

## **Adobe Fill-able Forms How To**

(This document was created as instructions in using the Dressage Technical Delegate Report Form. However, these instructions can and should be applied to all USEF electronic forms unless otherwise noted.)

### 1. Downloading the form

-Visit <http://www.usef.org/contentPage2.aspx?id=formspubs>

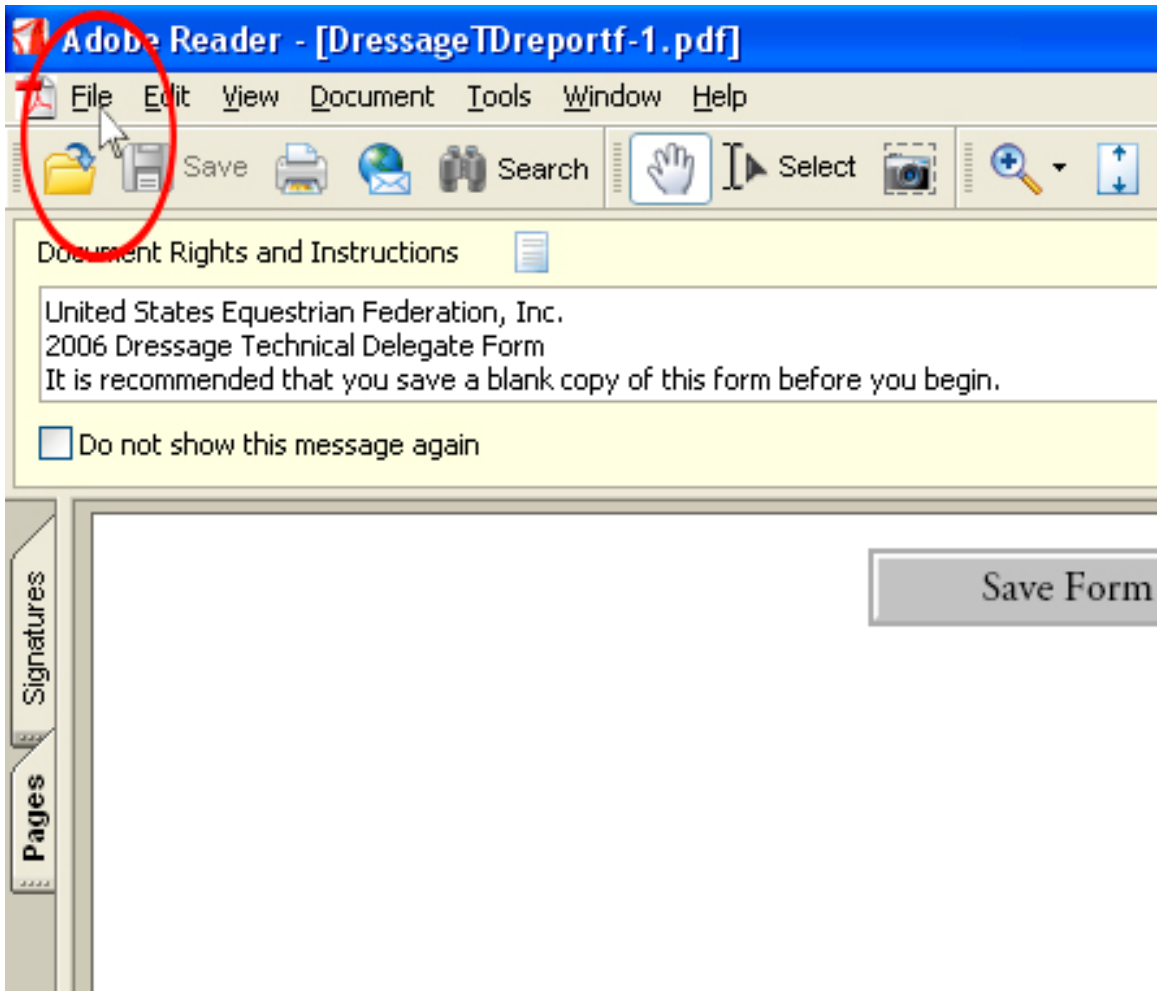
**-You must have Adobe Reader 7 or higher to view this form and save it. If you don't have Reader 7 or higher, Click [HERE](#).**

