

# Detailed Registrations Instructions

## A. Accessing the registration forms

The screenshot shows the USPS District 5 website. On the left, under 'D5 News', there is a 'Current Mark 5 Edition' section. Below that, under '2017 Events', there is a 'D5 Fall Educational Conference' section with a 'Registration' button. An orange arrow points to this button. The right side of the page features a 'D5 & D5 Squadrons' Events calendar for 2017, listing various events with dates and locations.

### D5 Website Home Page

- Click on the "Registration" button for the Fall Conference on the D/5 website home page, shown above(USPSd5.org). The window found below will appear

Registration Instructions for: D5 Fall Educational Conference

Location:	Valley Forge Casino Resort/Radisson Hotel in King of Prussia, Pa 1160 1st AVENUE King of Prussia 19406
-----------	--

There are two ways in which you can register for the Fall Conference. Both provide a registration form with instructions and links to reserve a hotel room:

- Click on this button to initiate registration. You may be asked to Log-in to USPSd5.org, and then the interactive form will be displayed for you to complete. Then submit it electronically to the conference organizers, and click on the link to the hotel located on the form to make room reservations. Don't forget to send a check to cover the cost of the Fall Conference.

Register on-line:	<input type="button" value="Register"/>
	( If Needed - The Registration Instructions document listed below provides additional information.)

- Click on this button to display the mail-in registration form, print a copy and fill it out, mail it and a check, and follow the form's instructions to make your hotel room reservations.

Form for submittal via US Mail:	<input type="button" value="Registration Form"/>
Check or Registration Form to:	Doris Brecht 401 Ryers Ave Cheltenham, PA 19012-2115
Other Event Documents:	<a href="#">Registration application/msword</a> <a href="#">Registration application/pdf</a> <a href="#">Registration instructions application/msword</a> <a href="#">Registration instructions application/pdf</a> <a href="#">Schedule application/pdf</a> <a href="#">Schedule application/vnd.open</a> <a href="#">Seminar Overviews application/msword</a> <a href="#">Seminar Overviews application/pdf</a>

### Registration Options Window

# Conference Registration Instructions

- b. Use the buttons found in the Registration Options Window, shown above, to select one of two types of registration forms

- i. Register Online button

Clicking this button will display a login window (See section D below), if you have not yet logged into the D5 website. If you have already logged in as a D5 member it will show you the Online Registration Form as shown below in section B. If you have any issues related to login, review section D below.

- ii. Mail-In Registration button

Clicking on this button will display the Mail-In Form, as shown in section C. **Note that if this option is selected you will not need to login as a member of D5.**

## B. Detailed Instructions for the On-line Fall Conference Registration Form:

Online Registration Form

1. The Member: section provides your name and personal information obtained from your USPS membership record. It is not necessary that this data be absolutely correct as only your USPS Certificate number is saved with the registration. If the data is not correct in your membership record it can be updated using several methods that are described in section D-3 below.
2. The Spouse / Other Attendees section provides tools with which you can add other squadron members or guests to the registration. (Note: the form is initially generated to assume you will have one additional member, typically your spouse, to the registration).
  - a. A member select line is initially provided with a dropdown list of your squadron's members to add a 2<sup>nd</sup> member to the registration. Simply select a member's name from the list. If there is a 3<sup>rd</sup> (or more) member you may add additional member select lines

## Conference Registration Instructions

- using the “Add Additional Member” button. Add as many members as desired. Make sure there is a member selected in each line before the form is saved.
- b. Guests are welcome! Use the “Add Guest Fields” button to display form controls where you can type the names of non-members or members from other squadrons you wish to be included in this registration.
  3. Use the “Friday Evening: Commander’s Cocktail Party – Free” section to enter the number of people who plan to attend the Commander’s cocktail party. This can be an estimate.
  4. Use the “Saturday Buffet Lunch” section to identify the number of people who plan to attend the Saturday luncheon buffet. Total cost will be automatically computed.
  5. Use the “Saturday Banquet” section to choose the number of entrees you wish to purchase. Total cost will be automatically computed.
  6. Use the “Event and Meal Payment” section to submit the registration to the conference organizers. All registration data is stored in a USPSD5.org database and becomes available to the conference organizers. After the initial submission of the form you can reuse the form to submit updates as needed:

The section will initially provide an automatic ‘Total Amount Owed’ field and an ‘Automatically submit form to conference organizer’ button. Use this button to initially submit the form’s contents to the database. **Make check out to: D/5 Fall Conference 2017. Mail check, postmark by 16 October, to: Doris Brecht, 401 Ryers Ave., Cheltenham, PA 19012-2115**

After the first submittal the button will change to say “Update Registration” and the ‘Total Amount Owed’ field will remain.

