



MINNESOTA BOARD OF FIREFIGHTER TRAINING AND EDUCATION

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FISCAL YEAR ROSTER UPLOAD REQUIREMENT & UPDATE DEPARTMENT INFORMATION DUE

If your department roster is not uploaded by June 30, departments will automatically be put at 10 firefighter members for the fiscal year reimbursement program, per the board.

It is time to update your department information and rosters for the NEXT fiscal year reimbursement program. Please follow the **attached** instructions to update department information & rosters: INFORMATION that will be required to update:

- Make sure to complete the **PHYSICAL** address of the fire department
- Mailing address for department
- Email & phone number for the Chief of the department
- Ownership of department (private, city, township, etc.)
- If the type has changed please **notify MBFTE**
 - Combination - full-time with POC, PT or Volunteer
 - Volunteer – **NO money paid out** to firefighters for calls or hours worked
 - Paid on Call – **ANY amount of money paid out** to the firefighter per call
 - Part Time – firefighter paid per hour of working or day of working (not full time)

ROSTER download & upload – follow attached step-by-step instructions:

- DO NOT CHANGE ANY FORMATTING OF THE SPREADSHEET
- DO NOT CHANGE ANY WORDING OF THE SPREADSHEET
- DO NOT CHANGE ANY COLUMNS OF THE SPREADSHEET
- DO NOT ADD ANY OTHER INFORMATION TO THE SPREADSHEET
- Please only follow the format you see when you download the roster to excel format on your computer
- IF YOU CHANGE ANYTHING IT WILL NOT UPLOAD PROPERLY
- Make sure you enter information into all the columns (either typed, or use the drop down to make a selection)

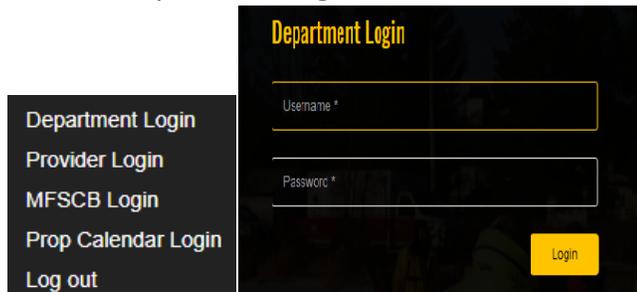
If you DO NOT have a computer, or need help, contact Allison Marcus
651-201-7259/651-391-0498 or email Allison.Marcus@state.mn.us

Thank you for completing this requirement by **JUNE 30th.**

Getting Started

1. Log into your department through our website: www.MBFTE.org and clicking the

Login



- Username
 - Password
 - LOGIN
2. Go to the “Department Menu” – Look down the list for “Department Info sheet (Rosters)” and click on that title.

Department Menu

Department Infosheet
(Rosters)

THE DEPARTMENT INFOSHEET MUST BE COMPLETED IN ORDER TO UPLOAD YOUR ROSTER

3. The “Annual Department Information” profile page will pop-up. Make any necessary changes to the populated information and complete any unpopulated fields.
 - The grey area’s you cannot change
 - Make sure to add/check it is correct - the physical department address***
 - Chief name and information
 - If the department pays for the firefighter license, please check the appropriate box
 - The ownership field refers to how the department is owned. Use the drop down menu on the right (v) to select an answer
 - If the department type is incorrect please, contact our office
4. Click SAVE to move onto the roster download and upload.

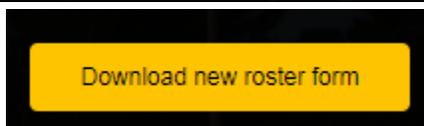
Save

Downloading Your Roster

1. In the second box (under department name in first box) use the (v) drop down on the right and drop in **2024** (IF you have uploaded rosters during the fiscal year then drop in **2025**). REMEMBER this changes as we move forward with fiscal years)
 - The site will automatically populate the last roster uploaded from your department



