



UNITED STATES POWER SQUADRONS®

SAIL AND POWER BOATING

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District 2

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To: Spring Conference Attendees
From: Susan L. Darcy, JN
Subject: How to Print the Seat Packet and the Contents as of **03/27/18**.

How to Print the entire Seat Packet or individual pages:

Click on the Seat Packet filename which will open the file. The filename will be "**Complete_2018_Spring_Conference_Seat_Packet.pdf**".

When the next window is displayed, under the top menu, select **Print**. When this menu is displayed, you will be able to **Print All** pages or only selected pages using the **Contents Table** enclosed.

To only print selected pages like the **Attendance Form** on the **Print** menu, select **Page Range** and enter the pages you want to print. Ex. 9-10.

There are Bookmarks included in the Seat Packet, clicking on a plus (+) sign will display other Bookmarks under that title.

This **Contents Table** enclosed will be updated as more material is added to the Seat Packet so if you print part of the Seat Packet now, you will be able to print any additional pages using the updated table below

Remember, this is a new venture and if you have any problems or need an additional information, please don't hesitate to let me know.

Thanks for your help in advance for proofing this process. Looking forward to seeing you at the Fall Conference

Susan L. Darcy

D/C Susan L. Darcy, JN

As of **27 March 2018**, the contents of the “**Complete 2018 Spring Conference Seat Packet**” file are as follows:

Starting Page	Ending Page	Subject
1	2	Call to the Spring Conference - Saturday 07 April 2018
3	3	2018-04-07 Spring Conference Fillable Registration Form.
4	4	2018-04-07 Spring Conference PLAIN Registration Form
5	5	List of Fishkill Hotels
6	8	Spring Conference Preliminary Agenda – (01 March 2018)
		Attendance & Proxy Cover – (Instructions, Forms & Delegate Statistics)
9	10	2018-04-07 Spring Conference Attendance Form and Instructions
11	11	2018-02-28 D2 Membership Statistics
12	13	2018-04-07 Spring Conference Proxy Form and Instructions
		District 2 Bridge Reports Cover
14	14	District Commander Report – D/C Susan L. Darcy, JN
27	28	District Executive Officer Report – D/Lt/C Martin E. Feldberg, AP
15	15	District Administrative Officer Report – D/Lt/C Andy Papademetriou, N
		District 2 Committee Reports
16	16	District Law Committee Report – P/D/Lt/C Robert P. Kelly, SN
17	17	District Membership Report – P/D/C Susan P. Ryan, JN
18	18	USPS Membership Report Boiled Down – P/D/C Susan P. Ryan, JN
20	20	District Nominating Report – P/D/C Howard A. Sklar, AP
21	21	District Vessel Safety Examinations Report – D/Lt Robert J. Terry, P
22	26	District 2 Fall Conference Revised Minutes