

UNITED STATES POWER SQUADRONS®

EDUCATIONAL DEPARTMENT

01 January 2006

FROM: V/C Richard Kyle, SN, National Educational Officer
TO: EdDept Staff, DEOs, ADEOs, SEOs
SUBJECT: On-Line Registration for Public Boating Classes

Thanks to the efforts of P/C Dan Bartell and R/C Patricia Governale, we have recently activated an on-line registration process for potential students to pre-register for squadron public boating classes.

The process requires that squadron boating class information be listed in the on-line 800 database. Squadrons enter their class information into the database by using the Boating Class Information (HQ800) form found on the EdDept Web site.

There is a new line on the Class Detail 800 Form for the squadron to use to activate on-line registration for each class. The following four pages depict the process.

Page

2. Check the "Allow Online Registration" box and enter the cost of the class.
3. Once a class has been activated, an option to submit an inquiry or pre-register will be displayed on the class listing on the Boating Class Schedule page on the USPS web site.
4. When a potential student clicks the link, the on-line registration form will be displayed for them to fill out and submit.
5. An acknowledgement will be displayed to the sender and an email containing the prospect's information will be sent to the boating class contact listed in the database.

With a great deal of help from Bill Badgely, Bellevue PS, we are developing a spreadsheet application for squadrons to use to capture the data from the email to track their students. This application is nearly complete and will be released shortly.

The third step in the process will be to output the student information from the spreadsheet application to a file that can be read directly into the master database on the National AS400 system. R/C Dave Hinders is helping with this process.

The goal of this program is to provide squadrons with a simpler alternative to the BCA program and one that will eliminate much of the manual data entry required by both the squadrons and headquarters. Ultimately we hope to be able to link the on-line registration information into the BCA program as well.

CLASS Details 800 Form

Use this form and a button below to change/add/delete an Online Class Record.
This information is Emailed to BoatUS, State Boating Law Administrators (BLAs), and your DEO for distribution to internal and external promotional sources.
In the NASBLA INFORMATION section, select any states, other than your class location state, from which you expect to have students.
You must be a Squadron Cdr, SEO, DEO, ChLBB or authorized designate.

SQUADRON INFORMATION

Squadron: Power Squadron
District:

CLASS INFORMATION

 Status: Active

Mo /Day /Yr:
Start Date: / / Registration Date(if different): / /
Note * in Mo means class has started/finished, no new date scheduled
Time: : AM PM Registration Time(if different): : AM PM
Place:
Address:
City: State: Zip:
Type of Course: Boating Boat Smart ABC
Allow Online Registration: Cost: \$

This line must be filled in to activate on-line registration

Record Last Updated:

NASBLA INFORMATION: (automatically sent to state of class location)

Send class information to NASBLA reps in these additional state(s):

CONTACT INFORMATION

Name:
Telephone: - -
Email:

ORIGINATOR INFORMATION

Name:
Certificate:
Position: Cdr SEO DEO Designate ChLBB
Email:

List

Add

Change

Delete

Request

ED-27

Blank ED-27

This page is displayed as a result of a locate search for Boating Class Schedules on the USPS Public Site.

District 4 Classes

This list is updated frequently. However, this schedule may have changed or be incomplete. To verify the schedule for a listed class, please contact the person listed in the course details. Courses marked Completed have finished and have not yet been rescheduled. If you cannot locate a course at a convenient location or time, call 1-888-FOR-USPS.

You might like information on the contents of our [Public Boating Courses](#)

There are two versions of our boating course taught by individual squadrons. Our original comprehensive 6 chapter boating course, and a shorter, more intense, 3 chapter **BoatSmart** course. When a class is a **BoatSmart** class, it is so indicated

Each Squadron holds at least one class per year and most hold more than one. Courses typically are taught in the Spring (usually in FEB or MAR), in the Summer (usually JUL or AUG), or in the Fall (usually SEP or OCT). As the classes are scheduled you can find them here or by calling the numbers above.

If the class listing has a status of "Registration Closed", the class has already begun. The class contact will be able to tell you if late registration is permitted.

If the status is "Pending", a class in the same location is tentatively scheduled for the season listed. Check here for future schedule updates or try the contact for further information.

If the status is "Schedule Pending", the listed squadron has not decided where or when to hold their next class. The contact may be able to supply more information.

Courses are listed by City where they are taught within State.

Squadron: Barnegat Bay District: 4 - **BoatSmart** - [Web Site](#)

Contact: Richard Zucchi Phone: 732-262-8588

Email: rzucchi@comcast.net

Location: Brick High School

Address: Chambersbridge Rd

City: Brick, NJ 08723

Start Date: FEB 22, 2006 Time: 07:30PM

STATUS: [Accepting Registrations](#)

Click [here](#) to inquire about or pre-register for this class

This line will appear if on-line registration has been activated for the class



Thank you for your interest. This form may be used to inquire about and/or pre-register for the:

Oritani Power Squadron

Boat Smart Class which starts on 02 MAR 06 at 7:00 PM
Roy W. Brown Middle School - Cafeteria
Corner Of South Washington and Clinton Avenues Bergenfield, NJ

Cost of this course is \$40.00

Please check as many options as apply

- Please send me information about this class
- Please contact me, I have questions I would like to discuss
- I am interested in preregistering for this class

USPS charges only for materials and facilities. Our instruction is provided by certified volunteer instructors at no additional charge.

Each squadron has its own registration process. Pre-registering indicates a desire to register and will hold a place in the class for you. The squadron class manager will contact you with further details.

If this is a pre-registration, please fill in all the information in the registration section below. Otherwise please enter enough information to allow us to respond to your inquiry.

Any information you provide will be treated as private. See our [privacy statement](#) for details.

USPS® Boating Course Pre-registration/Inquiry

First Name: Middle Initial:

Last Name:

Street Address:

City: State: Zip: -

Phone: Ext:

Email:

Questions/Comments:

USPS constantly tries to improve our ability to make the public aware of our Public Boating Courses. We hope you will take a minute to fill out the following section to help us improve our coverage.

USPS® Public Relations Survey

Male Female Birthday(yymmdd): / / /

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

BOAT LENGTH: Under 16' 16 - 25 26 - 39 40 -54 55 UP

DO YOU TRAILER YOUR BOAT? Yes No

HOW DID YOU LEARN ABOUT THIS COURSE? CHECK ALL THAT APPLY.

Magazine Shopper Newspaper Website TV Radio Poster/Flyer Other

Name or Description of source(s):

Sample of the acknowledgement that is displayed to the sender after submitting the registration form.

Thank you for your interest in this class
Your request has been forwarded to the class manager, Richard Zucchi
If you are not contacted shortly, you may contact the manager at:
rzucchi@comcast.net, or by phone at 732-262-8588

Sample of the email that is sent to the Squadron contact:

From: USPS_DISTRICTS [nobody@usps.org]
Sent: Sunday, December 18, 2005 10:34 AM
To: Peter Peterson
Subject: Class Inquiry or Registration

To: Peter Peterson class contact for the Boat Smart class Given by NoneSuch
Sail & Power Squadron on 30 JAN 06 at 5:20 PM

An online request was made to do the following:

Please send class information
Please preregister

Name: Patricia Governale
Addr: 65 East Front Street, Keyport, NJ, 07735-
Phone: 732-203-2236
Email: pgovernale@optonline.net
Comment/Questions: I have no questions

The following Survey data was provided

Sex: Female
Birthday: 570701
Boat Type: Sail
Boat Length: 26 - 39
Trailer: No
Reference Sources: Website,

"Class", "LastName", "FirstName", "Initial", "StreetAddress", "City", "State", "ZipCode", "Phone", "EMail", "Sex", "Birthdate", "BoatType", "BoatLength", "Trailer", "YearsBoating", "Magazine", "Shopper", "Newspaper", "Website", "TVChannel", "RadioStation", "Poster", "Other", "SourceName", "Date"
"BS:30 JAN 06:5:20 PM", "Governale", "Patricia", "", "65 East Front Street", "Keyport", "NJ", "07735-", "732-203-2236", "pgovernale@optonline.net", "Female", "07/01/57", "Sail", "26 - 39", "N", "", "", "", "", "Y", "", "", "", "", "", "12/18/2005"

The comma delimited data at the end of the email may be used to populate the spread sheet application that is currently being developed.