

## The following information is a guideline you should follow in planning your CPR/AED Training event.

**Step 1:** Decide how many athletes you wish to train. The number of athletes you decide on will determine the amount of equipment and number of instructors needed. See the chart below (\*based on 6 students per instructor):

# of Participants	Instructors	Adult Manikins	AED's	Barrier Shields	Barrier Masks	Mask Valves
24	4	8	8	24	8	24
48	8	16	16	48	16	48
72	12	24	24	72	24	72
96	16	32	32	96	32	96
120	20	40	40	120	40	120
+ 6	+ 1	+ 2	+ 2	+ 6	+ 2	+ 6

**Step 2:** Contact your local American Heart Association or emergency services (Fire Department), and/or other organizations to recruit your training day instructors and "Lead Trainer".

**Step 3:** Once you have selected a "Lead Trainer" this individual will work with you to prepare the necessary paperwork required from all participating instructors.

**Step 4:** Your local AHA Training Center will help you order the appropriate certification cards for all participants. NOTE\* (The student athlete's information should be typed onto separate AHA cards prior to the training class).

**Step 5:** Prepare an informational flier ([click here](#)) to send to the AHA instructors with your training day information.

**Step 6:** Prepare an information flier ([click here](#)) to send to the student athletes that you wish to invite to the CPR -AED training course.

**Step 7:** Keep a record of all participants' information ([click here](#)).

**Step 8:** Once the student athletes have completed the AHA training course; please register each participant into the AFA emergency preparedness network located at [www.athletesforamerica.org/join](http://www.athletesforamerica.org/join).

**Step 9:** Other items to provide (\*optional, but suggested):

- a clipboard for each instructor
- a pen for each instructor, participant, and several for each registration table
- sign in sheets
- name tags for all participants
- a chair for each participant and instructor
- a spokesperson for the media
- a class manual for each student\*
- thank you gift for each participant and instructor\* (could be donated from local retailers)
- breakfast/lunch/snack/drinks for participants/instructors\* (could be donated from local retailers)
- consider having college or pro athletes from the area there\*