



# Web Register

## Administrator's Guide

15 Sep 1999

Suggestions or comments for this guide and web problems related to Web Register can be referred to Servicecenter, HQ AFMSA/SGSIC at DSN 240-4070, Commercial (210) 536-4070, or <mailto:servicecenter@usafsg.brooks.af.mil>

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# Chapter 1

## Introduction

**1.1. Distribution Statement.** This guide is provided for use by Web Register Administrators.

**1.2. What's Web Register?** Web Register is an Internet based application used to sign up attendees for a conference or symposium. With your input a custom web site is created to advertise, signup, and manage conference attendees. We build all the forms and back end processing logic to put all registration data into a database. Web Register consists of two distinct parts. The first part is the Registration component and collects data from attendees. The second part is the Maintenance component that is used by the conference administrator to manage attendees registration information.

1.2.1. The **Registration Component** (see paragraph 2.6 for more details) is a series of custom built web pages that collect data from those registering for your symposium or conference. These pages are tailored by us specifically for your event and consists of the following:

- The description page(s) provides a description of your event with dates, times, etc. These pages are designed by you and provided to us in a MS Word or similar format.
- The demographics page collects all required demographic data on the attendee. You select the data elements you need collected and those required for registration. This page can collect billeting information should the conference administrator choose to centralize billeting arrangements.
- The event selection page(s) list all of the user selectable events at your conference or symposium. If there are multiple "tracks" users may select, according to your rules the events they wish to attend. This page may also include up to 6 custom questions of your choice to ask each registrant.
- The confirmation page lists all demographic information along with a list of each event or "track" the registrant selected. If there are costs associated with events such as a golf outing, the confirmation page provides a detailed bill and a total amount owed by the registrant.

1.2.2. In addition to the web pages Web Register sends a confirmation email to the registrant similar to the confirmation page. This email confirmation provides a custom URL for each registrant should they need to update, change, or delete their registration. It may also include additional special instructions to the registrant.

1.2.3. The following features are also included in Web Register

- Registration is automatically cut off on the date specified by the person managing the symposium.
- When a workshop or event's capacity has been reached, further selection of that workshop is automatically disallowed.

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1.2.4. The **Maintenance Component** (see paragraph 1.3 for more details) is a small application installed on the conference administrators computer and is used to administer attendees registration information. The maintenance component offers many functions to the administrator.

- Create and modify registration information for registrants who are not able to register via the World Wide Web.
- Prints name badges, address labels, and workshop session schedules for registrants.
- Displays and prints reports of registration info, such as, workshop capacity remaining, registrants for each workshop session, etc. This may include up to 5 custom reports of your choice.
- Functions in a remote mode to maintain live Web registration data, or in a stand-alone mode for use at symposium site to 'check-in' attendees.
- Send confirmation email to registrant following modification of registrant's information.
- Send a mass email to all registrants to inform them of important conference changes.

**1.3. Symposium Maintenance Component.** The Symposium Maintenance component application is used by the person managing the symposium, and includes the following features:

- Create and modify registration information for registrants who are unable to register via the World Wide Web.
- Print name badges for registrants.
- Print address labels for registrants.
- Display and print reports of registration information, such as, workshop capacity remaining, registrants for each workshop session, and so on.
- Function in a remote mode to maintain live Web registration data, or in a stand-alone mode for use at symposium site.
- Send confirmation message to registrant following modification of registrant's information.
- Print workshop session schedule for registrants.

**1.4. Requirements.** To setup a symposium two categories of information are required by HQ AFMSA/SGSIC to create a registration site. Once the requirements are provided, HQ AFMSA/SGSIC will create the symposium registration and maintenance components and provide the OPR, by email, the URL and login/password for the maintenance component setup.

1.4.1. General Symposium Information Requirements:

- Grade, First Name, Last Name of Registration Administrator
- Email Address for Administator
- Administrator DSN Phone Number (Commercial if no DSN)
- Mailing Address (Unit, Office Symbol, Base, Zip Code) of Administrator
- SG-WWW account name (if known)
- Symposium Title
- URL of the symposium home page (if you intend to build your own site this is required)
- URL of image to be displayed on top of each registration page (default is the AFMS emblem)
- Web based registration open and close dates
- Questions to ask the attendee (up to six). Each question is displayed next to a checkbox, please phrase the question so the user has to answer yes or no. For example: "Attending Awards Luncheon?" Questions should also be defined in order (i.e., question1 defined before question2, and so on).

- Define items for demographics page, which must be completed. Items are:
- Middle Initial – Self-explanatory
- Gender – Male or Female
- Branch of Service - Army, Navy, Air Force, Marines
- MAJCOM – Self-explanatory
- Base – Self-explanatory
- Organization – Self-explanatory
- State – Specify state part of address for attendee
- Address – Attendee's street mailing address
- City – Specify city part of address for attendee
- Office Symbol – Attendee's office symbol
- Zip Code – Specify zip code part of address for attendee
- Duty Title – Self-explanatory
- DSN Phone – Self-explanatory
- Commercial Phone – Commercial phone number of attendee
- Commercial Fax – Self-explanatory
- DSN Fax – Self-explanatory
- Status – Active Duty, Guard, Reserve, Retired, or Other
- Corps – Medical, Dental, Nursing, Biomedical Services, and Medical Service
- Optional Demographic – Display non-standard demographics field in type text entry format (need field you want captured and length)
- Information to be sent with confirmation message

1.4.2. Billeting Information. If you want to show billeting information, identify the fields below which you want to display, and which are required.

