



**FireSmart™ Alberta Community Scorecard
Self-Directed Training Guide**

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Introduction

The FireSmart Alberta Community Scorecard is a simple community wildfire mitigation and preparedness self-assessment tool. It helps communities understand provincially recognized best practices for strengthening wildfire resilience, identify achievement scores across 10 categories, set goals for improvement, and track progress over time.

The FireSmart Alberta Community Scorecard Self-Directed Training helps community representatives develop the practical skills needed to work together to complete their annual FireSmart Alberta Community Scorecard using the online Scorecard Application. The training is divided into two sections that can be completed at the learner's convenience in a total of 60-90 minutes.

This Training Will Prepare You To

The training is divided into two parts that will prepare you to

Part 1: Scorecard Overview

- Understand how your community can strengthen wildfire resilience by applying the FireSmart Alberta Community Scorecard best practices throughout the wildfire risk management cycle
- Collaborate with community member to gather feedback and documentation to prepare an annual Community Scorecard report and optional case study
- Identify current strengths and opportunities for improvement that align with your community's Wildfire Mitigation Strategy
- Access how-to resources, funding program, awards, additional training and staff support to strengthen community wildfire resilience one practical step at a time

Part 2: Scorecard Navigation Tips and Exercises

- Navigate the Scorecard Application
- Assign community Designates to help complete the Scorecard
- Complete all Scorecard documents and case studies
- Submit Draft and Final reports
- Compare year over year results and set targets for improvement

Who Should Complete this Training?

This self-directed training program is for anyone who is interested in learning more about the FireSmart Alberta Community Scorecard and those who will be helping to complete an annual Scorecard on behalf of their community. Examples include but are not limited to fire and emergency services professionals, municipal or community administrators, planning and development staff, Alberta Wildfire and mutual aid partners, Indigenous leaders and rights holders, infrastructure and utilities representatives, local industry leaders, and community designates including insurance representatives, consultants etc.

How to Use This Guide

This document provides simple, stepwise instructions to help community representatives work together to complete their annual FireSmart Alberta Community Scorecard using the online Scorecard Application. To complete *Part 1: Scorecard Overview* participants will watch a 35-minute PowerPoint presentation video. To complete *Part 2: Scorecard Navigation Tips and Exercises*, learners will have the choice of 1) reviewing a navigation tips document and how-to videos only or 2) setting up a fake community account and completing simple skill-building exercises using the Scorecard Training Application.

Part 1: Scorecard Overview

Watch the narrated PowerPoint presentation video for an introduction to the Scorecard Project. Use the provided PowerPoint deck as a reference document.

Video: Part 1: Scorecard Overview video (33:18)- [here](#)

Reference Material: Scorecard Overview PowerPoint deck (36 slides)- [here](#)

Part 2: Scorecard Navigation Tips and Training Exercises

Watch the narrated PowerPoint presentation video to learn about your 2 options for completing Part 2 of the training.

Video: Scorecard Navigation Tips and Training Exercises video (7:01)- [here](#)

Select Option 1 or 2 and follow the instructions below.

Option 1: Tips Review

For those who would like to complete the training as quickly as possible, a simple review of the Scorecard Navigation Tips and associated how-to videos will provide you with the basic information needed to successfully complete your annual Scorecard.

Reference Material: Scorecard Application Navigation Tips- [here](#)

Option 2: Tips Review and Exercises Using the Scorecard Training Application

For those who are interested in a longer, more comprehensive training experience, setting up a fake community account, accessing the Scorecard Training Application, reviewing the Scorecard Navigation Tips and associated how-to videos and trying out a variety of skills-building exercises will be your best option. Follow the step-by-step directions below to complete this training.

Request Accessing to the Scorecard Training Application

Email training specialist Cheryl Evans at info@climatereadytogether.ca to request access to the Scorecard Training Application. Include the following details in your email

Subject line: Create a Fake Community Account

Name: (Provide your name E.g., Susan D. Student)

Fake Community Name: (Provide your fake community's name E.g., Studentville)

Review the Scorecard Navigation Tips

Carefully review the Tips document and associated how-to videos in order. Complete the exercises below one at a time as you progress through the Tips document.

Reference Material: Scorecard Application Navigation Tips- [here](#)

Step 1: Apply to be an Authorized Community Representative

Review this step in the Scorecard Application Navigation Tips, watch the associated how-to video, and complete the training exercise below.

