THE
Sensory®
CLUB

Using Fillable PDF Forms

Member/Pass Holder Information *List addition*
Member/Pass Holder Full Name: My Name
Date of Birth:
Primary/Alt. Phone:
Email:
Full Address:
Please notify us prior to each v

1 Click on the form link to open the PDF in a web browser.

Google Chrome and Microsoft Edge are the best for easily and quickly filling in PDFs.

2

Look for the Boxes: You'll see lots of boxes or lines where you can type your answers.

Click on a Box: Use your mouse to click on the first box you want to fill in. When you click on it, you might see a blinking line. That means you're ready to type!

3

Start Typing: Type your answer into the box. If you make a mistake, that's okay! Just press the backspace key (←) to erase the mistake and try again. Use your mouse to click to the next box or press the tab key.

4

Save Your Work:
When you're all done, you need to save the form. This can work differently depending on the browser you are using.

In Google Chrome, click the Download icon in the top right corner of the page, then select a location to save it to;

In Edge, click the Save icon in the top right corner of the page after filling in the form;

Or, look for a floppy disk icon 💾 or the word "File" at the top, then click "Save."

Name the File: Save the file as the participant's last name then first name. For example, someone named Dotty Smith will have the file name *SmithDotty.pdf*.

5

Open Your Email: Go to your email by clicking on its icon or typing its web address into your web browser. Click to compose or create a new email.

Attach Your Form: Look for a paperclip icon or something that says "Attach" or "Upload." Click on it. Then find where you saved your PDF form on your computer, click on the file to select it, and then click "Open" or "Attach." You should see your file listed in your email now.

Send Your Email: Find the email address in the "Location Info" section on the Club's page. Copy that email address and paste into your email, then click "Send."

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