- Require Billeting
- Arrival Date
- Departure Date

1.4.2 Workshop/Track Requirements. Some information is redundant and start and end times will be the same for each unique time slot. You can supply the information in a table where the columns represent time slots and the rows represent individual sessions. The following information is required for each workshop session:

- Will you have user selectable workshops/tracks?
- Will attendee have to make a selection of all time slots?

If you answered yes to the above questions, the following items will be required on a spreadsheet. A sample spreadsheet can be found at <http://sg-www.satx.disa.mil/af/sg/help/workshoptrack.xls>

- Session title
- Unique time slot(s) for the session. A workshop can be held in multiple time slots. All sessions within a unique time slot **must be** of the same length
- Session start time
- Session end time
- Speaker (optional)
- Room name
- Room capacity

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Prepare the spreadsheet with proper information and then email it to Servicecenter by way of the request form.

**1.5. Customer Support.** Refer suggestions or comments on this guide and problems related to Web Register to Servicecenter, HQ AFMSA/SGSIC, at DSN 240-4070 or Commercial (210) 536-4070 or email [Servicecenter@usafsg.brooks.af.mil](mailto:Servicecenter@usafsg.brooks.af.mil).

## Chapter 2

### Using Web Register

**2.1. Installing the Symposium Maintenance Component.** Once you receive the System Maintenance Component to install to your Personal Computer (PC), double-click the setup.exe program to begin the installation process. **NOTE:** If you have NT on your system the software must be loaded with administrator privileges. In most cases, the defaults are appropriate. Once you begin the setup program, the following screens will appear:



Figure 4-1, Symposium Registration Application Dialog Box

Click "OK" to begin setup process.

The dialog box below appears which tells you the directory the Symposium Registration Application will be installed in. If you want to install to a different directory, use the browse list and select the one you want. Click "OK" to go on.

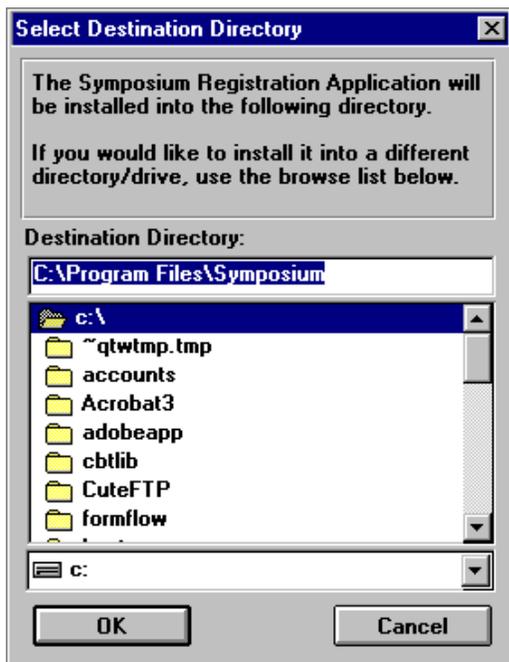


Figure 4-2, Select Destination Directory Dialog Box

Next, you receive the dialog box below, which tells you the installation can create backup copies of all files it replaces during installation. Select the option you want.

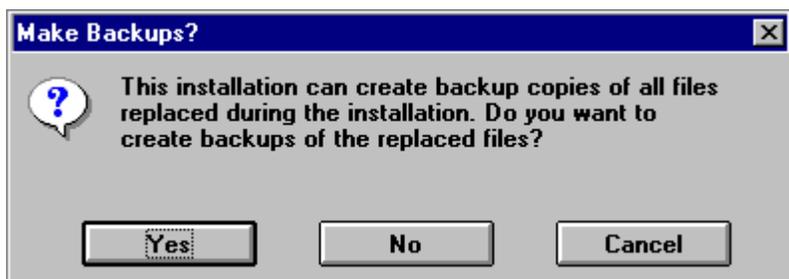


Figure 4-3, Make Backups Dialog Box

Files are copied to the directory you chose in Figure 4-2 above. Next, you receive a dialog box asking for your database connection type. If you plan to monitor an on-going Web registration, choose to connect to a remote database. If you're installing the application on a laptop for use to register at the symposium, chose to connect to a local database. NOTE: The application does allow you to switch between the two options.



Figure 4-4, Database Connection Type Dialog Box

The following dialog box appears once the application is installed successfully.

