



Grand Lake Sailing and Power Squadron	Education Department Policies and Procedures	
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Grand Lake Sailing and Power Squadron
Education Department Policies and Procedures


Table of Contents

- I. Free Annual Courses GLSPS Members2
- II. Courses Meeting GLSPS Education Requirement3
- III. Instruction of the Oklahoma Safe Boating Course4
- IV. Course Fees10
- V. Entering a New Course in the 800 Database13
- VI. Entering Course Completion in the 800 Database17
- VII Display of Power Point Slides with Two Screens23
- VIII Obtaining a Certification Number for Non-Members.....27

Grand Lake Sailing and Power Squadron	Education Department Policy I	Approved 12/13/11 Revision 0	
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I. Free Annual Courses GLSPS Members

1. To enhance member participation in the Grand Lake Sailing and Power Squadron (GLSPS) and to raise the educational proficiency of the squadron members, GLSPS members will be able to enroll in one USPS course per year with no or reduced charges. GLSPS members must have been members in good standing for at least six months to utilize this policy.
2. The following fees and charges will be paid by GLSPS.
 - 2.1. Course texts obtained from USPS.
 - 2.2. Maps and charts obtained from USPS that are required for course completion
 - 2.3. Required reference materials obtained from USPS (i.e. "The Weekend Navigator")
3. Charges that will not be paid from squadron are:
 - 3.1. Charting instruments
 - 3.2. Navigation instruments
 - 3.3. Gasoline, rentals, and supplies for on the water training
4. Funding will be from the GLSPS Education Department budget.
5. The year in which GLSPS will provide funding will be the fiscal year used by GLSPS for budgeting squadron expenses.
6. The member shall reimburse GLSPS for expenditures for a course that the member does not complete and take the associated exam within 12 months from the initiation of the course.
7. Since this policy requires GLSPS funds, the GLSPS Executive Board must approve enacting this policy on an annual basis.

Grand Lake Sailing and Power Squadron	Education Department Policy II	Approved 1/17/12 Revision 0	
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II. Courses Meeting GLSPS Education Requirement

1. In 2007 USPS waived the education requirement for membership. GLSPS has retained the requirement.
2. The definition for meeting the education requirement used in the past by USPS is adopted by GLSPS for meeting the squadron education requirement.
 - 2.1. The passing of any NASBLA approved boating course has been approved by the USPS Operating Committee (OCom) as meeting the Educational requirements for membership in USPS.
 - 2.2. Other courses that now meet the USPS educational requirement for membership to join USPS are:
 - 2.2.1. Academy, Graduates of:
 - Naval Academy•
 - U. S. Coast Guard Academy
 - Merchant Marine Academy,
 - Deck Officer License.
 - 2.2.2. Other Courses:
 - Holders of U. S. Coast Guard 6 Pak Licenses and above.
 - Canadian Power Squadron -Boating Course
 - USCGAux -Boating Skills & Seamanship PLUS the Sailing & Seamanship Course
 - American Sailing Assn. -(ASA) Basic Keelboat Sailing Course
3. The USPS ABC3 course is NASBLA approved and therefore is a qualifying course.
4. Any USPS advanced course or elective course is a qualifying course.
5. USPS seminars are not a qualifying course.


Grand Lake Sailing and Power Squadron	Education Department Policy III	Approved 1/17/12 Revision 0	
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III. Instruction of the Oklahoma Safe Boating Course

1. Background

The Grand Lake Sailing and Power Squadron (GLSPS) currently offers the Oklahoma state basic boating course and the America's Boating Course (ABC3).

- 1.1. In past years Boat Smart was the introductory boating safety course offered by the United States Power Squadron (USPS). Around 2003, GLSPS decided to offer the course for free. Funds were raised by the silent auction at the Change of Watch (COW) and by an annual garage sale. GLSPS received its first grant from the GRDA in 2006 so that a public safe boating course could be given at no cost. The first grant was for \$2250.00 and the grants were used to purchase Boat Smart books. With the GRDA grant, the squadron was able to use Boat Smart funds for other activities.
- 1.2. The Oklahoma course was developed for Oklahoma residents to comply with the Kyle Williams Safe Boating Act enacted in 2007. The course is administered by the Oklahoma Department of Public Safety. The primary audience for the course is the 12 to 17 year olds who must attend and pass a test in a safe boating course in order to operate a motorized vessel in Oklahoma. The Department of Public Safety initially contacted the Tulsa and Oklahoma City Squadron about teaching the course. The GLSPS members were trained to teach the State Course in June 2008. Below is the status of the 31 State Course participants who became GLSPS members:
 - 7 -non-renewals (no longer a member)
 - 4 -past members
 - 2 -past due
 - 2 -due (one month past due date)
 - 16 -joined (8 participate)
- 1.3. In 2007 the ABC3 course succeeded Boat Smart as the introductory boating safety course for members of USPS. USPS prepared the copyrighted course materials and offers them to squadrons for a fee. The GRDA has not provided a training grant for ABC3 since the inception of the State Course. At the 2011 Grove Boat show GLSP had sign-up sheets for the State Course and ABC3 to be taught in March 2011. Several signed up for the State Course and none signed up for ABC3 which had a fee. The State course was not taught. GLSPS taught ABC3 for the first time in May 2011. The course was free. All 10 students passed the course. Five students became paying members of the GLSPS during the free trial membership period. USPS policy provides for a free six month trial membership for new persons entering USPS. Nine people signed up for ABC3 at REC Day and the Pelican Fest in September 2011. Since only two persons signed-up, the course was cancelled.
- 1.4. Historically the introductory safe boating course has been a key mechanism for attracting new members to GLSPS since a boating safety course is required for membership in GLSPS. The policy is written so that either the state or ABC3 will meet that requirement.
- 1.5. Squadrons of the USPS are required to teach courses approved by USPS. USPS does not approve the state course, but they have provided a waiver process with rigorous requirements to allow squadrons to teach the state course. See Attachment

Grand Lake Sailing and Power Squadron	Education Department Policy III	Approved 1/17/12 Revision 0	
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1.6. The remainder of this position paper is to sort out the facts to provide clear guidance to GLSPS regarding the introductory boating safety course and what actions may be required

- Supposition 1 -ABC3 is a superior course to the State Course. This is a consensus from all persons who I have discussed this matter and can be considered valid. GLSPS has augmented the State Course with material from BoatSmart to improve the course content.

Conclusion 1 – ABC3 is in fact a superior course

- Supposition 2 -ABC3 material should not be part of the State Course.

The ABC3 is copyrighted material and therefore USPS must approve its use and that a monetary consideration may be needed if its proprietary material is used. This was confirmed as fact in discussions with NEO Sweet. Since BoatSmart material was used to augment the State Course the situation cannot be argued to be different.

Conclusion 2 –ABC3/BoatSmart course material must not be included in the State Course curriculum.

- Supposition 3 -When offered side by side the public will choose taking the free, State Course over taking the ABC3 course for a fee.

This is supported as fact by responses by the public at the 2011 Grove Boat show. But, the response to a free ABC3 course has been positive.

Conclusion 3 – Consider offering ABC3 as a free course as an inducement to enroll new members. 5.

- Supposition 4 – The State Course appeals to the wrong demographic group.

The State Course was developed to fit the needs of the Kyle Williams Act which requires a boating safety course certification for 12-17 year olds. Since this was the intent of the course it is not a stretch to consider this supposition is a reasonable conclusion. GLSPS should seek truly dedicated boaters who are genuine interested in boating knowledge and safety which the State Course will not bring to the squadron. The exposure of young boaters to GLSPS can lead to the parents learning of GLSPS and the parents becoming involved with GLSPS. GLSPS involvement in the State Course will have a positive benefit to the squadron in membership, but the extent is subject to debate.


Conclusion 4 – There is probably a positive correlation between GLSPS teaching the State Course and membership growth but the extent may be minimal.

- Supposition 5 – Because of Supposition 4 teaching the State Course takes GLSPS resources away from other educational efforts by GLSPS including teaching ABC3.

Conclusion 5 -This supposition is difficult to prove or refute and will be mute based on the final policy selected by GLSPS.

- Supposition 6 -We assume we can't sell the USPS course, so therefore we assume that we must teach the free, State Course.

The NEO states “In most cases, we have found that a diligent effort to offer our course is rewarded with results. Our course is far better and it better reflects on USPS. In most cases, boaters recognize you get what you pay for.” This translates to GLSPS should focus more energy on ABC3. To assume GLSPS must teach the State Course instead of ABC3

Grand Lake Sailing and Power Squadron	Education Department Policy III	Approved 1/17/12 Revision 0	
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to attract new members can become a self-fulfilling prophecy. See Conclusion 2. See the GLSPS Policy passed on 12/13/11 to offer ABC3 for free excluding on-the-water costs.

