



How to Input Public Education Activity Logs – a Step-by-Step Guide



May 2025

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This document is designed to help the Public Education Officer enter the activity logs into AUXDATA II to accurately reflect courses taught, time spent instructing, and the number of students. This material assumes that the member already has access to AUXDATA II and at least rudimentary knowledge of how to enter activity logs. If this assumption does not apply to you, see your Information Services Officer for training or take advantage of all the training material in the Information Technology Directorate.

If your district or division procedure is different, follow that policy.

This information is current as of May 10, 2025.



Your Home Page

Home
Members
Activity Logs
Reports
Patrol Orders
Facilities
Facility Inspections



Welcome KAREN LYNNE MILLER!

Announcements

- **REMINDER:** Annual Uniform Inspections must be completed by 31 December 2024. See [BSX Policy Letter 23-02](#) for additional information.
- **CORE TRAINING:** AUXCT Tasks due in 2024 must be completed and recorded in AUXDATA by 31 December 2024. Members must also complete the new AUXCT Suicide Prevention Task, per [ALAU 027/24](#). All AUXCT courses are available in the online [Moodle classroom](#).
- **PPE:** All PPE records must have the correct, authorized make and model listed and must be maintained/inspected in accordance with the applicable Maintenance

Go To My Record

Navigate to your member record details.

New Activity Log

Create a new activity log.

My Competencies

View and manage your competencies.

QUICK LINKS

WHAT'S NEW
Information about recent system

MEMBER HOW TO GUIDES
View Member How To guides at c

RELEASE NOTES & USER GI
Navigate to the Libraries tab.

[AUXDIRECTORY/AUXOFFIC](#)

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Your home page has a lot of interesting information. However, for this session, we are going to be concentrating on Activity Logs – the equivalent of what was known as the 7029, 7030, 7038, and 7046 under the legacy AUXDATA system. This session will look at the 7030 for Public Education classes.

U.S. COAST GUARD AUXILIARY
REGISTRATION & DOCUMENTATION

Create a New Activity Log

Home Members Activity Logs Reports Patrol Orders Facilities Facility Inspections

Welcome **KAREN LYNNE MILLER!**

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- PPE:** All PPE records must have the correct, authorized [PPE](#) and model listed and must be maintained/inspected in accordance with the applicable Maintenance

Go To My Record
Navigate to your member record details.

New Activity Log
Create a new activity log.

New Service Request
Create a new service request.

My Competencies
View and manage your competencies.

My Tasks
View and manage your tasks.

My Awards
View your awards and recognitions.

QUICK LINKS

WHAT'S NEW
Information about recent system

MEMBER HOW TO GUIDES
View Member How To guides at c

RELEASE NOTES & USER GI
Navigate to the Libraries tab

[AUXDIRECTORY/AUXOFFIC](#)

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Below the welcome photo with your name, click on Activity Logs (see the green arrow).



Select New Activity - Unit/Individual

New Activity

Select a record type

- Unit/Individual
Please use this option to enter Unit related activities. This option should not be selected for Patrol related activities in order to avoid errors.
- Aircraft
Please use this option to enter Aircraft related activities. If you are creating an activity for a Patrol, please select this option only if the facility type for the patrol is an Aircraft to avoid errors.
- Boat
Please use this option to enter Boat related activities. If you are creating an activity for a Patrol, please select this option only if the facility type for the patrol is a Boat to avoid errors.
- Radio
Please use this option to enter Radio related activities. If you are creating an activity for a Patrol, please select this option only if the facility type for the patrol is a Radio to avoid errors.

Cancel Next

Select unit/individual (the default) and next.



Entering Activity Information

New Activity: Unit/Individual

** Required Information

Main Activity Details

*Mission Code

Mission Start Time

*Duration

Summary of Activities

Activity Approvers

FSO-IS

SO-IS

Review Status

Unit

OPCON

Operations Code

Activity Code

FSO-IS Reviewed

Clarification Comments

Non-reimbursed Mileage and Expenses

Cancel Save & New Save

The info on the right side, unit, and OPCON will be filled in automatically once you save the entry information. If it fails, the unit is your flotilla, and OPCON should be your district.

On the top right side, leave the review status as open, ignore the operations code, and start your entry at Mission Code.



Entering Activity Information (continued)

New Activity: Unit/Individual

Mission Code ⁱ

--None--

- 14A: BOAT AMERICA
- 14B: BOATING SKILLS & SEAMANSHIP
- 14C: SAILING SKILLS & SEAMANSHIP
- 14D: GPS FOR NAVIGATORS
- 14E: WEEKEND NAVIGATOR
- 14F: YOUTH COURSES
- 14G: OTHER

Review Status ⁱ

Open

Unit ⁱ

Search Units...