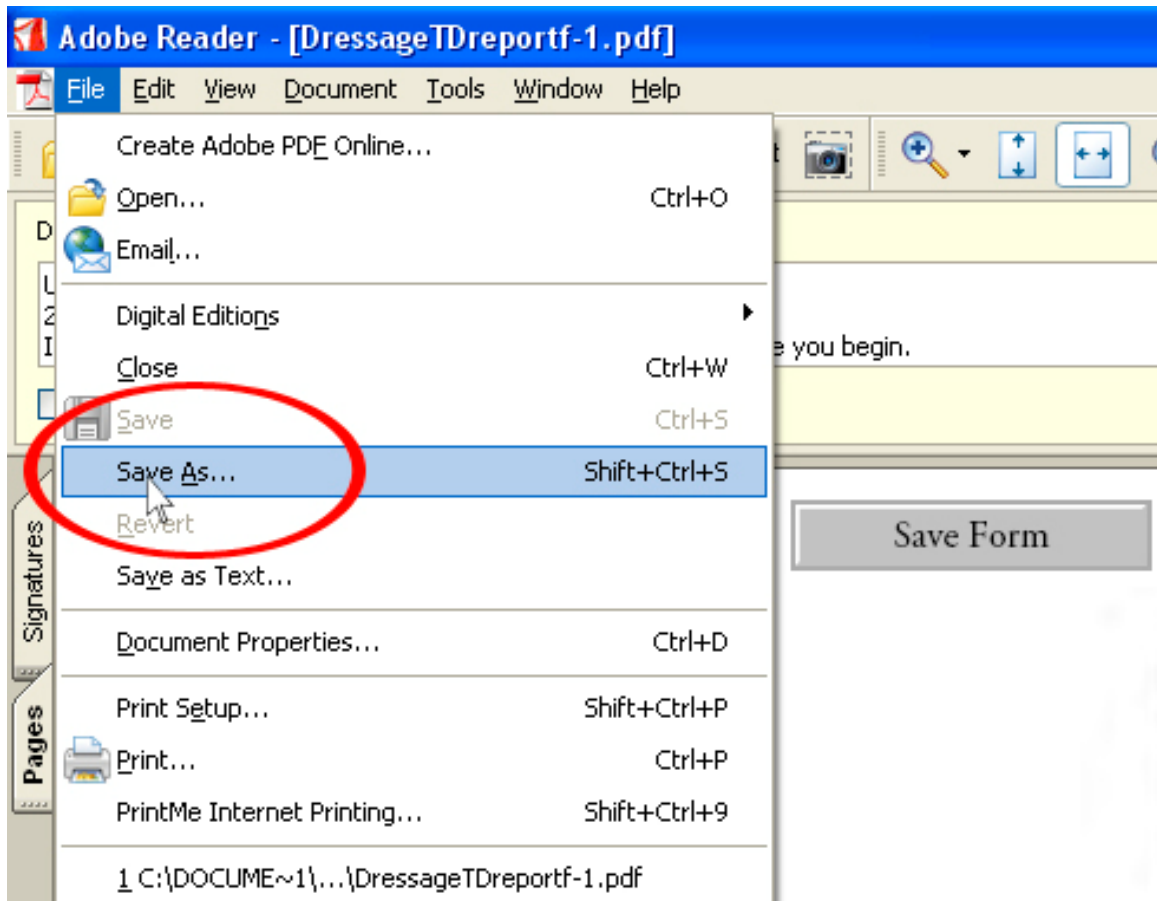
-To determine which version of Reader you have. Open Reader and select the 'Help' menu. Select the 'About Reader' option. This will have the version information.