- a. The section provides details on how to pay for conference meals. Please follow those instructions.
  - b. When your payment is received by conference organizers an additional “Amount Received” field will appear.
  - c. You will be able to make updates to your registration. Should you make changes to a purchase you should send additional funds. Or, contact with a designated conference contact person for assistance.
7. The “Hotel Reservations” section provides hotel information and guidance on making the reduced rate reservations. When contacting the hotel please make sure the Promotional Code “USPS” is specified. There are two reservation methods:
    - a. Use the provided link to the Radisson Hotel On-line Reservations web site and check that the Promotion Code field is filled with ‘USPS’ to assure you receive the base \$134 nightly rate.
    - b. Use the provided reservations telephone number and mention the USPS Promotional Code to the reservations agent.
  8. The “Other Event Documents” section provides a list of links to all documents created to provide information on the Event. This list duplicates the links to event documents we always display on the USPSd5.org home page. This list is also duplicated in several other windows.

### **Online Registration Form Update:**

At any time, up to the registration deadline (October 16th), you may review your registration and/or make changes to your online registration form, as needed. Of course

# Conference Registration Instructions

this may change the amount you owe. Upon successfully submitting the form, you will get an immediate message on your screen that the registration was received.

If there are any questions on the on-line registration system, please contact one of the members named on the registration forms or the D5 [webmaster](#)

## C. Detailed Instructions for the Mail-In Fall Conference Registration Form:

**AMERICA'S BOATING CLUB** **United States Power Squadrons®** **United States Power Squadrons**  
**District 5 Fall Conference, 26-29 October**  
**Valley Forge Casino Resort / Radisson Hotel**  
**MAIL-IN REGISTRATION FORM** 2017-INDONESIA-2018

CERTIFICATE #: \_\_\_\_\_  
 First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
 E-mail \_\_\_\_\_ Phone \_\_\_\_\_  
 Squadron \_\_\_\_\_ First Timer? (Y, N) \_\_\_\_\_

SPOUSE / OTHER ATTENDEES:  
 Name \_\_\_\_\_ E-mail \_\_\_\_\_ Member (Y, N) First Timer? (Y, N) \_\_\_\_\_  
 Name \_\_\_\_\_ E-mail \_\_\_\_\_ Member (Y, N) First Timer? (Y, N) \_\_\_\_\_  
 Name \_\_\_\_\_ E-mail \_\_\_\_\_ Member (Y, N) First Timer? (Y, N) \_\_\_\_\_

Friday Evening: Commander's Cocktail Party	FREE -- FREE -- FREE --	# attending: _____
Saturday Lunch Buffet with presentation about the wreck of the <i>Andrea Doria</i>		
Soup, coleslaw, pasta salad, garden salad, fresh fruit, baked ham, roast beef, turkey breast, three types of cheeses, bread and rolls, desserts, coffee, tea, iced tea	# attending _____ @ \$ 24 / per person = \$ _____	
Saturday Night Banquet		
Chicken marsala	# entrees _____ @ \$ 39 / per person = \$ _____	
Herb roasted salmon with tomato caper relish	# entrees _____ @ \$ 39 / per person = \$ _____	
Herb roasted pork loin with mustard sauce	# entrees _____ @ \$ 39 / per person = \$ _____	
Pasta primavera	# entrees _____ @ \$ 39 / per person = \$ _____	
Served with seasonal salad, bread and rolls, coffee, tea, iced tea, chocolate fudge cake	Subtotal: \$ _____	Total: \$ _____

**Conference Registration:**  
 First: Print this form on your printer  
 Second: Fill it out  
 Third: Write a check to: D/5 Fall Conference 2017  
 Fourth: Mail form and check, postmark by 15 October, to:  
**Doris Brecht, 401 Ryers Ave., Cheltenham, PA 19012-2115**  
 You'll receive an email confirmation of your registration.