OPCON ⁱ

Search Units...

Operations Code ⁱ

--None--

Activity Code ⁱ

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Mission Code for Public Education could be any of the following:

- | Code | Course |
|------|------------------------------------|
| 14A | Boat America |
| 14B | Boating Skills & Seamanship |
| 14C | Sailing Skills & Seamanship |
| 14D | GPS for Navigators |
| 14E | Weekend Navigator |
| 14F | Youth Courses |
| 14G | Other |
| 14H | State |
| 14K | Navegando America |
| 14L | Paddlesports America |
| 14M | Paddlers Guide to Safety |
| 14N | Intro to Basic Boating Safety |
| 14P | Suddenly in Command |
| 14R | Waterfowl Hunting & Boating Safety |
| 14S | Kids and Paddlecraft |
| 14T | Boats 'N Kids |
| 14U | Waypoints |
| 14V | Introduccion Seguridad Navegacion |
| 14W | Personal Watercraft Course |

It is expected that a realignment of codes for Public Education will be implemented shortly. If that is the case, use the current codes that are available in the drop-down box.



Entering Activity Information (continued)

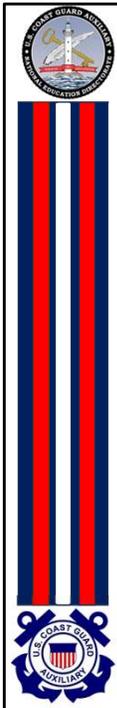
New Activity: Unit/Individual

* Mission Code ⓘ	14A: BOAT AMERICA	Review Status ⓘ	Open
Mission Start Time ⓘ	Date 4/26/2025	Unit ⓘ	Search Units...
	Time 09:00	OPCON ⓘ	Search Units...
* Duration ⓘ	1.25	Operations Code ⓘ	--None--
Summary of Activities ⓘ	MILLER: Boat America Chapters One and Two	Activity Code ⓘ	

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After entering the mission code, skip the activity code and select the Mission Start Date and Time. If the class is broken up into chapters taught by different instructors, you will have several entries for the entire course. For this exercise, we'll demonstrate a Boat America class with different instructors for each chapter, along with a course moderator/aide. In this case, Karen Miller taught Chapters One and Two on April 26th, starting at 9:00 am and lasting one hour and 15 minutes.

See the next slide to learn how to correctly input the class duration when a session is not just a whole hour. In this example, the first two chapters of Boat America require one hour and 15 minutes (1.25 hours). Remember, an hour has 60 minutes when figuring the fractional minutes.



Entering Activity Information (continued)

* Mission Code ⓘ

Duration in Hours | 10 minutes: 0.17 | 15 minutes: 0.25 | 20 minutes: 0.33 | 25 minutes: 0.42 | 30 minutes: 0.50 | 35 minutes: 0.58 | 40 minutes: 0.67 | 45 minutes: 0.75 | 50 minutes: 0.83 | 55 minutes: 0.92

* Duration ⓘ

1.25

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Notice the “i” in the circle by duration. If the class duration involves minutes rather than whole hours, left-clicking on the “i” will yield an information block breaking duration into five minutes increments.



Entering Activity Information (continued)

Aids to Navigation Details

ATONs/PATONs/Bridges Watching Properly ⓘ

ATON/PATON Bridge Discrepancy ⓘ

Public Education Details

Last Mission for the Class? ⓘ

--None--

✓ --None-- 

Yes

No

Total Number of Enrollees

Total Number of Enrollees 17 and under

Total Number of Graduates

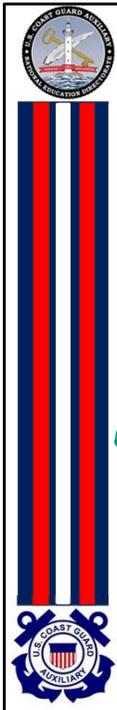
Total Number of Graduates 17 and under

Public Affairs Details

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Now, scroll down this screen to the “Public Education Details” section. Unless this is the last class session, do NOT enter anything except respond to the Last Mission for the Class question. Since you will be entering information about the total enrollee, graduates, instruction method, and state on the last class ONLY, select no. This will not change until you enter the last class session, and then you’ll change it from No to Yes.

Once you select no, click save.



