History'. Below the title is a table with the following columns: Year, Desired Goal, Given Goal, Assigned, Assigned Goal %, and Assigned Paid. The 'Given Goal' column is highlighted with a blue box. Below the table, there is a form with a 'Goal Year' dropdown set to '2016' and a 'Desired Goal' input field. An 'Update' button is located below the form.

| Year | Desired Goal | Given Goal | Assigned | Assigned Goal % | Assigned Paid |
|------|--------------|------------|----------|-----------------|---------------|
| 2016 | 5 | 0 | 2 | | 1 |
| 2015 | | 5 | 5 | 100.00 | 5 |
| 2014 | 5 | 5 | 10 | 200.00 | 10 |
| 2013 | | 5 | 10 | 200.00 | 10 |
| 2012 | | 5 | 8 | 160.00 | 8 |
| 2011 | 7 | 5 | 7 | 140.00 | 7 |

Set Goals for Yourself

For each training season you can set the number of classes that you want to teach.

To set your Desired Goal, click in the Desired Goal text box and type in the number of classes that you wish to teach for the current season.

The screenshot shows the 'Instructor Zone' interface. At the top, there is a navigation menu with options: Home, Profile, Classes, Schedule, FAST, Reports, Instructor Resources, Help, and LogOut. Below the menu is the 'Goal History' section, which contains a table with the following data:

| Year | Desired Goal | Given Goal | Assigned | Assigned Goal % | Assigned Paid |
|------|--------------|------------|----------|-----------------|---------------|
| 2016 | 5 | 0 | 2 | | 1 |
| 2015 | | 5 | 5 | 100.00 | 5 |
| 2014 | 5 | 5 | 10 | 200.00 | 10 |
| 2013 | | 5 | 10 | 200.00 | 10 |
| 2012 | | 5 | 8 | 160.00 | 8 |
| 2011 | 7 | 5 | 7 | 140.00 | 7 |

Below the table, there is a form to update the goal for the current year (2016). The 'Goal Year' is set to 2016, and the 'Desired Goal' text box is empty. An 'Update' button is located below the form.

Click the Update button to set your Desired Goal.

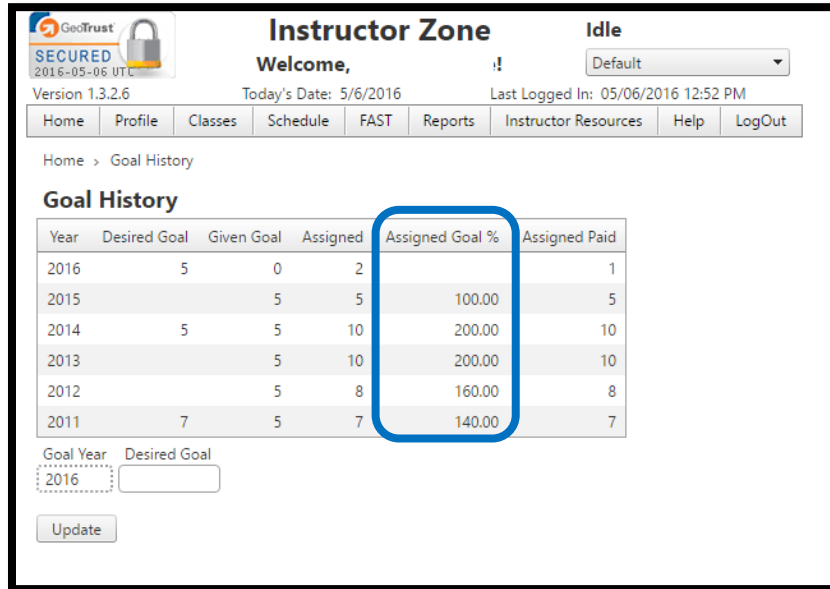
NOTE: You can change your Desired Goal at any time during the training season.

NOTE: You cannot change the Goal Year; it is automatically set for the current training season.

View Goal Progress

To view how you are progressing towards the goals set by the Training Manager, you can view the Assigned Goal %.

NOTE: The Assigned Goal % is the percentage of your Given Goal divided by your Assigned classes. This number will automatically update as either of these numbers change.



Instructor Zone Idle

SECURED 2016-05-06 UTC

Welcome, !! Default

Version 1.3.2.6 Today's Date: 5/6/2016 Last Logged In: 05/06/2016 12:52 PM

Home Profile Classes Schedule FAST Reports Instructor Resources Help LogOut

Home > Goal History

Goal History

| Year | Desired Goal | Given Goal | Assigned | Assigned Goal % | Assigned Paid |
|------|--------------|------------|----------|-----------------|---------------|
| 2016 | 5 | 0 | 2 | | 1 |
| 2015 | | 5 | 5 | 100.00 | 5 |
| 2014 | 5 | 5 | 10 | 200.00 | 10 |
| 2013 | | 5 | 10 | 200.00 | 10 |
| 2012 | | 5 | 8 | 160.00 | 8 |
| 2011 | 7 | 5 | 7 | 140.00 | 7 |

Goal Year: 2016 Desired Goal: