

Seminar Workbook

A Tool for Seminar Administrators

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The *Seminar Workbook* is designed for class administrators to record seminar student information, print certificates and upload the information to headquarters. Combined with on-line registration, it is an easy to use and useful tool.

The application was developed under Microsoft Office 2003. You will need Microsoft Excel and Word installed on your computer in order to use it. It is backward compatible to Office 2002 and will also run in Office 2007 and on the new Intel-based Macintosh systems with Parallels installed.

The application contains a merge document to print student certificates directly from the information in the workbook. It also uploads seminar completion information directly into a master database at headquarters where it is maintained and applied to member records for credit toward Boat Operator Certification.

Note: Upload from the Seminar Workbook is the only method available for reporting the student information to headquarters. No data entry will be done by headquarters staff.

On-line registration is the way to go. The Seminar Workbook provides a means to directly import student information from the email generated by the on-line registration process. Direct prospective students to the web site to register on-line and save yourself from the data entry. However, you can enter the information manually for those who sign-up on site.

Get started by listing seminars you plan to conduct using the on-line class registration process on the Educational Department Home page so that prospective students can learn about the seminars being offered and pre-register directly on-line.

Download the Seminar Workbook from the EdDept web site and put it to use. All the files needed are contained in the zipped file (*seminarworkbook.zip*). Save it to your hard drive and extract the files directly to your C:\drive. A folder named SeminarWorkbook containing the files will be created automatically.

Print the instruction booklet (Seminar_Registration_Instructions) first and read the instructions. The instructions are provided in both Word (.doc) and Acrobat (.pdf) format. It is in booklet format, 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 pass this information to all seminar administrators.