**Hotel Reservations:** Reserve your room directly with the Radisson, by clicking on this [link](#), and using the Promotional Code: USPS or by calling 610-337-2000 and asking for Radisson Reservations for US Power Squadrons.  
 Room Rate: \$134 / night (rate does not include taxes) You must use the promotional code to get this rate.

**CONFERENCE REGISTRATION:** Submit reservation by mail. Mail a check payable to "D/5 Fall Conference 2017" -- by 16 October  
**YOU MUST MAIL THE CHECK!**

**HOTEL REGISTRATION:** Reserve your room by 3 October to get the \$134 per night USPS rate.

**FOR MORE INFORMATION:** Doris Brecht, [brecht@d5aol.com](mailto:brecht@d5aol.com), OR Lance Barry, [larryusps@gmail.com](mailto:larryusps@gmail.com)

### Mail-In Form

1. Print the form on your printer
2. Fill out the form
3. Send the form and a check to:  
 Doris Brecht  
 401 Ryers Ave.  
 Cheltenham, PA 19012-2115
4. The "Hotel Reservations" section provides hotel information and guidance on making the reduced rate reservations. When contacting the hotel please make sure the Promotional Code "USPS" is specified. There are two reservation methods:
  - a. Use the provided link to the Radisson Hotel On-line Reservations web site and check that the Promotion Code field is filled with 'USPS' to assure you receive the base \$134 nightly rate.
  - b. Use the provided reservations telephone number and mention the USPS Promotional Code to the reservations agent.

# Conference Registration Instructions

## D. Instructions for Logging onto the District Web Site and Dealing with Password Issues

If you have clicked on 'Register' button for the 2017 D5 Fall Conference found on the D5 homepage, it will display the following registration options page to provide details on the events and the registration options!

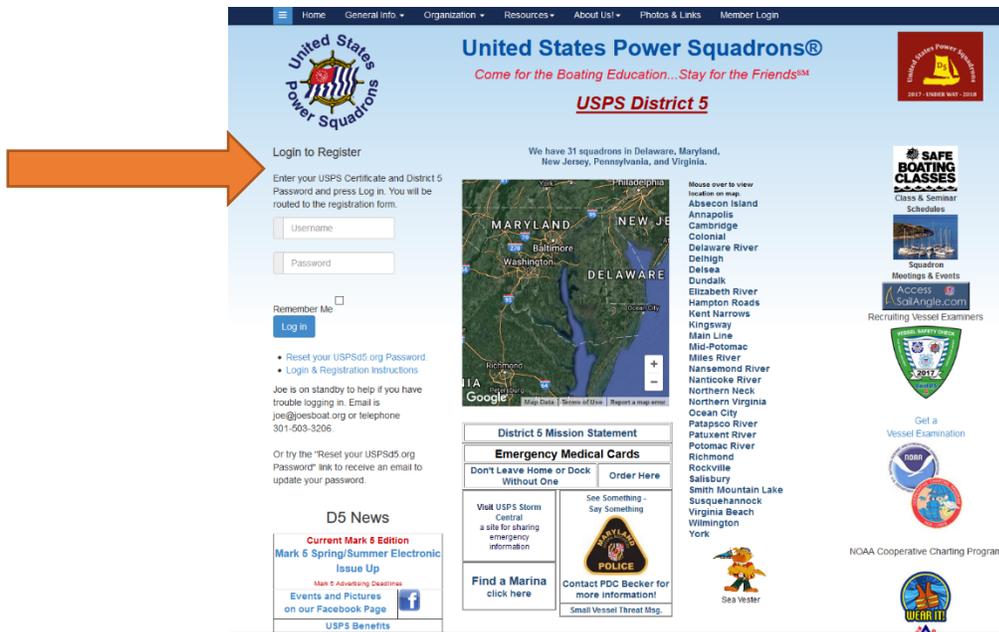
Registration Instructions for: D5 Fall Educational Conference