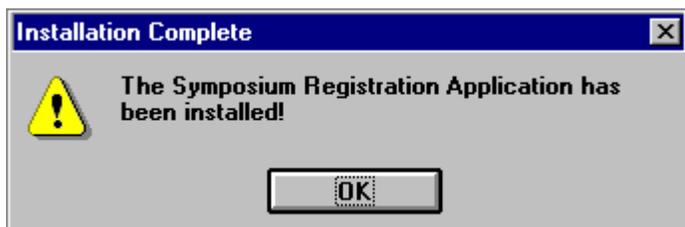


Figure 4-5, Installation Complete Dialog Box

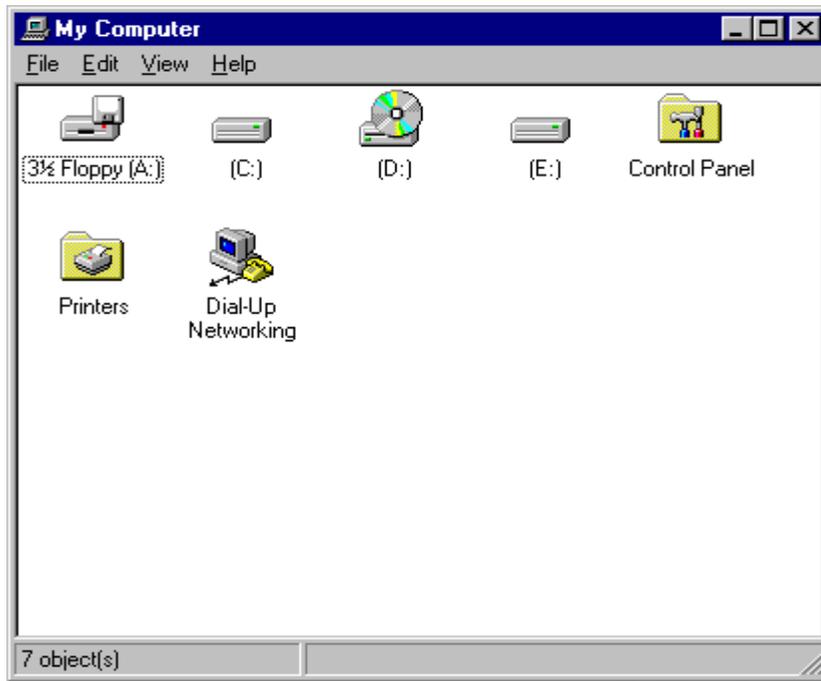
Click "OK".

**2.2. Using the Application.** To begin using the application, do the following:

Go to Start – Run – Program Files – and click on the Symposium Registration Application

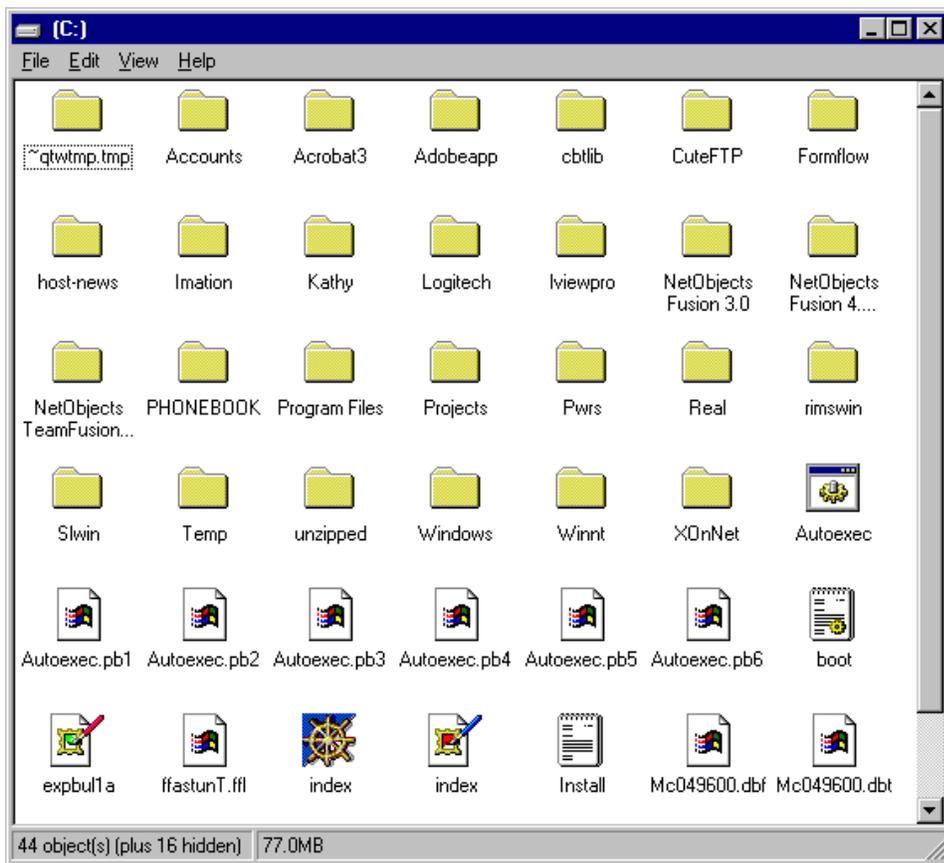
If the application isn't available by the above, then please go through the following steps to create a shortcut icon for it on your desktop.

Click on the "My Computer" icon already on your desktop.



**Figure 4-6, My Computer Screen View**

Click on the "(C) drive icon".



**Figure 4-7, C: Drive View Screen**

Next, click on the "Program Files" folder.



Figure 4-8, Program Files View Screen

Now click on the "Symposium" folder.