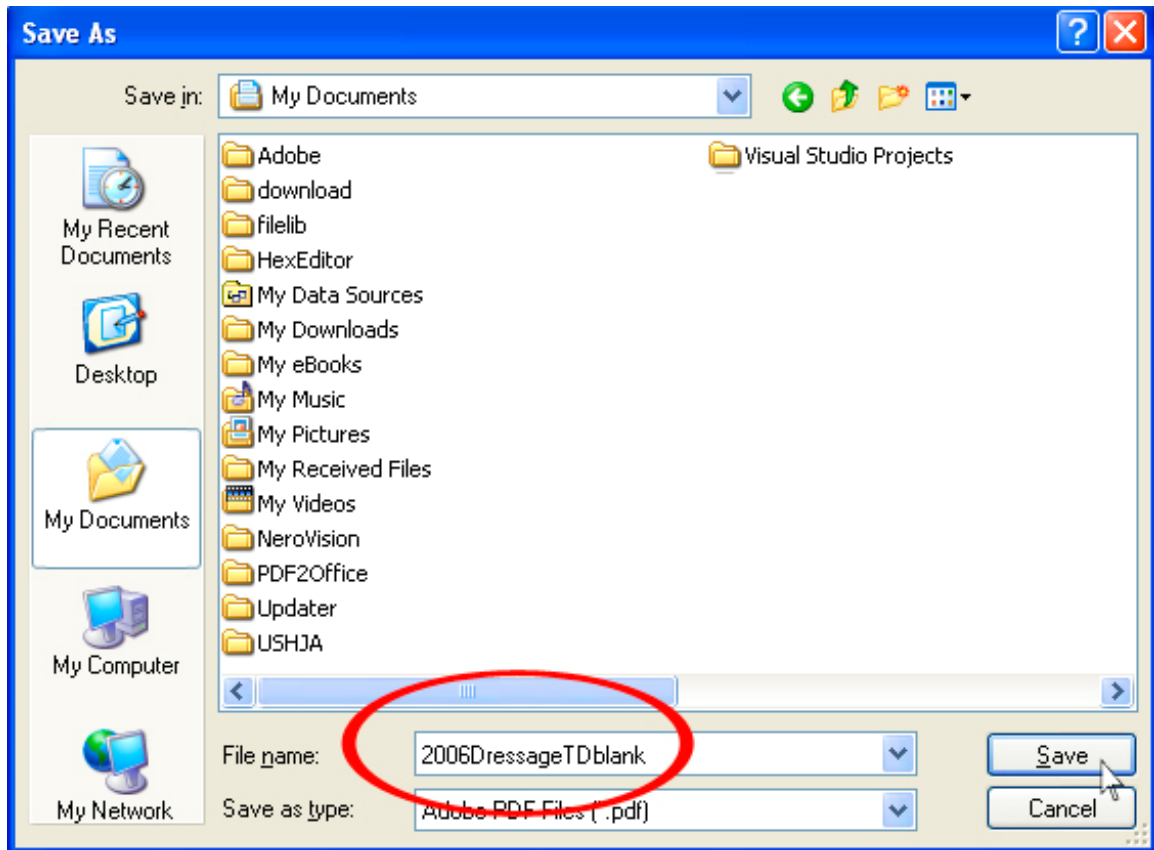
-These are large files. They may take several minutes to download, especially for dial-up users.

-Once the form is downloaded, save a blank copy in a well known place on your computer's hard drive. This way each form only has to be downloaded once.

**NOTE:** It is recommended that you check the website for an updated version of the electronic form. A date will be listed next to the electronic form's title on the website indicating when it was last posted.







## 2. Completing the form

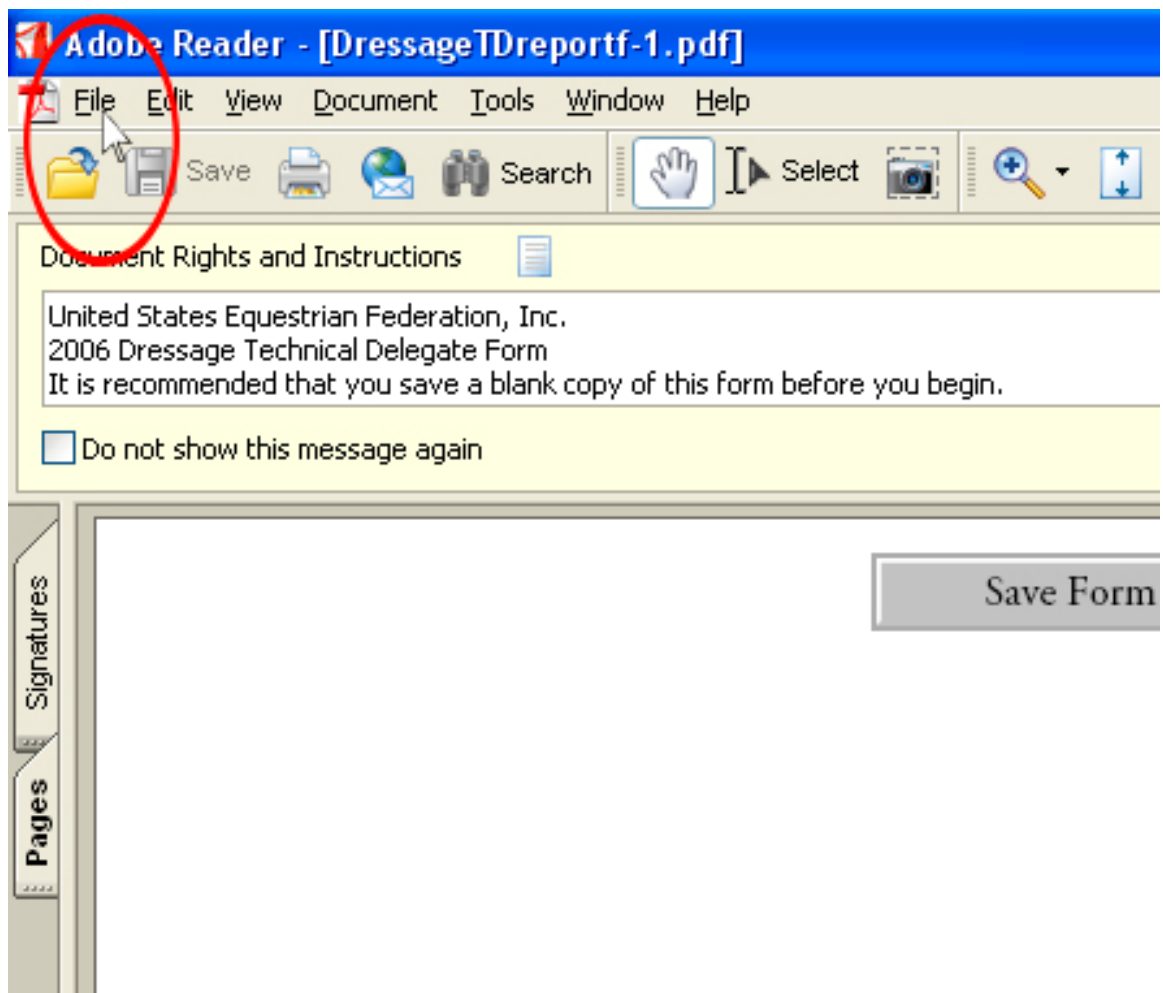
-Before filling out any information on the form, save a new copy for that specific show.