Location:	Valley Forge Casino Resort/Radisson Hotel in King of Prussia, Pa 1160 1st AVENUE King of Prussia 19406
There are two ways in which you can register for the Fall Conference. Both provide a registration form with instructions and links to reserve a hotel room:	
1. Click on this button to initiate registration. You may be asked to Log-in to USPSd5.org, and then the interactive form will be displayed for you to complete. Then submit it electronically to the conference organizers, and click on the link to the hotel located on the form to make room reservations. Don't forget to send a check to cover the cost of the Fall Conference.	
Register on-line:	<input type="button" value="Register"/>  ( If Needed - The Registration Instructions document listed below provides additional information.)
2. Click on this button to display the mail-in registration form, print a copy and fill it out, mail it and a check, and follow the form's instructions to make your hotel room reservations.	
Form for submittal via US Mail:	<input type="button" value="Registration Form"/>
Check or Registration Form to:	Doris Brecht 401 Ryers Ave. Cheltenham, PA 19012-2115
Other Event Documents:	Registration <a href="#">application/msword</a> Registration <a href="#">application/pdf</a> Registration Instructions <a href="#">application/msword</a> Registration Instructions <a href="#">application/pdf</a> Schedule <a href="#">application/pdf</a> Schedule <a href="#">application/vnd.open</a> Seminar Overviews <a href="#">application/msword</a> Seminar Overviews <a href="#">application/pdf</a>

### Registration Options Window

If you click on the Register Online button found in the Registration Options Window, shown above, the login screen shown below will appear. Remember, if you do not wish to login you may select option 2 in the Registration Options Window and click on the Mail-In Registration button.

# Conference Registration Instructions



## 1. Member Login for those who know their D5 password

Enter your USPS certificate number and your D5 password. After the login is complete the system will display the online registration form. (Detailed instructions on the registration form are provided in the "Detailed **Instructions on the On-line Registration Form**" section B.)

## 2. Member Login for those who don't know their D5 password

For members who know your password you are covered. For those who have never logged in but know your USPS pin you are covered because your D5 password is the same as your USPS pin number. This may not be the case if you have previously logged in, unless you set your D5 password to be the same as your USPS pin. Your USPS pin number can be found on your request for dues payment which came from National USPS. But if you have forgotten your D5 password or USPS pin and have a unique email address in your member record you can initiate the "Reset your USPSd5.org Password" process. However, there are other members who have forgotten their password or pin and do not have an email on file. We are on standby for those members to manually help. Please initiate an email to [webmaster@uspsd5.org](mailto:webmaster@uspsd5.org) or call Joe at 301-503-3206! **Remember, if you do not wish to login you may select option 2 in the Registration Options Window and click on the Mail-In Registration button.**

## 3. What if your contact information, which has been automatically loaded into the top portion of the Online Registration Form, is not accurate or complete?

Member contact data does not need to be absolutely correct to use the on-line registration form. The Registration System only saves the Membership Certificate number of the logged in member. If you desired to edit the contact information there are several methods to do so.

- a. The simplest is for you to access your membership record data on the [www.usps.org](http://www.usps.org) web site. It requires that you know your USPS pin and login to USPS.org. On the right side of the 'Member Home Page' there's information on you and a Member Profile

## Conference Registration Instructions

button that will switch you to your Information Center profile page where you can type in data changes. Note that a 2<sup>nd</sup> login (with the same certificate and pin) may be needed. Changes made and saved directly update your USPS Membership Record and will update the USPSd5.org database on the next DB2000 download.

- b. There are two methods of contact data updates using DB2000:
  - i. Contact your squadron's roster chairperson or secretary to request they update DB2000.
  - ii. Use the "Members Only" Update Your Roster Data tool to key the changes into the USPSd5.org page. An email will be sent to several squadron officers including the Roster Chairperson requesting that they make the DB2000 change.

If you have questions or "issues" related to login to the D5 website, please initiate an email to [webmaster@uspsd5.org](mailto:webmaster@uspsd5.org) or call Joe at 301-503-3206!