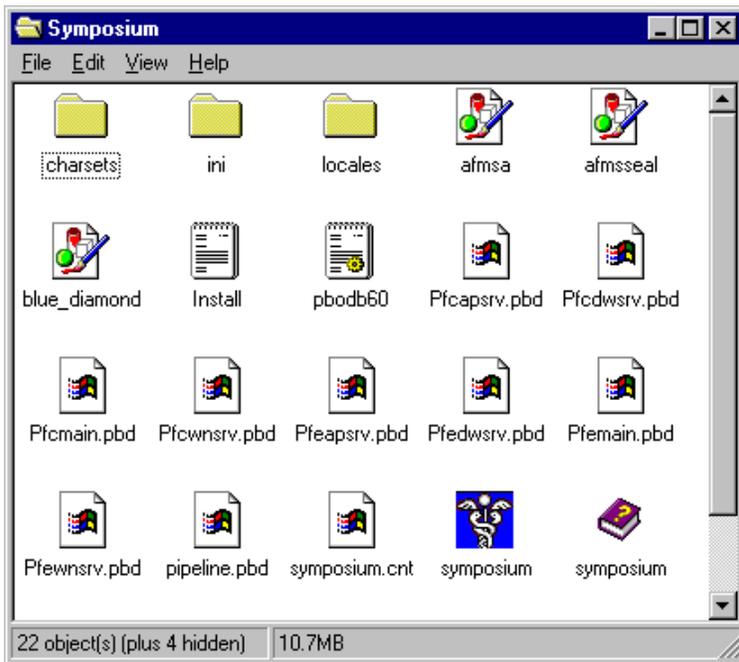
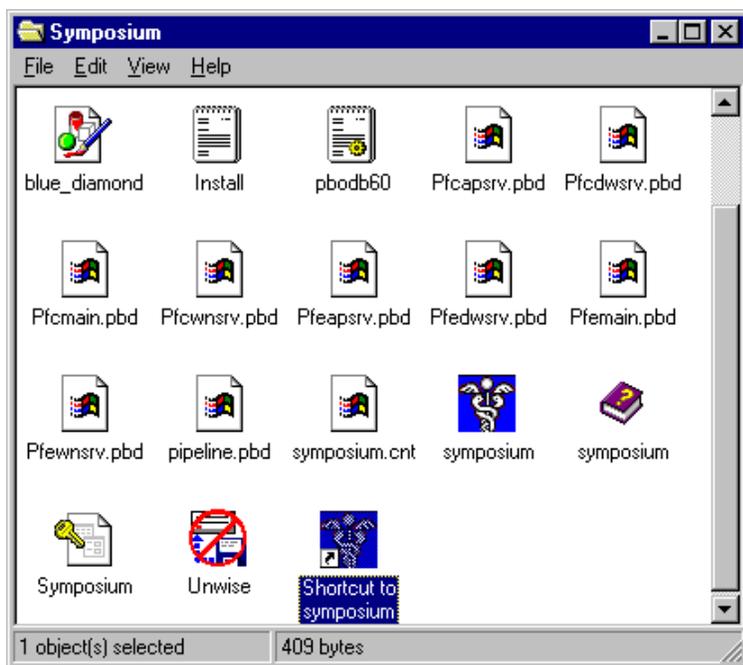


Figure 4-9, Symposium Folder View Screen

Now right click on the "blue symposium icon" and then select "Create shortcut". This will create another blue icon titled "Shortcut to Symposium".



**Figure 4-10, Symposium Folder View Screen With Shortcut Icon**

Click on this new icon and drag it to your desktop. Your shortcut icon is now ready for use. Close out all the windows you have open on your desktop.

Now double click the "Shortcut to Symposium" icon on your desktop.

If you haven't previously logged into your email client, you'll see the Choose Profile Dialog Box asking you to choose an email profile to use.



**Figure 4-11, Choose Profile Dialog Box**

Click "OK" and you get the dialog box below, which asks for your User ID and password.



**Figure 4-12, Login Dialog Box**

Enter the User ID and password provided with the symposium registration administration application and click "OK". You're taken to the Symposium Application Attendee Summary window reflecting information on members who've already registered for your symposium.

Last Name	First Name	Rank	Checked In	Base	Organization	Corps	MAJCOM	Date Registered	Date U
Abbott	Marlene	Maj	<input type="checkbox"/>	Bolling	HQ USAF	NC	OTHER	05-Mar-99 10:58	09-Mar-99
Ashmore	Randall	Capt	<input type="checkbox"/>	Frankfurt, Germany	489th Con Hosp	MSC	USAFE	15-Mar-99 01:03	
BLOODSWORTH	STEVE	TSgt	<input type="checkbox"/>	MD ANG, BALTIMORE	175 WG, 175 MDS		ANG	09-Mar-99 14:17	
Bambic	Geofrey	SSgt	<input type="checkbox"/>	Scott	375 AES	Other	AMC	11-Mar-99 09:40	
Becker	Larry	Maj	<input type="checkbox"/>	Mountain Home	366 AMDS	NC	ACC	11-Mar-99 15:32	
Binder	Eric	Capt	<input type="checkbox"/>	Lackland	59 MXS	NC	AETC	17-Mar-99 09:33	
Bouchard	Michael	Capt	<input type="checkbox"/>	Pentagon	HQ USAF	NC	OTHER	10-Mar-99 13:34	
Boullion	John	TSgt	<input type="checkbox"/>	Brooks	311 MDS	Other	AFMC	08-Mar-99 13:47	
Bove	Frank	SSgt	<input type="checkbox"/>	Lackland	59 MDW	Other	AETC	16-Mar-99 00:18	
Bowersox	Robert	Maj	<input type="checkbox"/>	Ramstein	HQ USAF	BSC	USAFE	11-Mar-99 10:25	
Brunn	Steven	SSgt	<input type="checkbox"/>	180th Fighter Wing	180th FWMDS		ANG	12-Mar-99 08:25	12-Mar-99
Burrell	Richard	TSgt	<input type="checkbox"/>	Ramstein	86 AES	Other	USAFE	11-Mar-99 06:47	
Carlson	Jason	SrA	<input type="checkbox"/>	Howard	24 MDG	Other	ACC	12-Mar-99 10:18	17-Mar-99
Casey	Theresa	Col	<input type="checkbox"/>	Ramstein	86 MDG	BSC	USAFE	12-Mar-99 02:22	