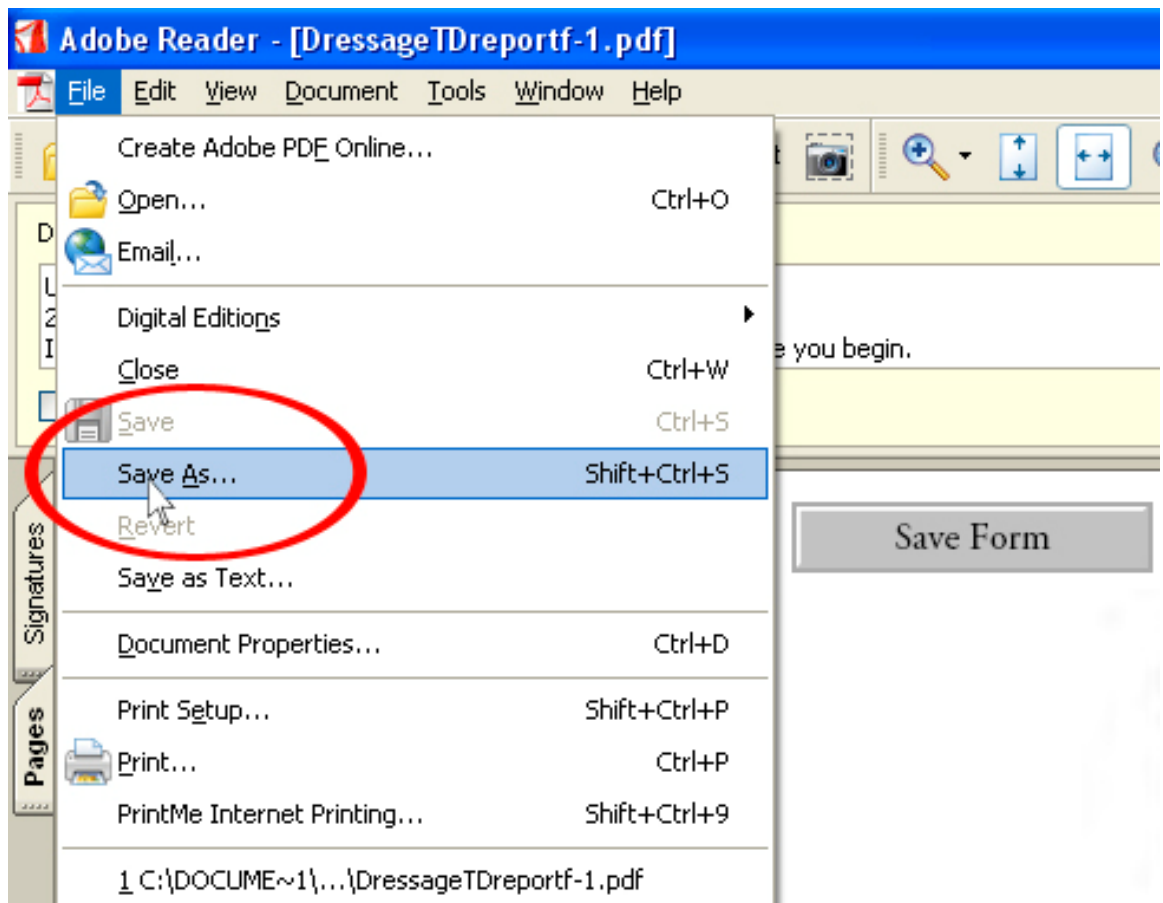
-Select the Hand tool from the toolbar underneath the menus.

