

To use the entry forms be sure you have the latest version of the free Acrobat Reader DC installed.

<https://get.adobe.com/reader/>

1. First download (save) the entry forms to your computer (suggest saving them to your Downloads folder).
2. Open the form.
3. Fill in the form.
4. Use the Save button in the form and in the resulting dialog click on the blue button “Choose a Different Folder...” Navigate to a new location, such as your desktop, and give the form a new name, for instance, “Form Name-Your Name”.
5. As an alternative to using the Save button in the form, you can also use the file menu in the form to “Save As” and navigate to the new location and give it a name as in Step 4.
6. Close the form.
7. Open the form to confirm all the data entered is populated in the newly saved form.