**Figure 4-13, Attendee Summary Window**

**NOTE:** Clicking on a column heading in the Attendee Summary Window sorts on that column. Each time you click the column heading, the sort order reverses from ascending to descending or vice versa.

The screen contains more data and can be widened and lengthened to fit your screen; however, not all data can be displayed at one time. If you want to see a complete record on one person, position the highlighted area or the green diamond on the name of the attendee, you want to review and double click with your mouse. The Attendee Detail Window appears (see below).

**Detail for Mr. Greg Wolford (15275)**

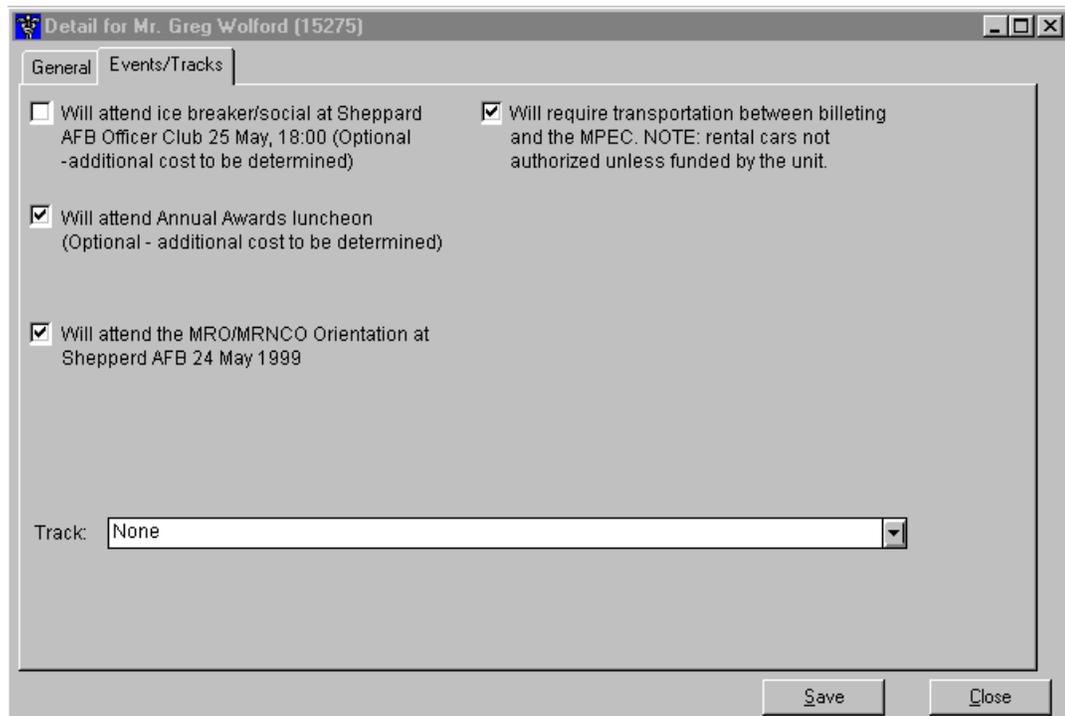
General | Events/Tracks

Rank: Mr. Last Name: Wolford First Name: Greg M.I.:  
 Gender:  Male  Female Service: Other Status: Other  
 Corps: MAJCOM: OTHER  
 Base: Brooks Organization: Office Symbol:  
 Duty Title:  
 Address1:  
 Address2:  
 City: State: Zip:  
 Phone (DSN): Phone (Com):  
 Fax (DSN): Fax (COM):  
 Email: greg.wolford@usafsg.brooks.af.mil Alternate Email:  
 Require Billeting Arrival Date: 18-Mar-1999 Departure Date: 23-Mar-1999  
 SSAN (Last 4 digits) 9999  
 Date Registered: 05-Mar-99 00:00 Last Update: 15-Mar-99 14:37  Checked In

Save Close

**Figure 4-14, Attendee Detail Window (General Tab)**

This window provides detailed demographic information on the member and provides information on how you can contact the member by phone or email. Click on the Events /Tracks tab and you can see what the attendee has signed up for.



**Figure 4-15, Attendee Detail Window (Events/Tracks Tab)**

**NOTE:** You can change any of the information in the Attendee Detail Window (figure 4-10) by making the correction in the appropriate block and clicking “Save”.

You can refresh the database by clicking on “Refresh” in the lower right corner of the Attendee Summary Window (figure 4-9). This will ensure you are working with current information.