Choose Fiscal Year: 2024

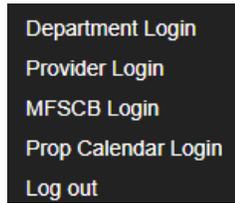


2. Click on “DOWNLOAD” New Roster Form.
 - Wait few seconds, and an Excel spreadsheet will pop up. (It may pop up a box. You would click on “OPEN” and then an excel spreadsheet will open up with the roster list then click enable editing.)
3. The next step will vary depending on your browser:

- A message may pop up asking you to save the file (**Internet Explorer, Edge, etc...**):
 - If given the option, click “SAVE AS” and update the file name to reflect the New Year. (Example: “DULUTH2025.xlsx”)
 - Select “Computer”
 - Select “Desktop”
 - Click “Save”
- If your browser simply downloaded the file (**Safari, Opera, Firefox, Microsoft Edge, Chrome or Explorer 9,10,11**):
 - Double-click the download in the bottom lower left corner to open in Excel



- Inside Excel, click on the  icon, and click the “enable saving” button on the resulting alert
- Under Excel’s, “File” menu, select “Save As” to save the file to a folder where you will be sure to find it again. (For this instruction, we will be using the “Computer” and “Desktop” location)
- This is a good time to update the file name to reflect the New Year. Click “File” and “Save As”. Select that familiar save location and update the file name to reflect the New Year (Example: “DULUTH2025.xlsx”)



- 4. Log out of the www.MBFTE.org site by clicking
- 5. Read below for how to update and upload the roster back in under your department login.

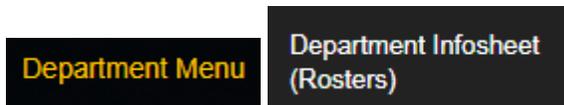
Updating your Roster Spreadsheet

- 1. Open up the Excel spreadsheet from your computer desktop
- 2. Update the information for your department within the spreadsheet. Please note the following items as you complete your data:
 - ✓ *If your roster is showing the names in the wrong column, please correct. Some were completed with first names in the last name column.*
 - ✓ *Make sure to add all the names of your department firefighters not listed that are part of your roster.*
 - ✓ *If anyone is out on temporary leave, FMLA, military, etc. you will still enter them on the roster. We anticipate they will return at some point to the department so they count for reimbursement.*
 - ✓ *If anyone listed has left the department, enter in the separation date, it may auto format when you enter a date and that is fine.*
 - ✓ *If you have people that belong to more than one department, you can also enter them on your roster. (We consider them a part of each department for reimbursement of training)*
 - ✓ *You do not have to enter the last four social numbers for unlicensed firefighters onto the sheet.*
 - ✓ *It will be mandatory to enter in the license number for all licensed firefighters.*
 - *You can find this number under department menu/department information/department licenses (you can export the information out so you have it) OR*
 - *You can go to our website under the licensing tab/license search/enter department or last name to find the license numbers of each licensee*
 - ✓ *It will be mandatory to enter in FT/POC/PT/VOL*

DO NOT CHANGE ANY HEADINGS ON THE SPREADSHEET (This spreadsheet is formatted to upload back to us a special way.)

Uploading your Roster to MBFTE

1. Log back into www.MBFTE.org using the department login (See page 2.)
2. Click the same link under the “Department Info sheet (Rosters)” under the Department Menu – Just scroll down and “SAVE” the info section to get to the roster page again.



3. In the second box, use the drop down on the right (v) and drop in “2024”

A screenshot of a web form. The top part has the text 'Choose Fiscal Year:' followed by a text input field containing '2024' and a dropdown arrow icon. Below this is a file upload area with a grey rectangular box and a yellow button labeled 'Browse...'.

4. Click BROWSE - find where you saved the spreadsheet on your computer desktop and click it through.
5. After a short wait, the file upload will complete, at which point, you will receive a pop up that tells you the number of staff reported and the number that have separated from your department.
(IF THESE NUMBERS DO NOT MATCH, YOUR SPREADSHEET and/or you get a POP UP ERROR CONTACT ALLISON MARCUS AT 651-201-7259/651-391-0498 OR EMAIL TO ALLISON.MARCUS@STATE.MN.US)
(Remember that line #1 of the roster spreadsheet is a title line so minus that line from your spreadsheet count)
6. Congratulations! You have completed your roster upload to MBFTE for the new fiscal year.