Conclusion 6 – Consider submitting on an annual basis a proposal to the Executive Board requesting funding for free ABC3 courses. The year would be based on the GLSPS fiscal year.

8. Supposition 7 – GLSPS policy allows completion of the State Course to satisfy the GLSPS requirement that all new members must take a safe boating course. Article 3 of the GLSPS bylaws states “Perspective members must meet an educational requirement...” The by-laws do not define the educational requirement. In practice GLSPS has allowed completion of the State Course to fulfill this requirement. USPS Policy as stated in the waiver request in Attachment 1 states “USPS Certificates of completion cannot be used for completion of a State Course nor can free trial membership be offered to students who complete the State Course.”

Conclusion 7 -New members will get a free six month trial membership to USPS if they take ABC3, but not if they take the State Course.

Conclusion 8 – The GLSPS by-laws should define the educational requirement for perspective members

9. The above discussion results in the conclusion that GLSPS will teach ABC3 as the introductory boating safety course and will not teach the State Course

Attachment 1

USPS Educational Department
Waiver to Teach Other Boating Courses
Beyond the USPS America's Boating Course, 3d Edition

5/15/11

The National Educational Officer (or his designee) acting in accordance with USPS Bylaws and Operations Manual and using authority of the Board of Directors will consider waiver requests to allow an individual Squadron to teach state basic boating courses in addition to the USPS America's Boating Course, 3d Edition (ABC3) under the USPS banner.

Squadron Educational Officers desiring to respond to their individual boating education markets by teaching a basic boating course other than the traditional and required ABC3 course must present a statement of request including documentation of the situation and how such teaching will impact that market to increase student participation and potential membership connections.

Approvals will be allowed on a Squadron-by-Squadron basis where there is a clearly documented situation of intense competition.

Approvals for this waiver will be for one Educational Year with the possibility of annual extensions upon request.

Approval will be limited to teaching the State's "own" course (only one) with NASBLA approval and requiring a proctored exam.

Squadrons must still teach at least one ABC3 course each Educational Year.

Any modifications or additions to the State course must be documented and approved by USPS as part of the waiver request. If USPS materials are to be used, each element would need to be properly linked to the USPS value and worth.

All instructors must be USPS Certified Instructors following the same criteria as is required for the ABC3 courses.

Squadrons must document outcomes of alternate course students (pass & fail) in comparison with ABC3 outcomes to the NEO at the end of the Educational Year. They also must document member sign-up in absolute numbers and percentages of total students for both the state and ABC classes.

USPS Certificates of completion cannot be used for completion of a state course nor can free trial membership be offered to students who complete the state course.

Waiver request documents and approval responses are expected to be completed using emails, with copies to the Squadron Commander and the appropriate District Educational Officer.

Appendix 2

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE OKLAHOMA DEPARTMENT OF PUBLIC SAFETY,
HIGHWAY DIVISION, LAKE PATROL SECTION
AND
THE UNITED STATES POWER SQUADRONS.

STATEMENT OF POLICY ON TEACHING BOATING SAFETY COURSES.

This memorandum of understanding is between the Oklahoma Department of Public Safety, Highway Patrol Division, Lake Patrol Section (hereinafter referred to as Lake Patrol) and the United States Power Squadrons (hereinafter referred to as USPS®). In furtherance of their mutual goals, the Lake Patrol and the USPS agree to work together according to the guidelines set forth below, to work in mutual cooperation in teaching boating safety courses, and to, ultimately, create a safer operating experience for Oklahoma boaters.

I. The USPS agrees to :

- A. Schedule and administer boating safety courses in Oklahoma through the USPS administrative structure.
- B. Continue to conduct and administer boating safety courses in accordance with the National Association of State Boating Law Administrators (NASBLA) guidelines and course requirements.
- C. Utilize appropriate state pamphlets covering Oklahoma boating laws in the conduct of USPS NASBLA-approved courses.
- D. Provide to the Lake Patrol information on the date, time, & location of public boating safety courses, along with the name and telephone number of a contact person.
- E. Request participation of Lake Patrol officers in the conduct of classes covering state boating regulations and laws.
- F. Issue each student who successfully completes the USPS NASBLA-approved course a USPS Certificate of Completion.
- G. Document that state-specific information was taught and that the Lake Patrol-supplied exam was administered.
- H. Charge no state fee that shall be associated in any manner with fees charged for textbooks, materials and other course supplies, or with fees charged to defray any custodial or classroom usage.

I. Appoint a state liaison to be the contact person to work directly with the Lake Patrol in the execution of this program.

II. The Lake Patrol agrees to:

- A. Recognize successful completion of the USPS NASBLA-approved courses as meeting state boating education requirements.
- B. Provide up to 10 questions on state-specific laws and regulations.
- C. Provide appropriate state pamphlets and other materials for each student attending USPS NASBLA-approved courses.
- D. Provide employees to serve as guest speakers to teach Oklahoma boating laws and regulations when available.
- E. Provide USPS instructors with periodic updates concerning changes in state boating laws and regulations.

III. Mutual Responsibilities:

- A. Any amendments made to this understanding must be with the written consent of both parties.
- B. The effective date of this understanding is MAY 24 2000 and may be terminated by either party upon a 30-day written notice. It is agreed between the parties that this memorandum and its attachments represent the complete agreement between the parties.

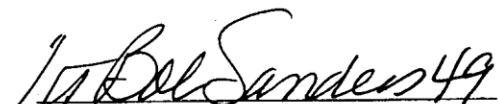
IN WITNESS WHEREOF, the said parties have herewith set their hands and seals as of the day and year first above written.

United States Power Squadrons



Chief Commander

6-7-00
Date

State of Oklahoma


Commander, Oklahoma Lake Patrol

5-24-00
Date


Grand Lake Sailing and Power Squadron	Education Department Policy IV	Approved 1/13/15 Revision 1	
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IV. Course Fees

1. This policy applies to GLSPS members and non-members.
2. Students of GLSPS provided introductory courses, advanced courses, elective courses, and seminars will pay for:
 - 2.1. Text books and course materials for the classroom portion of the course. Costs will be based on the current USPS catalog of course materials available at USPS.com.
 - 2.2. Gasoline, rentals and supplies for the on-the-water training, if on-the-water training is part of the course curriculum
 - 2.3. A reasonable prorated share of the instructor materials. The Executive Board authorizes the SEO to waive this portion of the fee, if GLSPS possesses the current instructor materials for the course.
 - 2.4. Attachment 1, Schedule of Fees lists the current fees for GLSPS offered courses. The Executive Board must approve changes to the Schedule of Fees
3. Students who are GLSPS members in good standing may invoke GLSPS Education Policy 1 to defray course text book and material costs.
4. Members of the same household who are taking a course concurrently, may share a single student manual and not be charged for individual copies of the manuals.
5. After each course the SEO will assess the costs incurred for the course. If the fees collected to not adequately recover the costs incurred for the course, the SEO will propose a new fee to the Executive Board for approval that better represents actual course costs.
6. The Executive Board can adjust or eliminate fees charged for courses at any time.

Attachment 1
Schedule of 2015 Fees

Course	Text Books and Materials ³	On-the-Water Training ⁵	Instructor Materials ¹ Prorated ² (Total)	Total with Instructor Materials	Upcharge for Public ⁶	E-board Approval
Boating and Advanced Courses						
ABC3	\$26.00	\$10.00	\$ 3.00 (\$32.00/10)	\$39.00	N/A	1/13/15
Seamanship	\$48.00	\$10.00	\$ 6.00 (\$56.00/10)	\$64.00	\$9.00	1/13/15
Piloting	1. \$39.00 text	N/A	4. \$7.00 (\$65.00)	\$65.00, (1+2+4)	\$10.00	1/13/15
	2. \$19.00 Weekend Navigator					
	3. \$15 optional materials			\$80.00 (1+2+3+4)		
Advanced Piloting	1. \$42.00 text	N/A	4. \$7.00 (\$66.00/10)	\$49.00 (1+4)	\$10.00	1/13/15
	2. \$20.00 Weekend Navigator ⁴			\$69.00 (1+2+4)		
	3. \$15 optional materials ⁴			\$84.00 (1+2+3+4)		
Junior Navigator	\$76.00		\$9.00 (\$87.00/10)	\$85.00		1/13/15
Navigator	\$186.00		\$20 (\$190.00/10)	\$206.00		1/13/15
			\$22 (\$215.00/10 w/ license)	\$208.00		
Elective Courses						
Marine Electrical Systems	\$39.00	N/A	\$6.00 (\$55.00/10)	\$45.00	\$7.00	1/13/15
Marine Communication Systems	\$39.00	N/A	\$6.00 (\$57.00/10)	\$45.00	\$7.00	1/13/15
Electronic Navigation	\$50.00	N/A	\$6.00 (\$55.00/10)	\$56.00	\$9.00	1/13/15
Weather	\$48.00	N/A	\$4.00 (\$58.00/10)	52.00	\$8.00	1/13/15
Cruising and Cruise Planning	\$45.00	N/A	\$6.00 (\$56.00/10)	\$51.00	\$8.00	1/13/15
Sail	\$39.00	N/A	\$6.00 (\$55.00/10)	\$45.00	\$7.00	1/13/15
Engine Maintenance	\$39.00	N/A	\$5.00 (\$52.00/10)	\$44.00	\$7.00	1/13/15
Certifications						

