

## BY THE CLICKS

REGISTRATION (new class or update ) (first 4 clicks also apply to Enrollment and Reporting)

1. Go to <http://www.usps.org/cgi-bin-nat/eddept/index.cgi?C> (Add to favorites)

2. Boating Course/Seminar/Course/Training List Request Form

List: click on  Boating Courses button

Type: click on  Current button (From Yr / To Yr apply to selecting History)

Squadron: enter Squadron Name (if not there)

Account: enter 4-digit squadron account number (if not there)

Click on  to open your Squadron Active Boating Course List

3. Active Boating Course List

To Open a New Boating Course

Click on  next to any Course (SeeTip Below)

Boating Course Details 800 Form opens

**TIP: Facilitate New Boating Course data entry by choosing a previous Course with similar details to the New Boating Course**

To Update Active Boating Course Details

Click on  next to Course to be updated

Boating Course Details 800 Form opens

4. Boating Course Details 800 Form

Use this form and a button below to change/add/delete an Online Boating Course Record.

This information is Emailed to BoatUS, State Boating Law Administrators (BLAs), and your DEO for distribution to internal and external promotional sources.

You must be a Squadron Cdr, SEO, or ChLB to be authorized to make changes to your squadron's HQ800. The DEO is authorized to make changes to district squadrons.

**NOTE: If opening a New Boating Course, correct each item, as necessary, to meet the needs of the new class. If there is no change, leave the entry as is.**

**NOTE:** If Updating make necessary corrections to each item on selected existing boating course form.

Validate Squadron Name, Account Number and District number, then

Start Date: enter Mo/Day/ 4-digit year

Registration Date: IF DIFFERENT from START DATE – Mo/Day/4-digit year

Reg. Close Date: IF NOT START enter – Mo/Day/4 digit year

Time: enter local 2 digit hour and minute & click on  button for AM or PM

Registration Time: IF DIFFERENT – enter local 2 digit hour and minute

Click on  button for AM or PM

Place: enter name of the class location

Address: enter the address for the class in detail for using GPS to find.

City: enter a post office recognized city.

State: enter the state & Zip: in which the class will be held

Type of Course: click button  for either ABC 8hr or ABC 12HR

Ignore the Record Number and CRSID as they are filled in by computer program

Allow Online Registration: check  indicating YES, as a convenience to distant students

Cost: enter amount for Non-member if the class is offered to the public.

This action leads to google queries and posting on state and BoatUS sites. If the class is member only, enter a price ONLY in the Mbr box. Member pricing is not posted with public offerings.

Check box signifying you Offer 6 Month Trial Memberships

Ignore Record Last Updated entry, it is computer generated

**CONTACT INFORMATION** enter the name of a person knowledgeable of the course content, value, schedule, specifics about picking up student kits in advance of class, and linkage to the respective state. The email address and telephone numbers must be active.

**ADDITIONAL NOTES** box enter helpful items. Lunch, soft drinks and coffee provided. Required education on state laws and regulations is included along with state rules literature. ETC.

## 5. WHEN SATISFIED WITH THE ENTRIES

Go to Bottom Row of Action Buttons to save entries

To Add a New Boating Course record with this information

Click on

To Save Update/Modification of this Boating Course record

Click on

After adding a new or modifying a record Cross Check Your Entry

Click on [List](#)

Having added a new Boating Course to the Active Boating Course List, the next step is to utilize the Enrollment Management Tools to:

1. Fill in student data from ED46 Student Registration Form and save
2. Print student data onto ED26 Examination Forms.

This ED26 allows one more check by the student before the exam, ensuring data accuracy.

3. Print course graduation on pre-printed Certificates and Wallet Cards.
4. Have all data done with the exception of the final exam grade.

**TO OPEN THE ENROLLMENT MANAGEMENT TOOLS**

Go to On Boating Course/Seminar/Course/Training List Request Form  
Click on [Find](#) (mid-page after Account Number)

On the Active Boating Course List  
Click on [+](#) preceding the class you wish to enter student information

On the Boating Course Details 800 Form  
Click on [Enrollment Management Tools](#)  
Course Enrollment Management Tools Page Opens

Review the “how to use” feature for this page

Click on [Student Management](#) To open Course Enrollment Management

Enter student data from the ED46 Form, paying close attention to underage students

TIP: have the student’s completed **ED46 Course Registration Form** ready to transfer correct information. Ensure that the parent understands the disclosed information and that the parental release line is signed for students under 18 years of age. Have sufficient ED26 Examination answer sheets, and graduation Certificates and wallet cards

TIP: “Optout”  will be checked for students under 18 years of age to prevent contact by recruiting and partners which is illegal. The OPTOUT check may be removed by the SEO if the parent agrees.

The student personal identification data is required by and provided to states using the information for operator licensing. Boating demographics is used to file the annual NPR101S Form with USPS.

**Status Indicators:**

1. For students who were entered previously, a magenta status indicator appears between the certificate number and grade field.
2. An **"E"** indicates that the student was entered using either this form or BCA. A **"R"** indicates it was entered by the student using the online registration form. A **"C" or "X"** indicates that the student record has been closed and the student has passed and has been enrolled as a member or a USPS University member.
3. Additional status information is displayed before the "Validation" field. A **"B"** indicates the student was entered via BCA, and a **"G"** indicates they were entered via this general enrollment page. The date entered is displayed after the "Validation" field and if an ED26 has been generated for the student the date generated is displayed

**Action Keys:**

	<b>Add</b>	adds the student described in the data entry area to the student list.
	<b>NCopy</b>	copies the information from the list entry into the details section without first name, mi, physical characteristics or grade, allowing easy entry of a spouse or family member.
	<b>CCopy</b>	copies only the city, state and zip information from the specified list entry and is designed to aid in entry of students in the same city
	<b>Show</b>	designed to display all the data for a list entry. Use this to check your information before clicking on "Save".
	<b>Update</b>	used in conjunction with the "Show" button. When you "Show" an entry and need to change the displayed information make the changes and click on "Update".
	<b>Delete</b>	deletes the list item shown in the "#" field. Note:
	<b>Clear</b>	clears all the fields in the display area.
	<b>Save</b>	Save before leaving the page or all additions or changes will be lost.
	<b>Back</b>	Moves backward to previous web page
	<b>Details</b>	Returns to Boating Course Details 800 Form for present course
	<b>Request</b>	Returns to Boating Course/Seminar/Course/Training List
	<b>NOTE:</b>	The Add, and Delete buttons are disabled for a student once an ED26 has been generated.
		The Update button is disabled for students in "C" or "X" status.