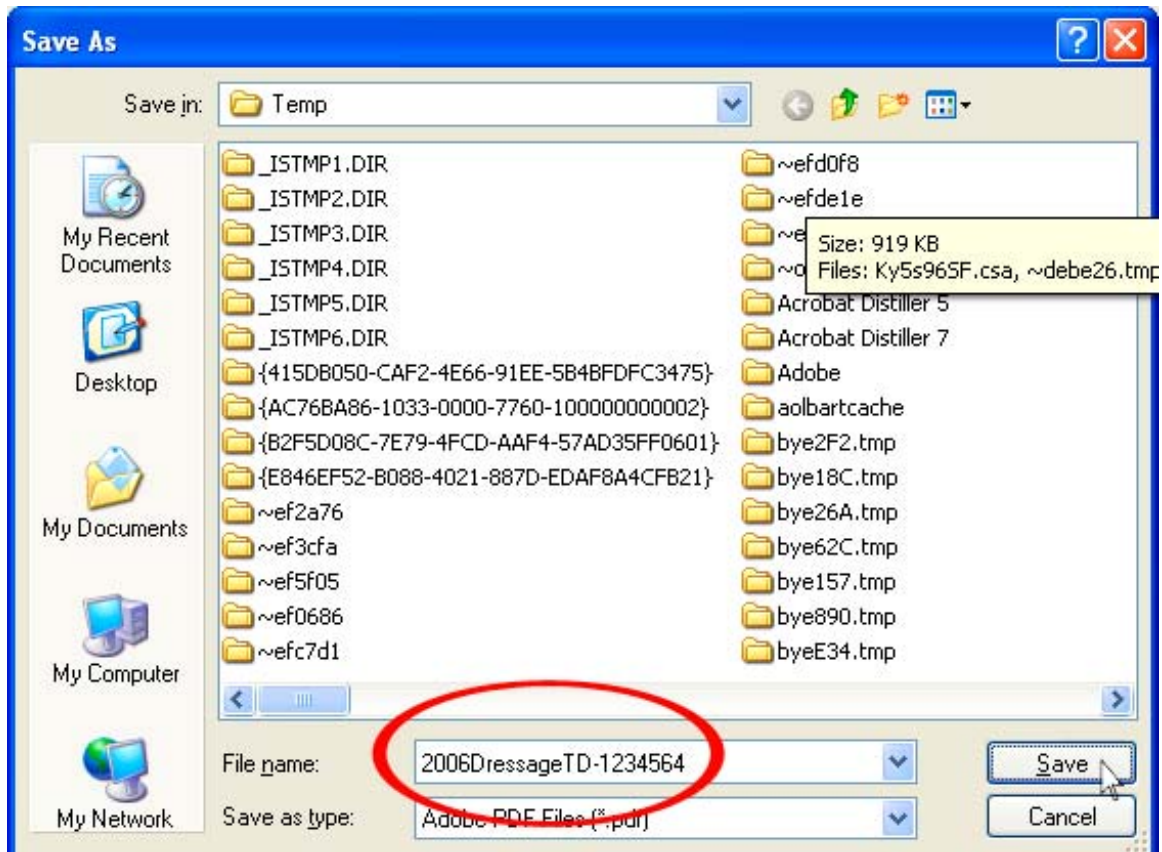
-Click inside any text box and begin typing.

-To answer a question, select one of the boxes to the right of the question in the appropriate column.

-The Signature field at the end of the form is to be filled out by typing the Steward/TD's full name.







-Once you have completed the form, you can click the Save Button at the top of the form, or choose 'Save' from the 'File' menu.

### 3. Submitting the form

- The Email button at the top of the form allows you to choose which email type(Internet Based or Local Client), you would like to use, and will send the form to reports@usef.org.

-You can also send the report as a regular attachment. All reports submitted electronically should be sent to reports@usef.org

-You can also print out the form and mail it in:

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Competition Dates Department  
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USEF Fax: 859 231 6662 Attn: Becky Francis  
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