Grand Lake Sailing and Power Squadron	Education Department Policy IV	Approved 1/13/15 Revision 1	
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Instructor Development	N/C	N/A	N/C	N/C	N/A	1/13/15
CPR/First Aid	At Cost	N/A	At Cost	NTE. \$10.00	None	1/13/15

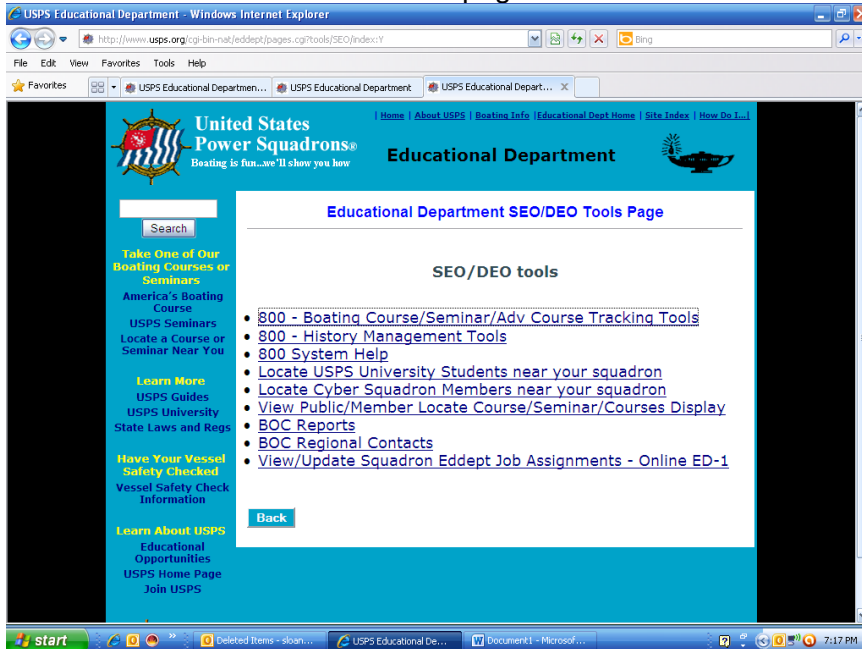
Notes:

1. Waive if GLSPS possesses current instructor materials
2. Assume 9-10 Students per course
3. Members of the same household who are taking a course concurrently, may share a single student manual and not be charged for individual copies of the manuals.
4. Items may re-used from a prior course.
5. Non-refundable if enrolled in the course and OTW not taken, See E-Board minutes of 10-16-12
6. Provision for 15% upcharge approved by E-Board. See minutes of 9-18-12.

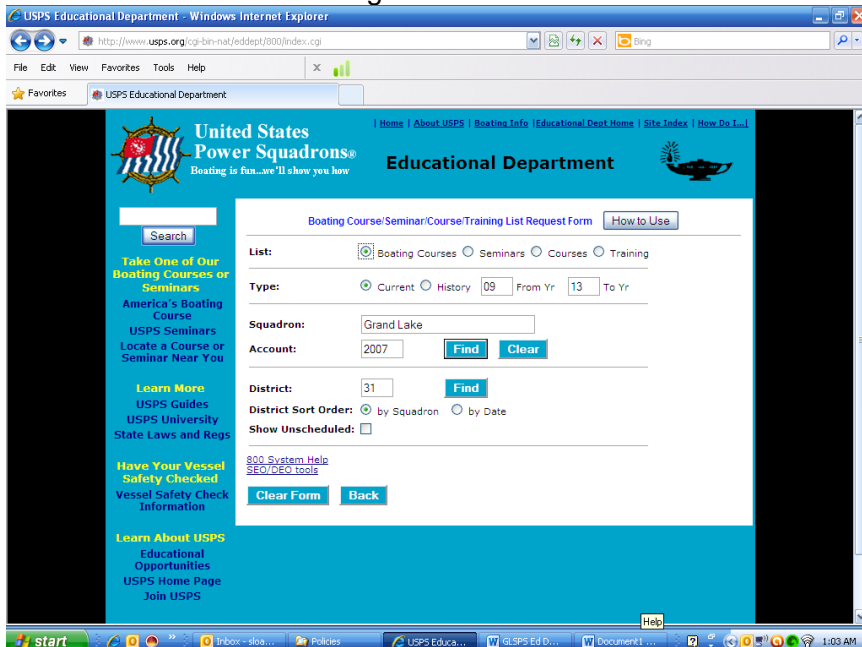


V. Entering a New Course in the 800 Database

1. Course information is entered in the 800 database:
 - 1.1. To allow persons to find USPS courses offered in their areas.
 - 1.2. To record courses at National
 - 1.3. To record student results
2. How to Enter a New ABC3 Course to the 800 Database.
 - 2.1. Go to the SEO/DEO Tools page

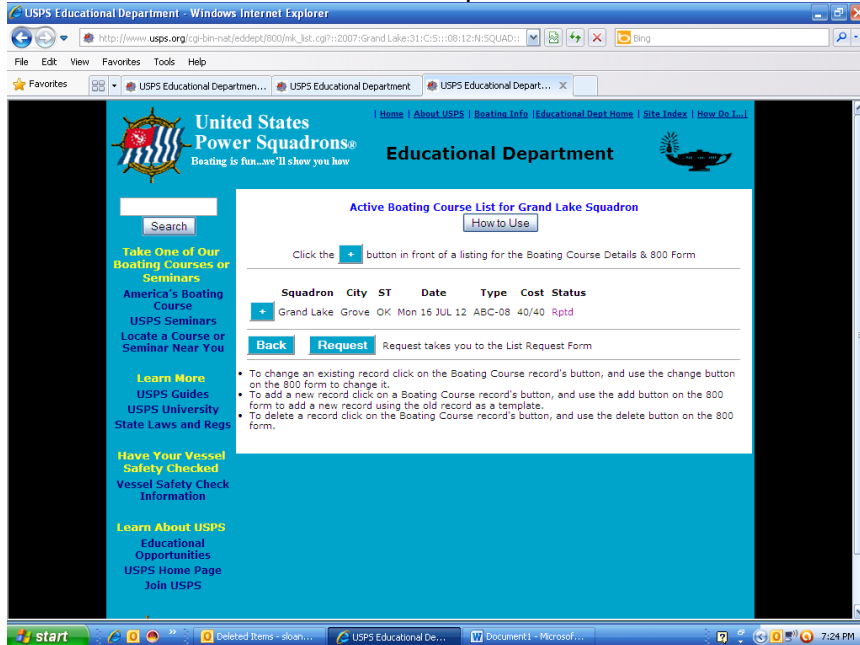


2.2. Click on the “Boating Course/Seminar/ Adv Course Tracking Tools”

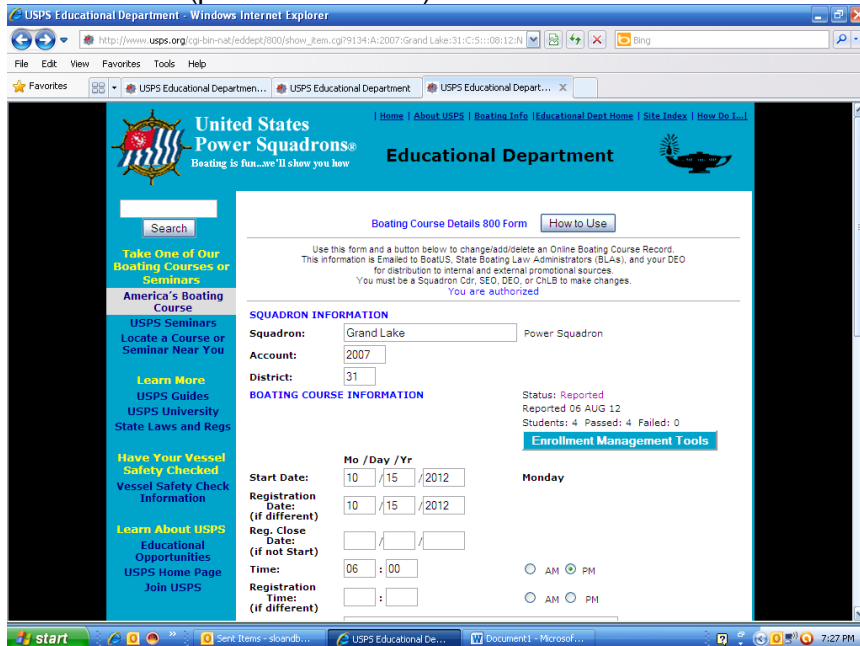




2.3. To enter an ABC3 course enter your squadron information, click on “Boating Courses”, and click on “Find” in the squadron area.