Note: A student's grade is not enterable until the course has begun

If a grade of 80 or above is posted, an ED26, record of course completion, is created and is stored at HQ and on the webserver when the **Save** button is clicked. A related process will automatically create the required ED27, courses taught, records.

**When you are done adding or changing student data you must click on the **Save** button or all input will be lost.**

Tip: To return to Course Enrollment Management Tools from Student Management  
Click on [Details](#) Returns to Boating Course Details 800 Form for present course  
Click on [Enrollment Management Tools](#) Opens the Course Enrollment Management Tools

Click on [Certs/Cards](#)

**Cdr: Fill in Commander's Name if not already entered**

**To fill in student data on preprinted ED26 Answer Sheet Forms**

**Print: Click on Select Button  "Exam Forms Preprinted"**

**Click on Select Buttons  to select the student names to be printed**


Click on [Create Printer File](#) generates a pdf file for printing

Tip: Recommend Reading the information on this Printer File page prior to printing the ED26

Click on [Print](#) to open pdf file for printing

Click on [Print Exams](#) to begin printing on ED26 Answer Sheet Forms

**When the ED26 printing is complete return to Create Student Certificates and Wallet Cards**

Click on  To close pdf program

Click on [Continue Printing](#) To return to Create Student Certificates and Wallet Cards

**To print data on preprinted completion Certificates**

**Print: Click on Select Button  "Certificates Preprinted"**

**Click on Select Buttons  to select the student names to be printed**

Click on [Create Printer File](#) generates a pdf file for printing

Click on [Print](#) to open pdf file for printing

Click on [Print Certificates](#) to begin printing on preprinted Certificates

The postal code abbreviation for the state in which the squadron is based will appear before the squadron name on the Certificate and Wallet Card to meet state requirements to identify the state where the examination was administered.

**When the Certificate printing is complete return to Create Student Certificates and Wallet Cards**

Click on  To close pdf program

Click on [Continue Printing](#) To return to Create Student Certificates and Wallet Cards

To print data on preprinted completion Wallet Cards

Print: Click on Select Button  "Wallet Cards Preprinted

Click on Select Buttons  to select the student names to be printed

Cards: Click on  to select which cards to print on the preprinted sheet

Tip: Being able to select individual cards allows for more economical use of the preprinted card sheets

Remember only cards that are checked are printed

You can only print a maximum of 10 cards at a time

Click on [Create Printer File](#) generates a pdf file for printing

Click on [Print](#) to open pdf file for printing

Click on [Print Cards](#) To begin printing on preprinted Wallet Cards

The postal code abbreviation for the state in which the squadron is based will appear before the squadron name on the Certificate and Wallet Card to meet state requirements to identify the state where the examination was administered.

When the Wallet Cards printing is complete

Click on  To close pdf program

Completing these steps before the final examination, leaves only entering the final examination grade, as each exam is graded. This facilitates rapid class closure and filing of the ED26 class roster

If there will be a lengthy delay prior to the availability of exam grades you may wish to exit HQ800.

## ENTERING AND REPORTING EXAM GRADES

If the exam grades are available when the Certificates and Wallet Cards have finished printing, return to Course Enrollment Management by:

Click on [Details](#) To open Boating Course Details 800 Form

Click on [Enrollment Management Tools](#) To open Course Enrollment Management Tools

Click on [Student Management](#) To open Course Enrollment management

To record a student's exam grade choose the student's number from

the displayed student list.

Type the student number into the empty box  on the action box line

<input type="button" value="Add"/>	<input type="button" value="NCopy"/>	<input type="button" value="CCopy"/>	<input type="button" value="Show"/>	<input type="button" value="Update"/>	<input type="button" value="Delete"/>	# <input type="text"/>	<input type="button" value="Clear"/>
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Click on  To show selected student number's record

Type in student's exam grade Grade :

Click on  To Update selected student record

Repeat for all student records

Click on  To save your changes in the student database when you have finished building or modifying the student list

If you closed HQ800 before entering the student exam grades you will need to reopen HQ800

The process steps will be identical to those previously used to locate the Course Enrollment Management page.

The steps provided below are slightly condensed

1. Go to <http://www.usps.org/cgi-bin/nat/eddept/index.cgi?C>
2. On the Boating Course/Seminar/Course/Training List Request Form  
After List: click radio button "Boating Courses"  
After Type: click Current  
Click on FIND
3. On the Active Boating Course List page  
Click on the blue box with a "+" preceding the class you are completing  
The Boating Course Details 800 Form appears
4. On the Boating Course Details 800 Form  
Click on Enrollment Management Tools  
On the Course Enrollment Tools page  
Click on Manage Students.  
In the # box, enter the number for each student in turn then SHOW  
Enter the final grade for each student.  
When all student final grades have been entered,  
CLICK ON SAVE

The course is complete. Confirmation will be sent via email the next morning in the form of ED27 to the respective state's BLA, and the respective course DEO and SEO.