**2.3. Menu Options.** Now let's review the different Menu options available to you:

#### 2.3.1. [File](#)

**New** – Used to add information on a new attendee. Go to File-New and open a blank Attendee Detail Window, which you can complete and save.

**Open** – Allows you to open the Attendee Summary Window or the Detail Summary Window if the Attendee Summary Window is already open.

**Close** – Close the database summary.

**Save As** – Allows you to save the database as text with headers. Can be used to export to another file format, such as Microsoft Excel.

**Send** – Confirmation or Email messages to member. **NOTE:** Member must have a valid email address on file in the database for this to work.

**Print Name Tag** – Allows you to print a name tag for member. Avery label numbers 5384 and 5392.

**Print Address Label** – Allows you to print an address label for member. Avery label numbers 5161 and 5261.

**Delete** – Delete member from the database.

**Exit** – Exit the Symposium Registration application.

**NOTE:** You can do the functions above (except add) for one or more members at a time by ensuring their name(s) are highlighted. Highlight multiple names by holding down the shift key and clicking on the last name you want selected. This will only work for blocks of names, not every other name. To select random names, click on each item while depressing the Ctrl key.

**Edit** has only one option – Find. This allows you to find something specific in the database.

2.3.2. **View**

**Sort** – Sort the database here. You can designate/remove specific sort columns (see below) by dragging and dropping items into the columns section on the right of the dialog box.

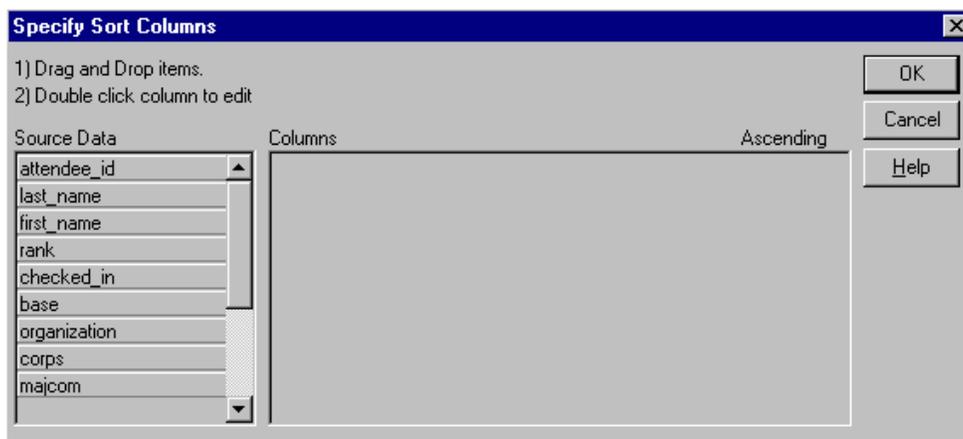


Figure 4-16, Specify Sort Columns Dialog Box

To edit a column entry, double click on the column item (once you dragged it to the column frame). A Modify Expression Dialog box appears and you can edit the entry from there.

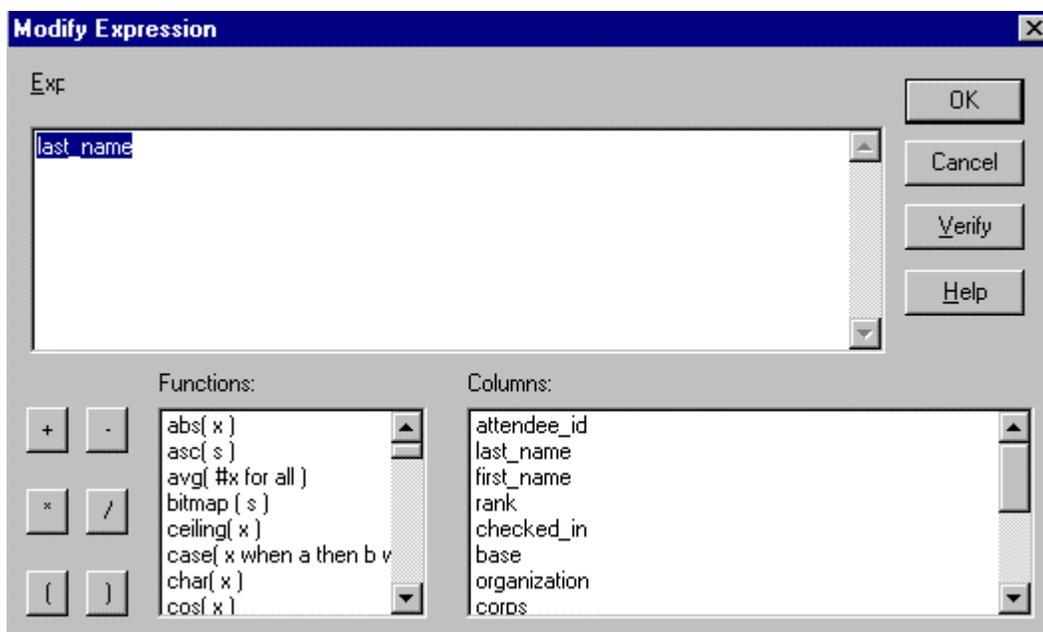
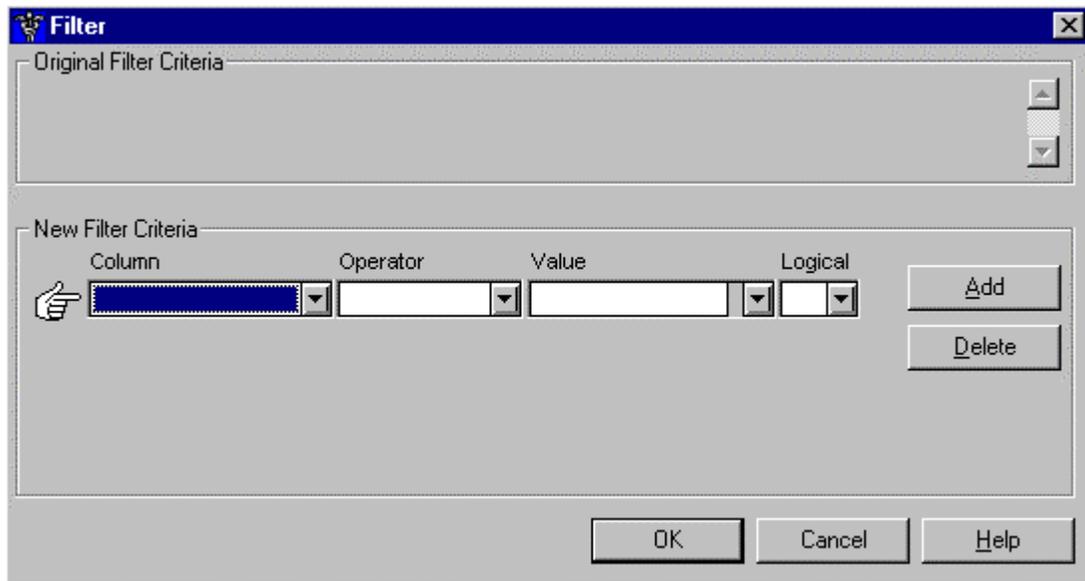