2.4. Click on the “+” sign beneath the “How to Use” button to enter the course from scratch. Click on the “+” sign by a pass class to enter use that class as a template for the new class (preferred method).





USPS Educational Department - Windows Internet Explorer

http://www.usps.org/cgi-bin/nat/eddept/800/show_item.cgi?9134:A:2007:Grand Lake:31:C:S::08:12:N

File Edit View Favorites Tools Help

USPS Home Page
Join USPS

Registration Time: [] : [] AM PM
(if different)

Place: Grand Lake Visitor Center

Address: 9630 Hwy 59 N

City: Grove

State: OK Zip: 74344

Type of Course: ABC 8hr ABC 12hr

Record Number: 9134 CRSID: 1207161800A08

Allow Online: Cost: \$ 40.00 Non-Member 40.00 Member

Registration: Offer 6 Month Memberships

Record Last Updated: 22 JUN 12 by E220542 Show Name

CONTACT INFORMATION

Name: David Sloan Cert: E220542

Telephone: 918 -801 -2050

Email: sloandb@hotmail.com

Email Status: Valid

ADDITIONAL NOTES

Characters Left: 151

On-the-water experience and practice after class concludes at a mutually agreed upon time & date. Minimum of 5 students required for class to make.

EM Reschedule:

List Add Change Delete Clear Request

2.5. Change the data for the new course and click on "Add".

USPS Educational Department - Windows Internet Explorer

http://www.usps.org/cgi-bin/nat/eddept/800/ink_list.cgi?9134:A:2007:Grand Lake:31:C:S::08:12:N:5Q

File Edit View Favorites Tools Help

United States Power Squadrons® Boating is fun...we'll show you how

Educational Department

Active Boating Course List for Grand Lake Squadron

Click the **+** button in front of a listing for the Boating Course Details & 800 Form

Squadron	City	ST	Date	Type	Cost	Status
+ Grand Lake	Grove	OK	Mon 16 JUL 12	ABC-08	40/40	Rptd
+ Grand Lake	Grove	OK	Mon 15 OCT 12	ABC-08	40/40	Open

Back Request Request takes you to the List Request Form

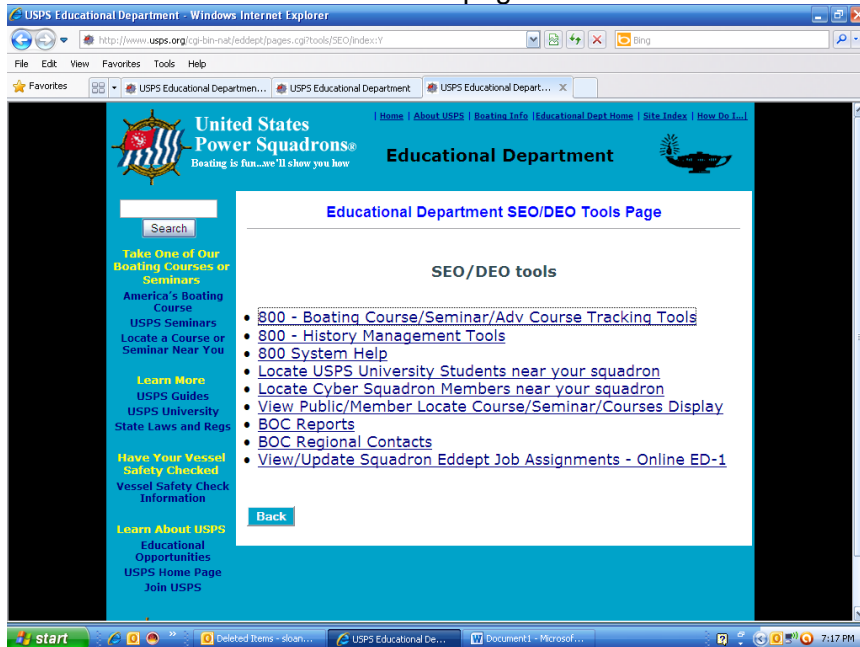
- To change an existing record click on the Boating Course record's button, and use the change button on the 800 form to change it.
- To add a new record click on a Boating Course record's button, and use the add button on the 800 form to add a new record using the old record as a template.
- To delete a record click on the Boating Course record's button, and use the delete button on the 800 form.

2.6. The new course is setup in the 800 database

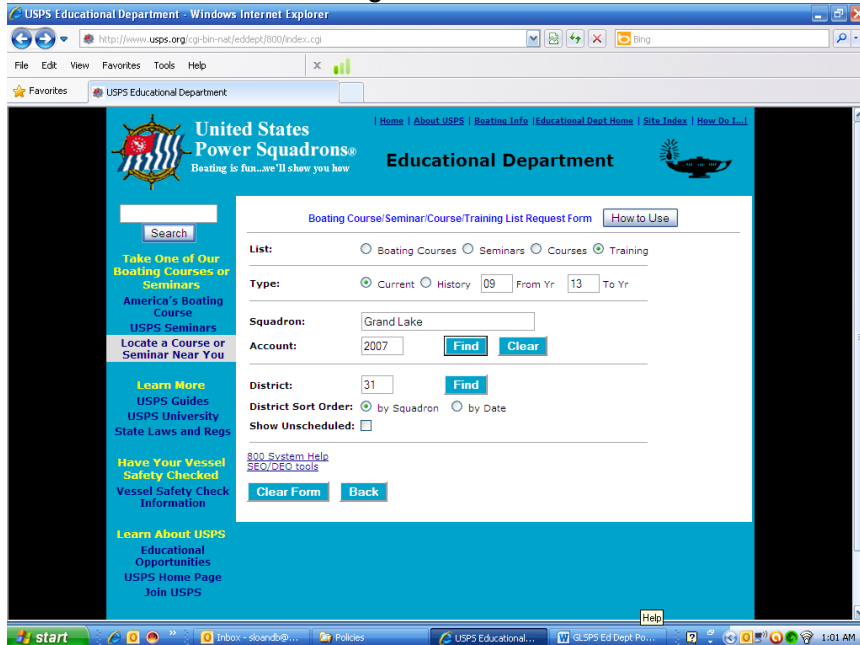


3. How to Enter a new Seamanship or Other Advanced Course

3.1. Go to the SEO/DEO Tools page



3.2. Click on the “Boating Course/Seminars/Adv Courses Tracking Tools”

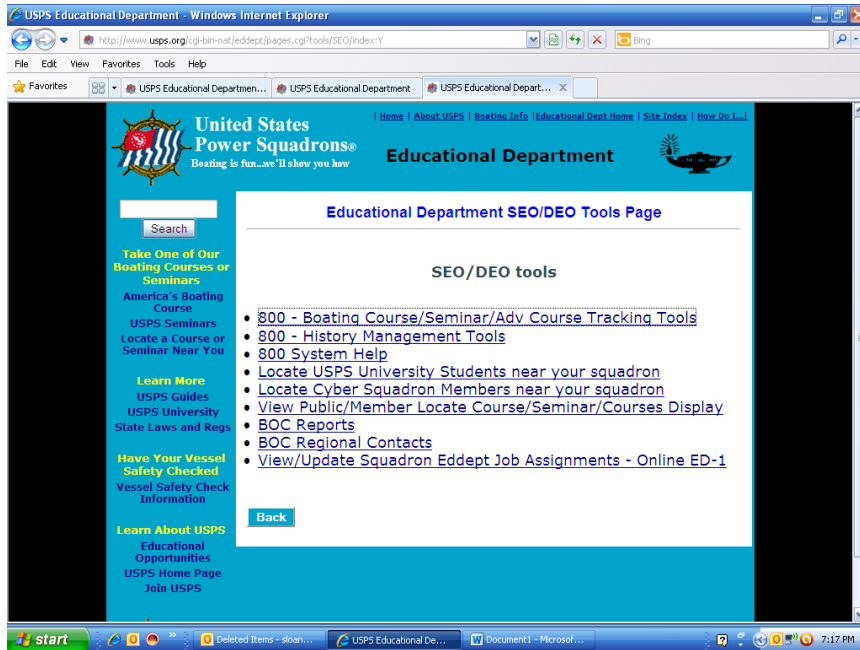


3.3. To initiate a record of other types of training, click on “Courses”, “Seminars”, or “Training” and click on “Find” in the squadron area. Proceed the same way as for an ABC3 course. You will be given the opportunity to enter the name of the course in the next screens.

