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**CANADIAN POWER and SAIL SQUADRONS**

**ESCADRILLES CANADIENNES DE PLAISANCE**

**OFFICER PERMISSION LISTS**

(Yearly update and confirmation required.)

Overview:

All Squadron and District Commanders, National Department Heads, and Committee Chairs are responsible for submitting an updated list of the Officers and volunteers authorized to access the various Dashboard functions needed for them to carry out their responsibilities. Failure to submit the authorized list will result in the volunteers not being able to access their resources in the National CPS-ECP Website and the CPS-ECP National Microsoft Teams program. *All permissions will be terminated if the authorized list of volunteers is not updated and confirmed on a yearly basis.*

Finding the Form:

The form for submitting the authorized list is found at:

www.cps-ecp.ca / login / My Members Area / 04 Officers Resources / Resources, Forms, Downloads / download and save - ANNUAL OFFICER LISTING / LISTE DES OFFICIERS

Completing the form:

Complete the identification at the top of the form.

For each position enter the complete information required in each cell.

Enter the volunteers name beside each position they are responsible for.

Save the form using your Squadron, District, National office, or Committee Name

Email Completed form to: officerlist-listedofficiers@cps-ecp.org

Note: This form can be updated and resubmitted anytime there is a change in the list of bridge officers or volunteers.

For Help:

Email address: officerlist-listedofficiers@cps-ecp.org