



United States Power Squadrons Seminars

PC & WEB Officer Tools

Roster Tools, Merit Mark's, DB-2000 & Information Center

Where: Coastal Ballroom - West
Doubletree by Hilton
Annapolis, Maryland

When: District 5 Fall Conference
1330 – 1445,
October, 26 2018

This seminar will:

Identify actions that all squadron officers should understand and be prepared to execute:

- Squadron Passwords – Use and Management
- Managing a squadron's member roster.
- Yearly and on-going updates to Officer Roster (OD-2 Process)
- Ongoing actions to document and advertise squadron activities.
- Submit Merit Marks

Demonstrations of USPS and District 5 Tools to overview each feature:

- The **DB2000** database provides tools

to manage a squadron's roster and submit Merit Marks. It is functional on a Microsoft Personal Computer.

- The USPS.org **Information Center** WEB pages that are available to both officers and members.
- The USPSd5.org WEB pages and **Members Only** area that provide information and tools to members and officers.

We will explore the responsibilities of squadron officers and ensure attendees know the tool needed for a specific task. Attendees will leave the seminar prepared to explore tools as they need to accomplish ongoing mission.

Seminar content is essential knowledge for all squadron officers, and is also useful to squadron members. We recommend all new squadron officers attend.

Seminar will include Information on several USPS WEB Site Projects and Demonstrate Current WEB Site Features.

We look forward to seeing you in this Seminar. If you have any questions, Please do not hesitate to contact the D5 Secretary. Your district Secretary's team welcomes the opportunity to be of service.