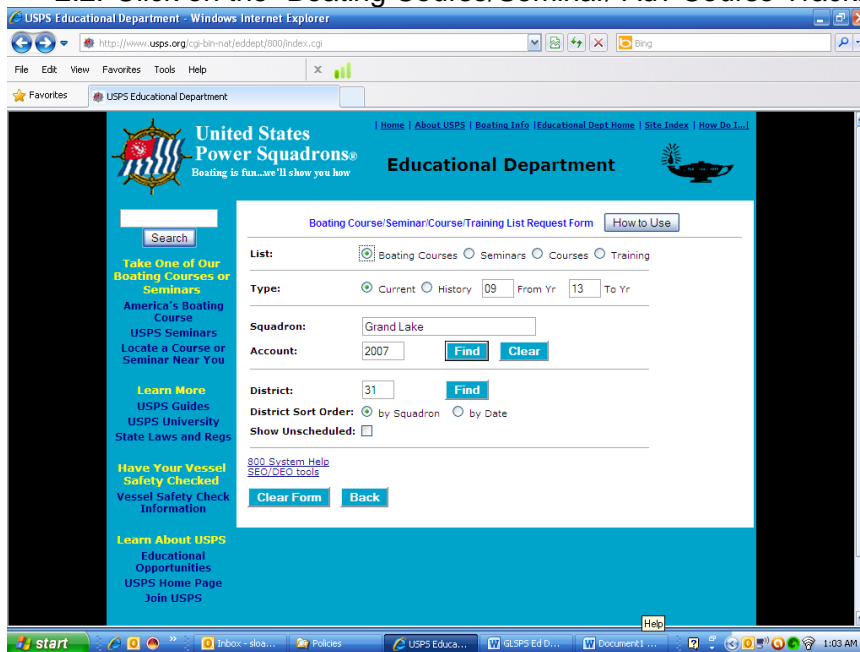


VI. Entering Course Completion in the 800 Database

1. Student completion information is entered in the 800 database to:
 - 1.1. Record course completion at National
 - 1.2. Register students so the six month trial membership can be conveyed
2. How to Enter an ABC3 Course to the 800 Database.
 - 2.1. Go to the SEO/DEO Tools page

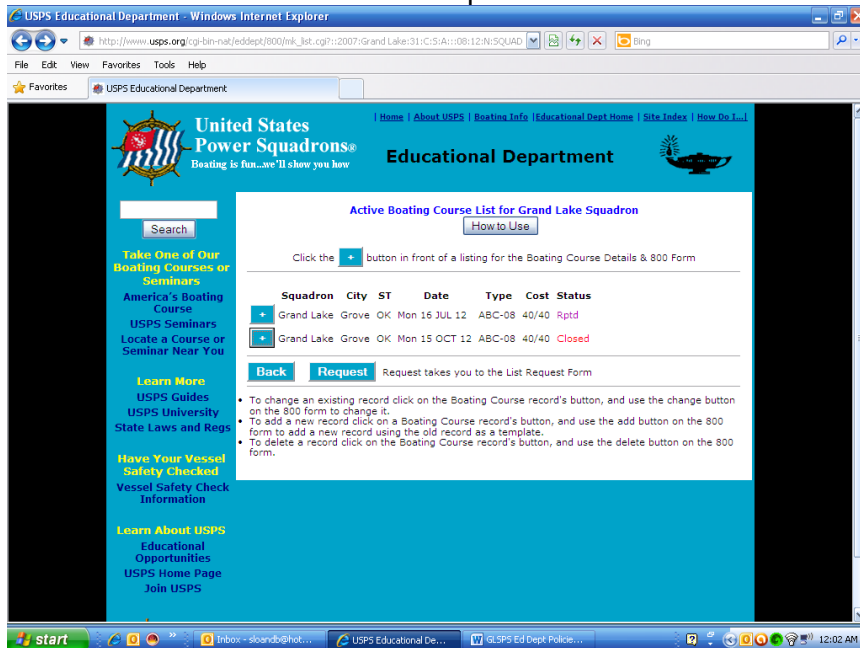


2.2. Click on the "Boating Course/Seminar/ Adv Course Tracking Tools"

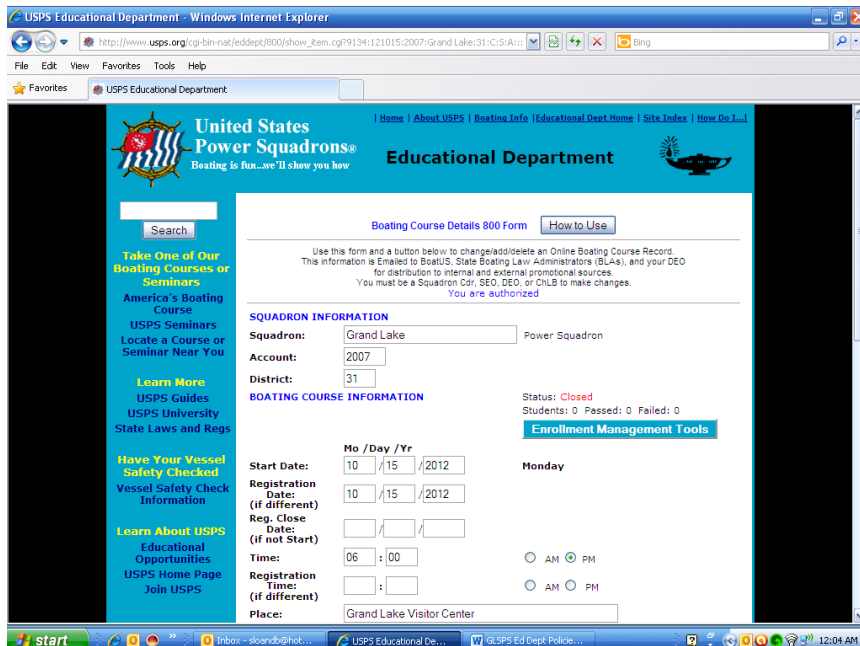




2.3. To enter an ABC3 course enter your squadron information, click on “Boating Courses”, and click on “Find” in the squadron area.



2.4. Click on the + sign to enter student completion for a course previously entered in the 800 database





2.5. Click on Enrollment Management Tools

USPS Educational Department - Windows Internet Explorer

http://www.usps.org/cgi-bin/nat/eddept/800/enroll_tools.cgi?9134:121015:2007:Grand Lake:31:C:SA:...

United States Power Squadrons®
Boating is fun...we'll show you how

Home | About USPS | Boating Info | Educational Dept Home | Site Index | How Do I... |

Search

Take One of Our Boating Courses or Seminars
America's Boating Course
USPS Seminars
Locate a Course or Seminar Near You

Learn More
USPS Guides
USPS University
State Laws and Regs

Have Your Vessel Safety Checked
Vessel Safety Check Information

Learn About USPS
Educational Opportunities
USPS Home Page
Join USPS

Course Enrollment Management Tools

CRSID: 20071210151800A08 America's Boating Course-8hr Status: Closed
Squadron: Grand Lake Sail & Power Squadron Allow 6 Mo Trial: Yes
Place: Grand Lake Visitor Center - Adr: 9630 Hwy 59 N
City: Grove State: OK Zip: 74344 Date: 15 OCT 12 Time: 6:00 PM

Student Management Manage Student Enrollment or Post Grades for this course.

Import Import students from BCA 6, the Workbook or a spread sheet.

Certs/Cards Print Certificates and Wallet Cards for this course.

List/Mail List Students or Send Email to students for this course.

Spread Sheet Present data in a form which can be copied into a spread sheet application.

Transfer Students Transfer Students into this course.

Get UJ Cert#s Make students UU members.

Trial Mbrs Make passing students Trial Members.

Back

List Details Request

For more information consult the 800 System Help documentation.

2.6. Click on Student Management

USPS Educational Department - Windows Internet Explorer

http://www.usps.org/cgi-bin/nat/eddept/800/getentryform.cgi?9134:121015:2007:Grand Lake:31:C:SA:...

