To register your AED please go to minnesoata.nationalAEDregistry.com and click on “Register”
Fill out the needed information

**Minnesota AED Registry**

- **AED Coordinator Information**
  - Name
    - First Name
    - Last Name
  - Email Address
  - Organization
    - Organization
  - Job Title
    - Job Title
  - Username
    - Username
  - Password
    - Password
  - Re-type Password
    - Confirms Password
  - Coordinator’s AED Training Program
  - Date Training Program Completed (if no training program, leave date shown)
    - 09/27/2014

- **AED Coordinator Address**
  - Program Name (Same as Organization [ ])
    - Name of your AED Program
  - Address Line 1
    - AED Coordinator Address
  - Address Line 2
  - City
    - City
  - Country
    - United States
  - State/Province
    - Alabama
  - Zip Code/Postal Code
    - SS555
  - Primary Phone
    - 5557771234
  - Text Message Enabled?
    - Alternate Phone
      - 5557771231
    - Text Message Enabled?

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I accept the terms and conditions

[Continue]
Begin by adding the first location you have an AED(s) at.

You will have the opportunity to add each street address that you have an AED(s) at.
One option you have when entering the locations you have AED(s) at is to verify the address yourself.

It is recommended that you click on this option as it will allow you to use Google Maps to more precisely pin point the location of an AED at your site.

Google maps just know the street address that you type in, but if you zoom in on the map so that you can see the outline of the building your AED is located in you can then move the center pointer to the actual location within the building your AED is.

This will give the proper latitudinal and longitudinal location of your AED.
Add the address to the “Address verification” box and then zoom in as needed on the map and move the red center point to the actual location of where the AED is within the building.
Now click “Continue” to add additional information or “Add New Location” if you have another street address to add.
You will now need to enter the information about your AED(s). You will need to know the following information:

1) The manufacturer
2) The model/type
3) The serial number
4) The current battery and electrode expiration dates
5) A description of where the AED is placed at the site
6) The availability of your AED(s) if it will be made publicly available

Something to think about

By making your AED "public", you will be enhancing your community's ability to respond to a victim of Sudden Cardiac Arrest. Time is the most critical variable in cardiac arrest survival. You, or your company, have recognized that by purchasing the AED.

If your community subscribes to the AED Link™ system and a cardiac arrest occurs within 1,200 feet of your location, the 9-1-1 operator will be able to identify your location and direct someone to ask you, or a designee, to bring the AED to help save a life.

If your community subscribes to the AED Link™ system and you designate your AED "private", your AED will not be summoned by 9-1-1 in the event there is a cardiac arrest anywhere but at your location.

If you have any questions about your AED please contact Allina Health Heart Safe at 651-241-4470 or heartsafe@allina.com. We would be happy to meet with you to make sure you have all the information you need to registry your AED(s).
Add the information required

Will the AED be Public or Private? If it is public then choose the schedule that your site will be open and the AED available.

If your AED is publicly available then please add the responder(s).

This person would receive a text message or voice call asking them to bring the AED to cardiac emergency within 1200 feet of the AED.

The prompt will ask you if you are able to respond allowing you to answer yes or no. This person does not have to be available at all time you list your AED as being available, some sites use this feature as just a notification that an AED was used at their site so that they can begin any processes needed after the event.

You can add as many responders per each AED as you would like.
Now you can add an additional AEDs or continue to finish your registration.
Make sure to check your inbox and spam folder for the confirmation email that is being sent, click on the link embedded in the email to finish your registration.
The first time you log into your account you will see this pop up screen explaining that you can now add an inspector to the AEDs that you registered. This inspector would be the person who performs the suggested monthly check of the AED, you can add as many inspectors as you would like.

Each inspector will create their own unique log in and will only have reminders and access for the AED(s) you assign them.

Click on the add inspectors link to do this now, if you will be the only inspector then click the close button.
When adding an inspector you will need their name and email address.

Note at the bottom of the screen you can choose which AED(s) they will be an inspector for.

If you do not add an inspector now, don’t worry you can always add one in the future.
You have now completed your Registration and this will be your home page.

As you can see across the top is your dash board that will give you a readiness score, tell you how many AEDs are currently register and if there are any maintenance issue and let you know how many responder have registered.

You can also see the information for each of your AEDs.

If you need to add an additional AED at any time click on the “Add New AED” link, if you need to add an new location click on the “Sites” tab on the top of the screen.
Thank you for taking the time to enter all your AEDs’ information into the Minnesota AED Registry. By keeping your AEDs’ equipment up to date you may save someone’s life. If you choose to add responders to your AED(s) you have increased the chances that someone needing an AED will have access to one. If you have any questions about your AED, the Minnesota AED Registry, replacement equipment, or training please contact us at Allina Heart Safe Communities. 651-228-8470 or heartsafe@allina.com