Figure 4-17, Modify Expression Dialog Box

**Filter** – Filter the information in your database here.



**Figure 4-18, Filter Dialog Box**

### 2.3.3. [Tools](#)

**[Connect to Remote Database](#)** – If you are currently connected to a local database you can change it to a remote one here.

**[Connect to Local Database](#)** - If you are currently connected to a remote database you can change it to a local one here.

**[Upload Local Database](#)** – Enter your User Id and Password to connect to your local database.

### 2.3.4. [Reports](#)

**[Attendees by Track](#)** – Generate a list of attendees by track they signed up for. Report shows remaining capacity for the track reflected.

**[Remaining Track Capacity](#)** – Lists all tracks and the maximum capacity and remaining capacity.

**[Attendees That Require Billeting](#)** – Lists all attendees requiring billeting and their arrival and departure dates.

**[User Defined Reports](#)** – Reports are generated off the questions (up to 5) the user defines for General Symposium Information Requirements (see paragraph 2.1).

2.3.5. [Window](#) – This section allows you to change the placement of the how items are shown in the window. Recommend this section be left as is.

2.3.6. [Help](#) – Contains information about items you may need help on while using the software and tells what version of the software you have on file.

## 2.4. Common Tasks

2.4.1. **[Adding a new attendee.](#)** Perform the following steps to add a new attendee.

Select File|New menu item, or click on the document icon on the toolbar.

Fill in demographic fields on General tab of attendee detail window.

Select workshops for attendee (if applicable to symposium) on Session's tab of attendee detail window. Workshop sessions that are at capacity will be displayed in red, and will have (Full) appended to the title. The application doesn't prevent selection of a full workshop session.

Click on the Save button.

2.4.2. **[Modifying an existing attendee.](#)** Perform the following steps to modify an existing attendee.

Select the File|Open|Detail menu item, or double click on an item in the attendee summary window, or click on the folder icon on the toolbar.

Modify demographic or session information.

Click on the Save button.

2.4.3. **[Deleting an attendee.](#)** To delete an attendee select one or more attendees in the attendee summary window and press the Delete key, select the File|Delete menu item, or click on the X toolbar button.

2.4.4. **[Changing the sort order of attendees in the attendee summary window.](#)**

Change the sort order of the attendees by clicking on a column heading in the attendee summary window. The first click will sort the attendees by that column in ascending order. The second time the sort will be in descending order. You may sort by all columns from Last Name to Date Updated. If you need to sort by multiple columns, select the View|Sort menu item. In the sort window, you may drag multiple columns to the right pane. The sort will be in the order the columns are added to the right pane.

2.4.5. **[Finding an attendee.](#)** Select the Edit|Find menu item, or click on the Binocular toolbar button. In the Find window, you may select which field to search, and the text to search for.

2.4.6. **[Filtering attendee rows.](#)** Select the View|Filter menu item. In the Filter window, you may select criteria for multiple columns. When you close the Filter window, the list of attendees will show only attendees that meet those criteria. To view all attendees again, press the Refresh button on the attendee summary window, and answer the Do you want to remove the active filter question.

2.4.7. **[Printing a report of capacity remaining for workshop sessions.](#)** Select the Reports|Remaining Session Capacity menu item. If you want to print the report select the File|Print menu item, or click on the Printer toolbar button.

2.4.8. **[Printing a report of attendees that are attending each workshop session.](#)** Select the Reports|Attendees By Session menu item. If you want to print the report select the File|Print menu item, or click on the Printer toolbar button.