United States Power Squadrons®
Boating is fun...we'll show you how

Home | About USPS | Boating Info | Educational Dept Home | Site Index | How Do I... |

Search

Take One of Our Boating Courses or Seminars
America's Boating Course
USPS Seminars
Locate a Course or Seminar Near You

Learn More
USPS Guides
USPS University
State Laws and Regs

Have Your Vessel Safety Checked
Vessel Safety Check Information

Learn About USPS
Educational Opportunities
USPS Home Page
Join USPS

Course enrollment management [How to Use](#)

CRSID: 20071210151800A08 America's Boating Course-8hr Status: Closed
Squadron: Grand Lake Sail & Power Squadron Allow 6 Mo Trial: Yes
Place: Grand Lake Visitor Center - Adr: 9630 Hwy 59 N
City: Grove State: OK Zip: 74344 Date: 15 OCT 12 Time: 6:00 PM
Minimum Input?: Auto Caps Off?:

First Name: MI: Last Name:

Address:

City: County:

State: Zip: -

Phone:

Email:

Sex: M F DoB (mm/dd/yyyy): / / Last 4 SS:

Hair Color: Eye Color: Height: ft in Optout

BOAT TYPE: None Outboard I/O Inboard SAIL PWC Paddle

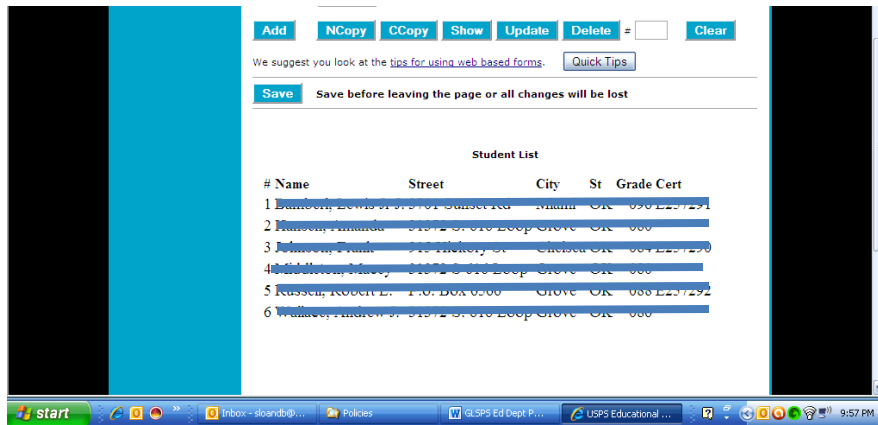
BOAT LEN: U-16' 16-25 26-39 40-54 55+

Trailer?: Y N Years Boating: BOAT HP:

Learned: News/Mag TV Radio Web Booth Word Poster/Lit Other

Description: Cert#: Grade:

Validation:



2.7. Enter student information and test grade.

2.7.1. Add will add the student to the class list.

2.7.2. Be sure to click "**Save**" so no data is lost

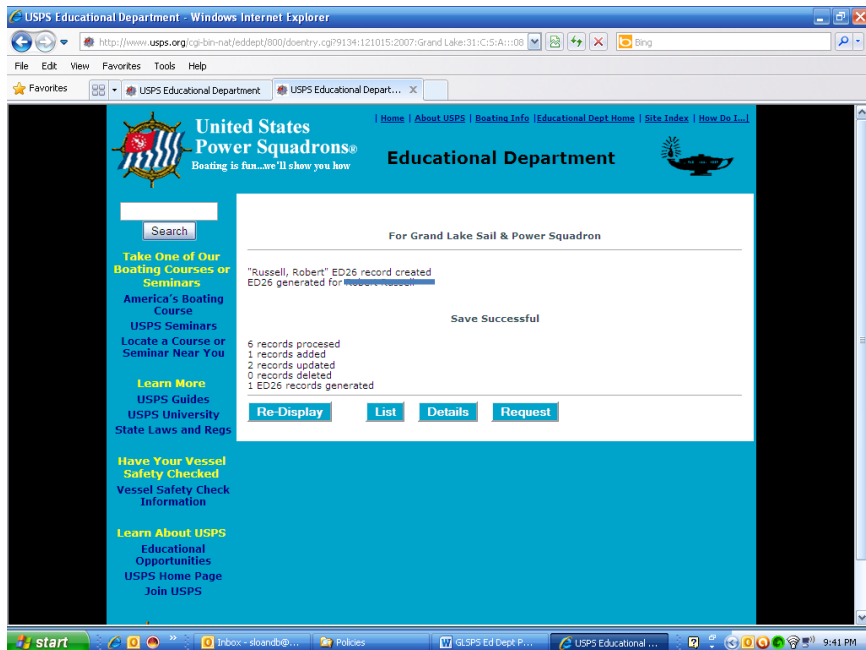
2.8. There are several shortcuts to enter data after you enter the first student. Enter the number of the student at the bottom of the screen

2.8.1. Use "NCopy" to copy the name of that student to begin the record of another student of the same household.

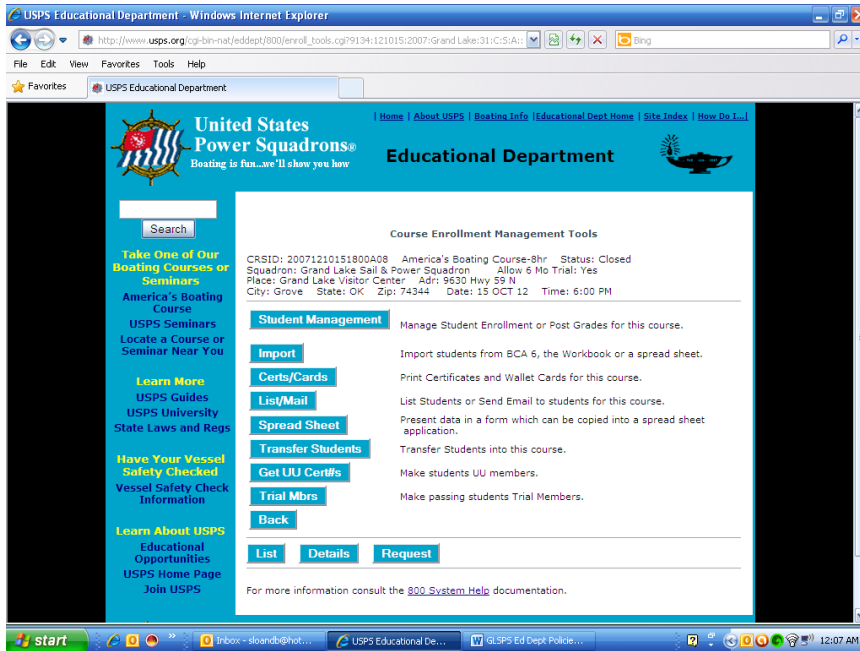
2.8.2. Use "CCopy" to copy the city, state, and zip code to begin the record of another student of the same city.

2.8.3. Use Show to show a previously entered student data that needs to be updated

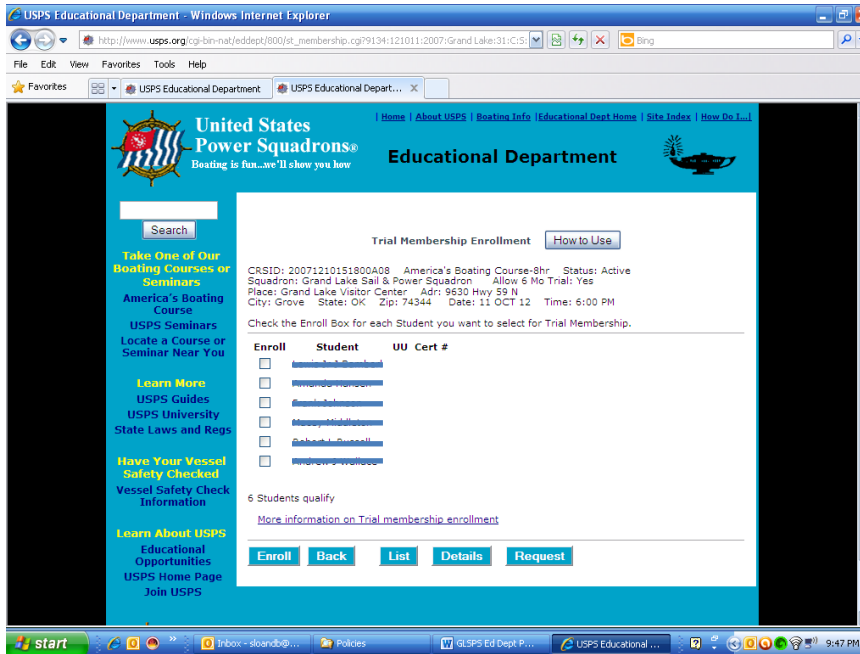
2.9. After clicking "Save" the records are added to the database