Entering Activity Information (continued)

DETAILS ADD MEMBERS ADD TASKS ASSIGN TASKS CHATTER

▼ Main Activity Details

Mission Code ⓘ 14A: BOAT AMERICA ⓘ	Review Status ⓘ Open ⓘ
Mission Start Time ⓘ 4/26/2025 09:00 ⓘ	Unit ⓘ CLEARWATER ⓘ
Duration ⓘ 1.25 ⓘ	OPCON ⓘ SEVENTH DISTRICT ⓘ
Mission End Time ⓘ 4/26/2025 10:15 ⓘ	Operations Code ⓘ
Summary of Activities ⓘ MILLER: Boat America Chapters One and Two ⓘ	Activity Code ⓘ UPE ⓘ



Click Save. Several things have happened when you click on save:

- The activity is given an Activity Log Number (computer generated)
- The unit and OPCON are automatically filled in
- The activity code is filled in
- Mission end time is calculated from the start date and time plus the duration.

Now go to the little pencil by Summary of Activities and click it. This will let you edit the screen. In this area, provide sufficient information that your Information Officer can determine what occurred. Always preface the summary with the instructor's name.

But you're not done!



Entering Activity Information (continued)



DETAILS
ADD MEMBERS
ADD TASKS
ASSIGN TASKS
CHATTER

▼ Main Activity Details

<p>Mission Code ⓘ 14A: BOAT AMERICA ⓘ</p> <hr/> <p>Mission Start Time ⓘ 4/26/2025 09:00 ⓘ</p> <hr/> <p>Duration ⓘ 1.25 ⓘ</p> <hr/> <p>Mission End Time 4/26/2025 10:15</p> <hr/> <p>Summary of Activities ⓘ MILLER: Boat America Chapters One and Two ⓘ</p>	<p>Review Status ⓘ Open ⓘ</p> <hr/> <p>Unit ⓘ CLEARWATER ⓘ</p> <hr/> <p>OPCON ⓘ SEVENTH DISTRICT ⓘ</p> <hr/> <p>Operations Code ⓘ</p> <hr/> <p>Activity Code ⓘ UPE</p>
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Even though you have pressed Save, you're not done!

The system must know who was lead, non-lead, or trainee. It does not assume that you, entering the data, are the lead or even on the mission.

On the top left side of the screen, click on Add Member.

**Entering Activity Information
(continued)**

DETAILS ADD MEMBERS ADD TASKS ASSIGN TASKS CHATTER

Member Assignment

Search User

Unit Level

All **Get My Unit Members** Get My Division Members Get Archive Members

<input type="checkbox"/> Member ID	Members Name	Unit Number
<input type="checkbox"/> 3007242	MICHAEL DEAN ANDERSON	0701101
<input type="checkbox"/> 5004351	CATHERINE JUNE BAJIS	0701101
<input type="checkbox"/> 1216466	ELEANOR K BATT	0701101
<input type="checkbox"/> 1207079	ANN T BENNETT	0701101
<input type="checkbox"/> 1216465	MELVIN J BLANK	0701101
<input type="checkbox"/> 1160039	BARRY L BOWYER	0701101

Add Members

<input type="checkbox"/> Member Id	Name	Position

Remove

Update Activity Members

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Notice the underline has moved from details to add member to let you know what screen you're on.

When you first come to this screen, it will list all members of the CG Auxiliary, alphabetically. To find the instructor(s) for this class, you have several options:

- You can go into the search user and put the member's name or number and find the person that way. You can do this for each person who instructed or assisted that chapter. Once you see the member, click on Add Members.
- If all the instructors are from your flotilla, you can select Get My Unit Members, and the system will show you all members of your flotilla. You can then select each member for this chapter. Once you see each one, click on the box to the left of their name(s) and click Add Members



Entering Activity Information (continued)

DETAILS **ADD MEMBERS** ADD TASKS ASSIGN TASKS CHATTER

Member Assignment

Search User

Unit Level

All **Get My Unit Members** Get My Division Members Get Archive Members

<input type="checkbox"/> Member ID	<input type="checkbox"/> Members Name	<input type="checkbox"/> Unit Number
<input type="checkbox"/> 1241956	ROBERT HERON MANCUSO	0701101
<input type="checkbox"/> 1195800	PAUL S MAXSWEEN	0701101
<input checked="" type="checkbox"/> 1149036	KAREN LYNNE MILLER	0701101
<input type="checkbox"/> 5001492	FELIX NMN MONTANEZ	0701101
<input type="checkbox"/> 3010609	DEBRA JEAN OREGAN	0701101
<input type="checkbox"/> 5001794	JEFFERY LEE OTTO	0701101

Member Id Name Position

This slide shows selecting the member by clicking on the Get My Unit Members. Once the member is found, click the box on the left of that person's name and select Add Member.