2.4.9. **[Sending a confirmation message.](#)** Select one or more attendees in the attendee summary window, and select the File|Send|Confirmation menu item. When a new attendee is created a confirmation is automatically sent if an Email address was entered in the Email field.

2.4.10. **[Sending an Email to Attendees.](#)** Select one or more attendees in the attendee summary window, and select the File|Send|Email menu item. You can add attachments to this Email message.

2.4.11. **[Printing a for attendees.](#)** Select one or more attendees in the attendee summary window, and select the File|Print menu item. The tags will be printed two across, and three down. This corresponds to Avery Laser Tag 5384, 5392. The tags will print the symposium title in Blue, and the divider line in Red, White, and Blue.

2.4.12. **[Printing an address label for attendees.](#)** Select one or more attendees in the attendee summary window, and select the File|Print Address Label menu item. The labels will be printed two across, and ten down. This corresponds to Avery Laser Address 5161, 5261.

2.4.13. **[Printing workshop session schedule for attendees.](#)** Select one or more attendees in the attendee summary window, and select the File|Print Attendee Schedule menu item. A workshop session schedule will print for each selected attendee.

2.4.14. **[Exporting attendee data to an Microsoft Excel spreadsheet.](#)** Select the File|Save As... menu item, and select Excel5 with headers in the Save as type combo box. You may also select other formats in this combo box. The data exported consists of everything visible in the attendee summary window.

2.4.15. **[Connecting to a local Microsoft Access database.](#)** Select the Tools|Connect to Local Database menu item. Select the database you want to connect to in the file dialog box. You must exit the application and log in again for the change to take effect.

2.4.16. **[Copying data to a local Microsoft Access database.](#)** Select the Tools|Update Local Database menu item. You will be prompted for a User Id and password. This is useful for copying the data collected during Web registration to a database to be taken on a laptop to the symposium.

**2.5. Deleting the Symposium Maintenance Component.** To remove the symposium maintenance component go to the subdirectory with the symposium application and double-click on the Unwise.exe file. Choose the log file suggested by the uninstall program.

**2.6. Web Registration Component.** The Web Registration Component allows registrants to register for a symposium via the World Wide Web, and includes the following features:

- If the symposium has sessions for which there are multiple workshops offered, the registrant may select from the available workshops for each session.
- Registrant receives a confirmation message via E-mail after completing the registration process. This message may contain workshop selections, POC information, as well as a customized message.
- Registrant may view or change their demographic and workshop selection information at any time after they have completed their registration.
- Web registration is automatically cut off on the date specified by the person managing the symposium.
- When a workshop's capacity has been reached, further selection of that workshop is automatically disallowed.

You select images to display in these locations



### Register for the 1999 Air Force Medical Readiness Planner's Symposium

#### Demographic Information

Please fill out the form below and press the "Continue" button to continue with the registration process.

Note: Fields in red require entry.

Rank: [ ] First Name: [ ] MI: [ ] Last Name: [ ]

Gender:  Male  Female

Service: [ ] Status: [ ]

Corps: [ ] MAJCOM: [ ]

Base: Other [ ] Other Base: [ ]

Organization: [ ] Office Symbol: [ ]

Duty Title: [ ]

Address Line 1: [ ]

Address Line 2: [ ]

City: [ ] State: [ ] Zip: [ ]

Phone (DSN): [ ] Phone (COM): [ ]

Fax (DSN): [ ] Fax (COM): [ ]

Email: [ ]

Alternate Email: [ ]

SSAN (Last 4 digits): [ ]

You determine which fields are used and which are mandatory for completion.

#### Billeting

If billeting is required, you must send your entire SSAN via fax/Email/mail/telephone. Confirmation message will have POC information.

Require Billeting Arrival Date: [ ] Departure Date: [ ]

#### Special Events

Please select the special events you will be attending.

- Will attend ice breaker/social at Sheppard AFB Officer Club 25 May, 18:00 (Optional -additional cost to be determined)
- Will attend Annual Awards luncheon (Optional - additional cost to be determined)
- Will attend the MRO/MRNCO Orientation at Sheppard AFB 24 May 1999
- Will require transportation between billeting and the MPEC. NOTE: rental cars not authorized unless funded by the unit.

#### Symposium Tracks

Note: All tracks will provide an overview of the medical aspect of the Expeditionary Air Force, the role of medics in the Air Expeditionary Forces, and a review of the new AFI 41-106. Maximum group size is 125. Once a track has reached this limit, you will not be able to select that track. Units are encouraged to have participants in each track. Also note that you will be automatically scheduled to attend the 25 May and 28 May MAJCOM sessions.

- Program Management - Provides an overview of policies and programs to run a successful and thriving Medical Readiness Program. Recommended for first time attendees and those new to Medical readiness.
- Homeland Defense - Provides an overview of homeland threat and what your unit can do to prepare and react to an attack at home. Recommended for more experienced Medical Readiness personnel that will be developing their units plans for homeland defense.
- Modernization - Provides an overview of the top modernization issues. Recommended for experienced planners and leaders.
- None -

Continue



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You determine if billeting information is displayed, can ask up to six questions on the registration form, and determine terminology to use for tracks. NOTE: Tracks can be simple like the ones shown or you can reflect specific times for registrants to choose from.  
  
You provide the wording for these sections.