



United States Power Squadrons Seminars

SEO's Essential Tools

HQ-800, SEO Tools, Web Site Enhancements

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

When: District 5 Fall Conference
1430 – 1600,
October, 26 2018

This seminar will identify and demonstrate a wide variety of tools and guidelines available to assist the SEO including:

- Review and Demonstration of the procedures and tools that establish a member's authority to act within the Educational Department!
- Review and Demonstrate the HQ-800 class scheduling system that provides the central database of class schedules and students. We will step through creating a future class and identify students.
- Review the Chapman Award tools and describe elements of a successful nomination.
- Review Merit Mark submittals tuned for members of the

Educational Department.

- Review tools and guidelines available on USPS.org WEB site with focus on the SEO Tools page.
- Identify new District 5 WEB site tools intended to help squadrons record and display educational department achievements (awards).
- Review the USPSd5.org "SEO Forum". This is an on-line message board service implemented in 2015 to assist collaboration between SEOs.

This seminar intends to help Educational Department members understand available procedures and tools. Saturday sessions will focus on the evolution of course products and new methods of distribution.

Seminar content is essential knowledge for all educational department members and is also useful to squadron members. We recommend all new SEOs 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 DEO or ADEO. Your district Educational Department's team welcomes the opportunity to be of service.