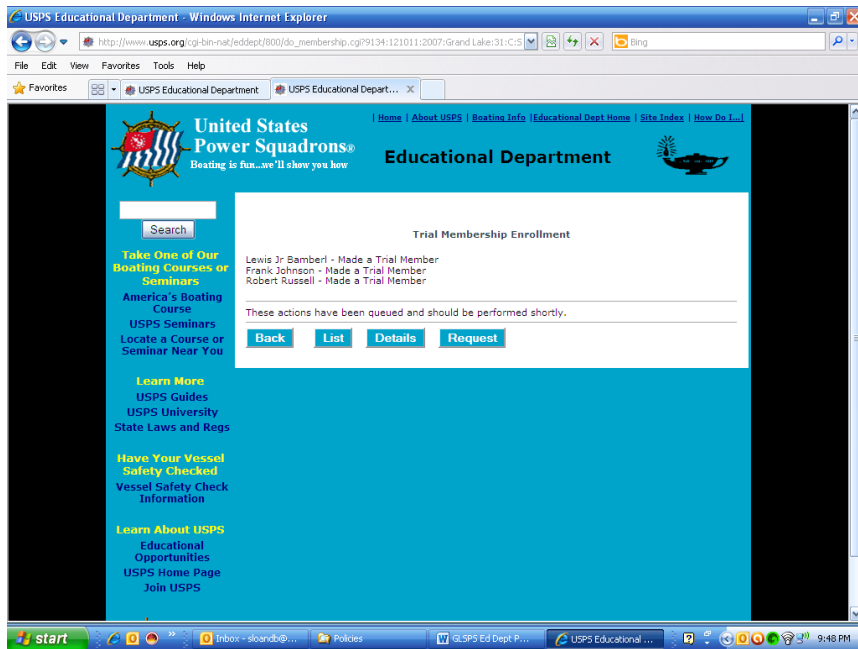
2.10. Return to the Enrollment Management screen



2.11. Click on Trial Mbrs



2.12. Click on the names to be offered trial USPS membership and click Enroll

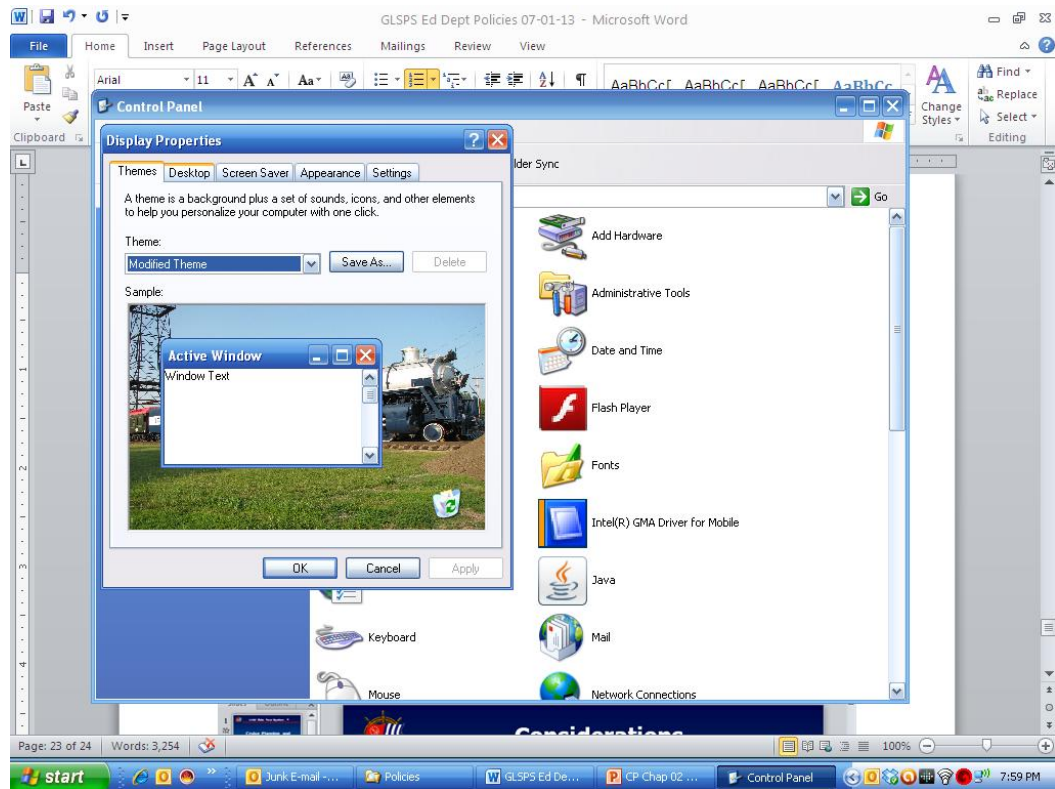


2.13. Data entry is complete



VII Display of Power Point Slides with Two Screens

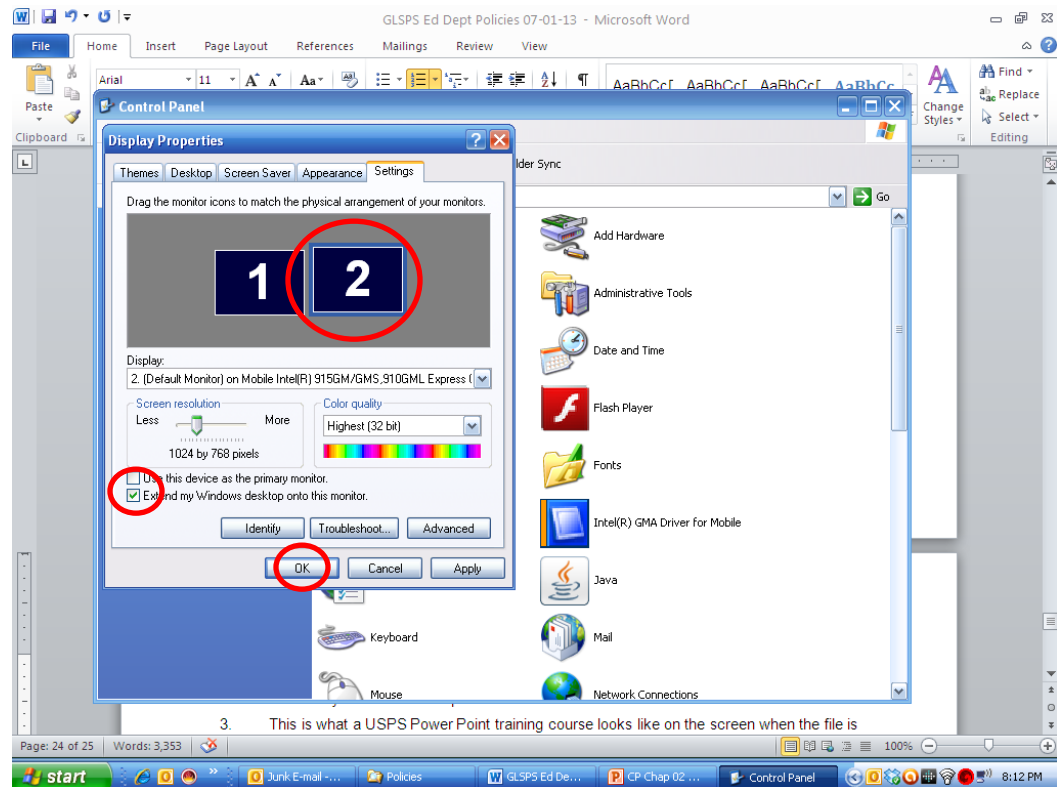
1. One of the most frequent problems with Power Point is that the slides do not display properly when two screens are used. The Power Point slides for USPS training courses are evolving so the instructor notes are embedded in the notes block for each slide and a hardcopy instructor manual is not provided. Therefore, during a training course the objective is to display only the slide to the student and to display the slide and instructor notes to the instructor laptop.
2. First the computer must be configured to display on the laptop screen and to a projector attached to the laptop. If the laptop is configured already in this manner, go to Step 3.
 - a. Connect the projector to the nine pin plug on the back of the laptop. Turn the projector on.
 - b. Turn on the laptop. When the main Windows screen appears, click on “Start” (lower left button), “Settings”, “Control Panel”, and “Display”. The screen should look like snapshot below. What you see may be slightly different due to the Windows version used and the specific computer settings.



