

Version 3.0 of The Boating Class Workbook

The *Boating Class Workbook* application has recently been updated to add additional fields for state certification. It contains a link to the website for posting ED27 information. It is compatible with the Vista operating system and MS Excel 2003 & 2007.

This application was developed to assist boating class administrators and combined with on-line registration, we think you will find it an easy to use and useful tool. Used fully, it can significantly eliminate manual data entry for both the boating course administrator and headquarters personnel. As all tasks can be done electronically, postal costs are eliminated as well.

The Boating Class Workbook is a packaged application with a number of helpful features. Running the downloaded file (*boatingclassworkbook3.0.exe*) will create a folder named BoatingClassWorkbook_3.0 on your C: drive containing the files you need, including instructions.

The primary tool is the Excel workbook (*Class_Registration_Workbook3.xls*). From within the workbook you can:

1. Import student information from the email generated by on-line registration.
(*data can be entered manually for those you couldn't convince to register online.*)
2. Generate email lists to keep the students informed.
3. Create a merge worksheet to be used for printing certificates and wallet cards.
4. Link to the online ED27 process to file class completion statistics.
5. Upload the student information to headquarters. (*ED26 & ED46 data*)
6. Automatically re-sort the list on last name.

The folder also contains two Word/merge documents to generate wallet cards and certificates from the records in the workbook. (*Certificate_Merge3.doc & Card_Merge3.doc*)

On-line registration is the way to go. Register your classes on the internet using the HQ800 boating class registration system. Students will find your classes and sign-up directly on-line. Using the workbook, you can manage your class lists and plan attendance. Create email lists to keep new students informed.

Version 3.0 of the Boating Class Workbook has been posted on the web site for you to download and put to use. All the files needed are contained in the boatingclassworkbook3.exe file. Save it to your local hard drive (C:) and run it to extract the folder named BoatingClassWorkbook_3.0 directly to your C: drive. Print the instruction booklet (BCW3.0_Instructions) and read the instructions. The instructions are provided in Acrobat (.pdf) format in booklet form, so set your printer to landscape mode and print double-sided. If your printer does not have a duplex mode, print *odd* pages first, reinsert the pages and print *even* pages. If you have any questions, please contact Pat Governale pgovernale@optonline.net for assistance.

Be sure to share this information with all boating class administrators.

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