Entering Activity Information (continued)

Member Assignment

Search User

Unit Level

All **Get My Unit Members** Get My Division Members Get Archive Members

Member ID	Members Name	Unit Number
<input checked="" type="checkbox"/> 3006286	TIMOTHY JOHN DOLAN	0701101
<input type="checkbox"/> 5007674	MORGAN BRUGH DUDLEY	0701101
<input type="checkbox"/> 3009338	MICHELLE QUILES EVANS	0701101
<input type="checkbox"/> 1216467	VIRGINIA F FRECK	0701101
<input type="checkbox"/> 1224735	ANITA R FREUDENTHAL	0701101

Member Id Name Position

<input type="checkbox"/> 1149036	KAREN LYNNE MILLER	LEAD
<input type="checkbox"/> 3006286	TIMOTHY JOHN DOLAN	NON LEAD

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Once the member is found, click the box on the left of that person's name and select Add Member.

MAKE SURE TO CHANGE EACH PERSON'S POSITION TO LEAD (an instructor who actually taught or supervised a trainee), **NON-LEAD** (an aide (this person does not have to be Instructor certified) who helped with the class), or **TRAINEE** (a member who is going through the Instructor Development course and is doing their student teaching under the Lead instructor).

REMINDER: Hours spent as an Instructor for approved Public Education classes, including State and Youth Courses, are the only ones that go into AUXDATA II in the "14" category. The Lead Instructor **MUST** be qualified and listed as Lead. Aides and assistants do not have to be qualified and are entered as Non-leads. Separate Activity Logs should be entered if there are multiple Lead instructors, one for each Lead Instructor.

In this example, Karen Miller was lead instructor (corresponds to information provided on the first-details screen), and Timothy Dolan was an instructor aide (non-lead).



Entering Activity Information (continued)

- Add a member to the activity and indicate that member's position
- If entering a workshop, please add a Task and assign the Task to a member
- Update the Review Status to 'Approval Requested.' Updating the

Save
Save was successful



DETAILS **ADD MEMBERS** ADD TASKS ASSIGN TASKS CHATTER

Member Assignment

Search User

Unit Level

All Get My Unit Members Get My Division Members Get Archive Members

Member ID	Members Name	Unit Number
<input checked="" type="checkbox"/> 3006286	TIMOTHY JOHN DOLAN	0701101
<input type="checkbox"/> 5007674	MORGAN BRUGH DUDLEY	0701101
<input type="checkbox"/> 3009338	MICHELLE QUILES EVANS	0701101
<input type="checkbox"/> 1216467	VIRGINIA F FRECK	0701101
<input type="checkbox"/> 1224735	ANITA R FREUDENTHAL	0701101

Add Members

Member Id	Name	Position
<input type="checkbox"/> 1149036	KAREN LYNNE MILLER	LEAD
<input type="checkbox"/> 3006286	TIMOTHY JOHN DOLAN	NON LEAD

Remove

Update Activity Members

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Once you have selected all the members appropriate for this chapter, click Update Activity Members. A green successful message should appear. If you erred, the message will be specific with what needs to be corrected.



Entering America's Waterway Watch

DETAILS ADD MEMBERS ADD TASKS ASSIGN TASKS CHATTER

▼ Main Activity Details

Mission Code ⓘ 14A: BOAT AMERICA ⓘ	Review Status ⓘ Open ⓘ
Mission Start Time ⓘ 4/26/2025 11:30 ⓘ	Unit ⓘ CLEARWATER ⓘ
Duration ⓘ 1.25 ⓘ	OPCON ⓘ SEVENTH DISTRICT ⓘ
Mission End Time 4/26/2025 12:45	Operations Code ⓘ AWW - AMERICA'S WATERWAY WATCH ⓘ
Summary of Activities ⓘ MILLER: Boat America Chapters Four. Included AWW Material ⓘ	Activity Code ⓘ UPE



If you teach a chapter that includes material or a video on America's Waterway Watch, click on the Operations Code and select AWW. This is important for the information that is provided to the Coast Guard on our missions.



Entering Activity Information (continued)

A screenshot of a web form titled "Main Activity Details". The form contains several fields: "Mission Code" (14A: BOAT AMERICA), "Mission Start Time" (Date: 4/26/2025, Time: 09:00), "Duration" (1.25), "Mission End Time" (4/26/2025 10:15), "Summary of Activities" (MILLER: Boat America Chapters One and Two), "Activity Approvers" (FSO-IS: KAREN LYNNE MILLER, SO-IS: ERNEST J CANNON), and "Non-reimbursed Mileage and Expenses" (Miles, Cost). A dropdown menu for "Review Status" is open, showing options: --None--, Open (selected), Approval Requested, Needs Clarification, Under Review, Approved, and --None--. A green arrow points to the "Open" option. At the bottom right of the form are "Cancel" and "Save" buttons.

