Staff Training — Who Has Done What, and What Is Due

1 · Where the records live

1. Log in at **icewrightapp.com**. On the Dashboard, find the **Staff & credentials** card.

2. Tap **Safety**. Every module assigned to every active employee is on this one page, with its status.

Staff records are the rink owner's alone — teammates and chain administrators cannot see them. Part of Pro.

2 · Assign a module

1. In **Assign training**, pick the person and a module — 22 in the library, drawn from free OSHA material (carbon monoxide, ammonia, lockout / tagout, and the rest of what a rink faces) — or type the name of your own material.

2. Tap **Assign**, then **Email quiz link** — or **Copy quiz link** to text it. The worker opens it on their phone — no login, no app — and answers six questions drawn at random. Five right passes; retakes are unlimited.

3. A pass marks the module complete by itself, stamps the date, and starts the annual refresher clock.

3 · See who has done what

Scroll to a person's card. Each module shows one of two things: ✓ **completed** with the date, or **assigned** with the date it was handed out and a **Mark completed** button.

Under each quizzed module is the score line — **passed** or **not passed yet**, best score, number of attempts, and the last sitting. Every attempt is kept, so the history never thins out.

*A module that was assigned and never done appears only on that person's card, not in the due list below. Skim the cards for anything still marked **assigned**.*

4 · See what is due

At the top of the page: the **Refreshers due within 30 days** banner, soonest first. On each card, **refresher overdue** shows in red and **refresher in 12d** in amber.

On the Dashboard: the Staff card counts refreshers due, credentials expiring, and reviews due, so you know whether to open the roster today.

In your inbox: one digest email at 60, 30 and 7 days before anything comes due — credentials, refreshers and reviews together. Nothing ever sends twice.

5 · Retrieve a record for an inspector

Tap **Reviews** on the Staff card, find the person, and tap **Training transcript (print)**. One printable page: every credential with its expiry, every module with its completion date and best quiz score, and the review history. That page is what a safety reviewer or insurer asks to see.

A module marked complete by hand shows a dash where the score would be. The transcript never pretends a quiz happened.

6 · Keep it honest

Mark completed by hand only when you watched the training happen. Use **Refreshed today** for the annual re-run; it resets the clock.

When someone leaves, mark them **inactive** rather than deleting — every record stays.

Say this plainly to your inspector: these modules track awareness training. They are not OSHA certification, confer no card, and do not replace your own compliance obligations.

Questions? Ask your rink manager. · icewrightapp.com