Video: Watch the Step 1 how-to video (6:46)- [here](#).

Training Exercise: Once you have received email confirmation that your fake community account has been created, use the training application <https://fsabscorecard.ca/training> to

- Apply to be an Authorized Community Representative
- Create your username and login

- Sign into the application
- Use the next button and navigation pane to explore all features
- **Question-** Does an Authorized Community Representative (ACR) and a Designate have the same level of permissions to access Scorecard features? What is something that an ACR can do that the Designate cannot?

Step 2: Assign Community Designate to Assist

Review this step in the Scorecard Application Navigation Tips, watch the associated how-to video, and complete the training exercise below.

Video: Watch the Step 2 how-to video (4:23)- [here](#)

Training Exercise:

- Open the Create a Designate tab
- Make yourself a community designate
- Sign into the training application as a Designate
- **Question-** After clicking on the Designate link what information does a Designate need to provide to access the Application?

Step 3: Complete Scorecard Documents

Review this step in the Scorecard Application Navigation Tips, watch the associated how-to video, and complete the training exercise below.

Video: Watch the Step 3 how-to video (7:01)- [here](#)

Training Exercise:

- Complete the Community Profile with fake information
- Save your work
- Check and correct any errors
- **Question:** How many Scorecard Self-Assessment categories do you have when you select a low when you select a LOW level of community wildfire risk? How many categories do you have when select HIGH?
- **Question:** Does the Application automatically save your input? Yes or no?
- Complete all remaining report documents with fake information
- Correct any errors
- **Question:** What Scorecard questions will you be able to answer easily in your real community report? Who will you need to ask for help to gather missing information?

Step 4: Complete an Optional Case Study

Review this step in the Scorecard Application Navigation Tips, watch the associated how-to video, and complete the training exercise below.

Video: Watch the Step 4 how-to video (5:39)- [here](#)

Training Exercise:

- Use the toggle at the top of the page to include and exclude a case study
- **Question-** Is a case study required to complete a report? Yes or no?
- Use the toggle feature to include a case study
- Enter the required fake data to complete a case study
- Correct any errors
- **Question-** Is there a case study that you think you might like to share in the real community report? Who will you need to help you complete this?

Step 5: Generate Draft Report(s)

Review this step in the Scorecard Application Navigation Tips, watch the associated how-to video, and complete the training exercise below.

Video: Watch the Step 5 how-to video (12:26)- [here](#)

Training Exercise:

- Generate a draft report
- Save this to your desktop
- **Question-** Will the Application let both the ACR and Designates complete a draft report? Yes or no.
- **Question-** How many drafts reports can be created per year?
- **Question-** How can you tell which draft report is the most recent?

Step 6: Generate Final Report (Optional)

Review this step in the Scorecard Application Navigation Tips, watch the associated how-to video, and complete the training exercise below.

Video: Watch the Step 6 how-to video (4:35)- [here](#)

Training Exercise:

- Generate a final report
- Save the report to your desktop
- **Question-** Were you able to generate a final report? Why or why not?

- **Question-** What is the submission period for a final report?
- **Question-** How many final reports can your community complete per year?
- **Question-** Can a Designate complete a final report? Yes or no.

Access Self-Help Information

Review this tip in the Scorecard Application Navigation Tips, watch the associated how-to video, and complete the training exercise below.

Video: Watch the Access Self-Help Information how-to video (5:23)- [here](#)

Training Exercise:

- Download the Sample Final Community Scorecard Report
- **Question-** What makes this report different from a draft report?
- Download the Community Scorecard Self-Assessment Questions
- **Question-** How are the scores calculated for each Category?

Change Your Password

Review this tip in the Scorecard Application Navigation Tips, watch the associated how-to video, and complete the training exercise below.

Video: Watch the Change Your Password how-to video (1:44)- [here](#)

Training Exercise:

- Change your password
- Update the password for your account email
- Close the Training Application and sign back in
- **Question-** Were you able to sign back in? Yes or no?
- **Question-** If you are having difficulties signing back in how can you recover your password?

Congratulations!

Congratulations on completing the FireSmart Alberta Community Scorecard Self-Directed Training. Thank you for your dedication and commitment to strengthening wildfire resilience in your community. Your efforts are helping to create a wildfire resilient Alberta.

Questions or Suggestions?

If you have any questions or suggestions about how to improve the training, resource materials or the Scorecard Application please reach out to

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