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Return to Details in that top row. Check your work. If you made an error, any field with a pencil allows you to edit that field.

Once you are sure everything is correct, click the pencil to the right of review status, click the down arrow, and change it to Approval Requested.

Then click SAVE.

If you conduct another class that day with different instructors or aides, you need to create another activity log. Click new, and go back to slide 4, and follow the procedure.

NOTE: Cloning is not available for these missions.



Entering Activity Information (continued)

DETAILS ADD MEMBERS ADD TASKS ASSIGN TASKS CHATTER 

[CLICK HERE TO VIEW MISSION CODES](#)

▼ Main Activity Details

Mission Code **14A: BOAT AMERICA**

Mission Start Time **4/26/2025 09:00**

Duration **1.25**

Mission End Time **4/26/2025 10:15**

Summary of Activities **MILLER: Boat America Chapters One and Two**

▼ Activity Approvers

FSO-IS **KAREN LYNNE MILLER**

SO-IS **ERNEST J CANNON**

▼ Non-reimbursed Mileage and Expenses

Miles

▼ Vessel Exam Details

Number of Exams Given

Review Status **Approval Requested**

Unit **CLEARWATER**

OPCON **SEVENTH DISTRICT**

Operations Code

Activity Code **UPE**

FSO-IS Reviewed

Clarification Comments

Cost

First Time

Member Activities (2)

Member ...	First Name	Last Name	Position
MA-11531...	KAREN	MILLER	LEAD
MA-11531...	TIMOTHY	DOLAN	NON LEAD

View All

Tasks (0) [New](#)

Files (0) [Add Files](#)

[Upload Files](#)

Or drop files

Activity History (2)

Date	Field	User	Origina...	New Va...
5/1/20...	Review ...	KAREN ...	Open	Approv...
5/1/20...	Created	KAREN ...		

Once you select Save and Approval Requested or even leave it as Open, you will be returned to the Activity Log screen, and any activities you recently generated will be under Recently Viewed.

Entering Activity Information (continued)

The screenshot shows the 'Activity Logs' section of a web application. At the top, there is a navigation menu with options: Home, Members, Activity Logs (underlined), Reports, Patrol Orders, Facilities, and More. A search bar is located to the right of the menu. Below the menu, there is a section titled 'Activities Recently Viewed' with a dropdown arrow and a search bar for the list. A green arrow points to the 'New' button in the top right corner of the main content area. The page is framed by a vertical banner on the left with the US Coast Guard logo at the top and bottom.

Once you select Save and Approval Requested or even leave it as Open, you will be returned to the Activity Log screen, and any activities you recently generated will be under recently viewed.

Then, you can enter a new activity log.



Entering the Last PE Mission

On the last PE mission **ONLY**, enter the student information

Public Education Details

Last Mission for the Class? ⓘ 

Yes

Instruction Method ⓘ

--None--

✓ --None--

In Person

Virtual

Hybrid

Total Number of Enrollees

Total Number of Enrollees 17 and under

Total Number of Graduates

Total Number of Graduates 17 and under

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Once you have entered each of the classes/chapters and all the information described in the prior slides, on the last activity log you are entering for this course, scroll down the screen until you come to Public Education Details. Click on the pencil to the right of the first item and enter the information requested.

Remember to include the student count information on the last activity record for the last day or night of the entire series of classes.

REMEMBER to change the last mission question to Yes.



Entering the Last PE Mission

On the last PE mission **ONLY**, enter the student information

Public Education Details

Last Mission for the Class? ⓘ	Total Number of Enrollees
Yes	18
Instruction Method ⓘ	Total Number of Enrollees 17 and under
In Person	3
State Taught In	Total Number of Graduates
FL	18
	Total Number of Graduates 17 and under
	3

Green arrows point to the pencil icons on the right of each row and the 'Yes' dropdown in the first row.

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Once you have entered each of the classes/chapters and all the information described in the prior slides, on the last activity log you are entering for this course, scroll down the screen until you come to Public Education Details. Click on the pencil to the right of the first item and enter the information requested.

Remember to include the student count information on the last activity record for the last day or night of the entire series of classes.

REMEMBER to change the last mission question to Yes.

Once you are sure the information is correct, scroll back up, change the review status to approval requested, and click save.

Instructor Travel and Preparation time for the PE class should be reported on their 7029 with mission code 99B



AUXDATA II

How to Input Public Education Activity Logs

Thank you

Have Feedback?

**You may email the E-Directorate at
pe.feedback@cgauxnet.us**