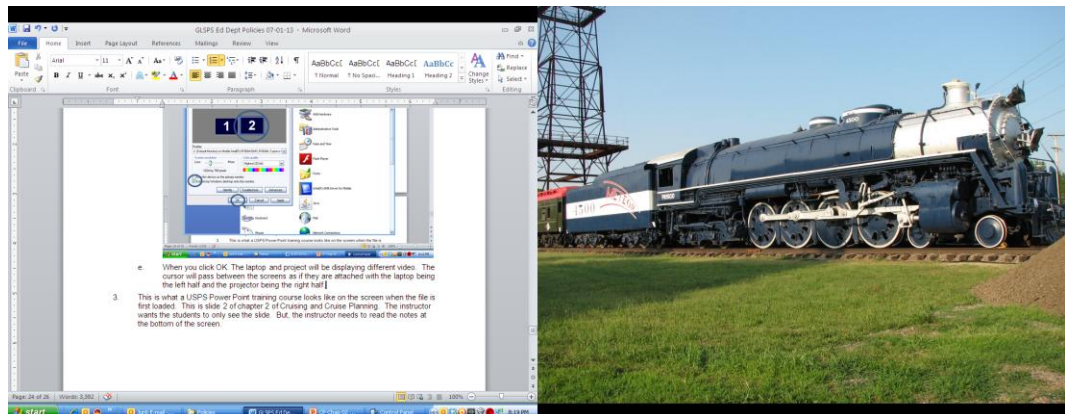
- c. Click on the “Settings” tab.
 - i. If you place the cursor over the “Number 1”, a message is displayed saying that is the “primary display”.
 - ii. If the “Number 2” is a dull blue and you place the cursor over the “Number 2”, a message will indicate the display is “Inactive”



- d. Click on the “Number 2” and click to enter a check mark in the box next to “Extend my Windows desktop onto this monitor”.

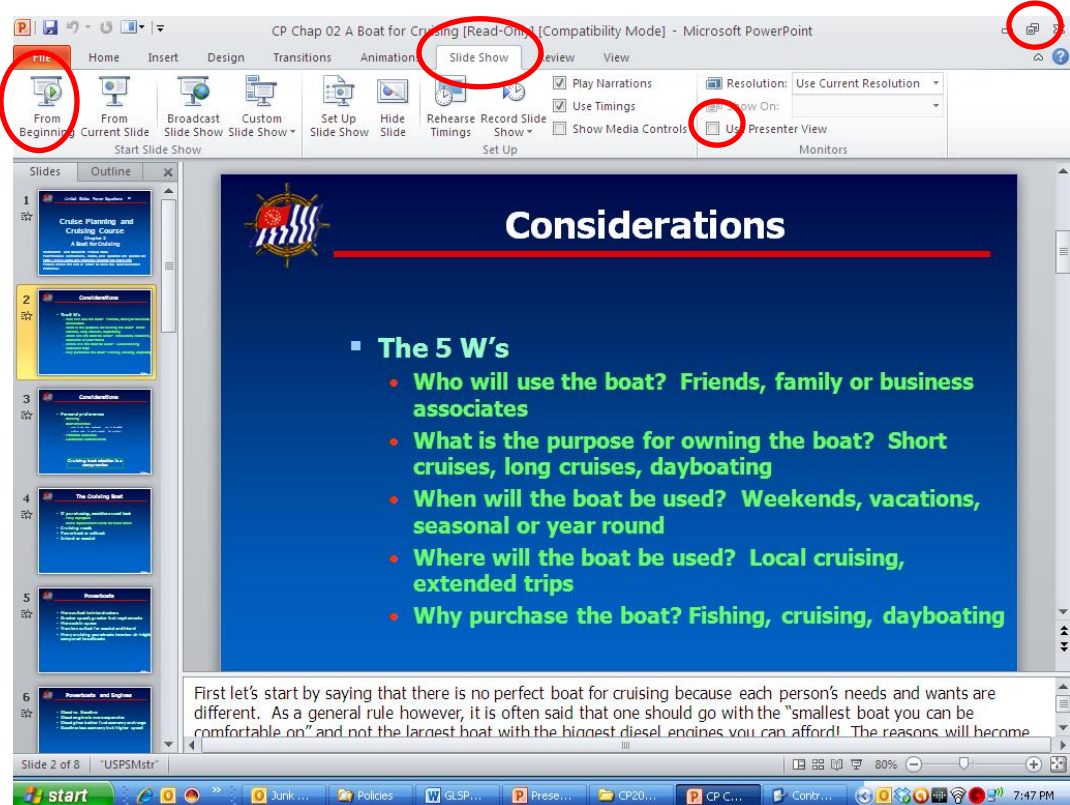


- e. When you click OK. The laptop and project will be displaying different video. The cursor will pass between the screens as if they are attached with the laptop being the left half and the projector being the right half.





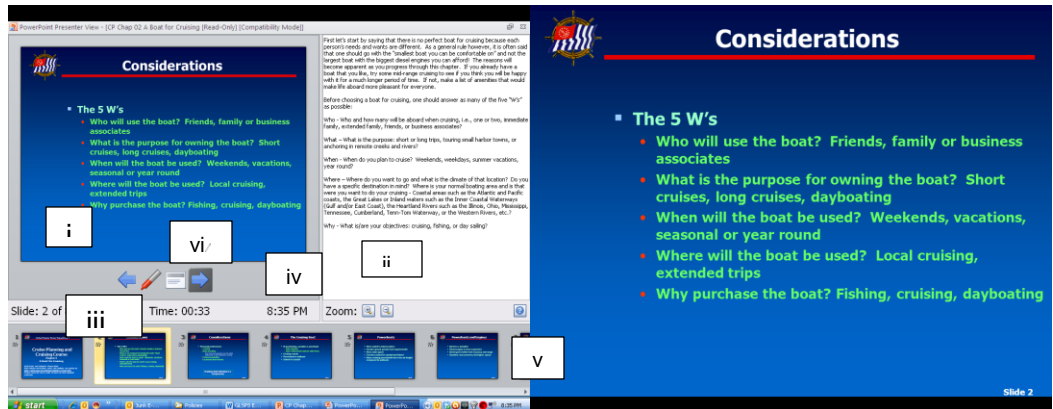
3. Below is what a USPS Power Point training course looks like on the screen when the file is first loaded. This is Slide 2 of Chapter 2 of Cruising and Cruise Planning. The instructor wants the students to only see the slide. But, the instructor needs to read the notes at the bottom of the screen.




- a. Ensure the slide is displayed on the laptop screen and not on the projector. If it is not, use the cursor and the “Minimize/Maximize” symbols to drag the slide to the laptop screen. For Power Point 2010:
- b. For Power Point 2010:
 - i. Click on the “Slide Show” tab at the top of the screen.
 - ii. Click on “Use Presenter View” and a check mark appears
 - iii. To begin the slide show, click on “From Beginning”
- c. Alternate for Power Point 2010 if the above does not work:
 - i. Click on the “Slide Show” tab at the top of the screen.
 - ii. Click on “Set Up Show”
 - iii. Set the “Display slide on:” pull down menu to display “Monitor 2”
 - iv. Click on “Use Presenter View” and a check mark appears
 - v. To begin the slide show, click on “From Beginning”
- d. For Power Point 2003 the screens will look slightly different
 - i. Click on the “Slide Show” pull down menu at the top of the screen.
 - ii. Click on “Set Up Show”
 - iii. Set the “Display slide on:” pull down menu to display “Monitor 2”
 - iv. Click on “Use Presenter View” and a check mark appears



- v. Go up one menu step and click “View Slide Show”



- e. The left half of the screen is what the instructor sees on the laptop.
- The slide
 - The notes, either USPS notes or instructor generated notes
 - The elapsed time
 - The actual time
 - Previews of other slides
 - Buttons to advance and backup slides
- f. The right half of the screen is what the students see from the projector. They only see the slide.

Grand Lake Sailing and Power Squadron	Education Department Procedure VIII	Approved _____ Revision 0 
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VIII Obtaining a Certification Number for Non-Members

The following procedure is a USPS procedure that is being incorporated in the GLSPS procedures so the procedure will be readily accessible. The procedure is to be used by the SEO only at this time:

1. The ED-46 seminar registration form available on the Educational Department web site can be used to collect the data from the nonmember student prior to entering it in the system.
2. To enroll the student the SEO must have the Squadron Account number, the DB 2000 password (master, updater or user) and their certificate number.
3. The SEO goes to <http://www.usps.org/php/DHinders/USPSU/enroll.php> and enrolls each non-member student.
4. All information on the enrollment form should be requested from the student and entered. At a minimum the name, address, city, state and telephone must be entered. An email address is preferable for communication purposes and should be requested from the student.
5. An email will be sent to the SEO confirming receipt of each student enrollment.
6. On the next business day Headquarters will assign a certificate number for each student.
7. The SEO will receive an email with each student's certificate number.
8. The SEO needs to notify the student of their certificate number.
9. The enrollment is only necessary for the first class or seminar taken.
10. Non-member students will be included on the ED-6 forms and critiques.
11. If the student later becomes a member they will retain their certificate number and all their course and seminar completions.

Note! Students are assigned to USPS University and are not assigned to your squadron.

Exams are to be ordered for non-members and members using the same on line ED-33 as we use today. <http://www.usps.org/cgi-bin-nat/eddept/cart/eceexam.cgi>

There is also a search function on the enrollment page that allows you to search for students within 10, 20, 50 or 100 miles of your Squadron. There is no need to enter a zip code as the search is based on your squadron's zip code when you log in.