

EKSMBA Use of Online Forms

Continued updating of browser software to improve security has created problems using our online forms as originally created. Recent updates of Adobe Reader (since version XI) have enabled our forms, once completed, to be saved on your PC as a PDF file, printed and emailed as an attachment. The completed form can then be opened by the recipient using Adobe Reader.

If you do not have the latest version of Adobe Reader you can download and install it from the following link: <http://get.adobe.com/uk/reader>

The latest versions of some website browsers use their own PDF reader and may require changes to their settings to view and complete our forms using Adobe Reader. If you have problems viewing or completing our forms with your browser we suggest you use **Internet Explorer**.

Suggested procedure for completing and submitting our online forms

Go to our website: <http://www.short-mat-bowls.org.uk> and click the **Forms** sidebar link

Use these Buttons in Adobe Reader

Save Print Email



Click the link for the form you wish to submit, complete and check the form and save it by clicking the **Adobe Save** button. You then have the option of saving the PDF file on your Desktop or in another location on your PC. Remember where it is.

Close the browser window and double click to open the saved PDF file.

Print the form for your records by clicking the **Adobe Print** button.

The completed form file can then be emailed as an attachment by using your PC's Email program or your Webmail. Another option is available by clicking the **Adobe Email** button, select your preferred email option, email, or Webmail by selecting and completing your Webmail address then click **continue** and a blank email will be created for you. This email will contain the attachment, just complete the **To** and **Subject** fields and Send the completed email. With Webmail the Email is created as a draft in your Draft folder.

Please use the following Email addresses to submit your forms:

Full Application Form: forms@short-mat-bowls.org.uk

Associate Application Form: forms@short-mat-bowls.org.uk

Players Registration Form: league.secretary@short-mat-bowls.org.uk

Public Liability Club Membership List: hon.secretary@short-mat-bowls.org.uk

Public Liability Updates (Add): hon.secretary@short-mat-bowls.org.uk

Public Liability Updates (Remove): hon.secretary@short-mat-bowls.org.uk

Fixture List/Licence Blank: league.secretary@short-mat-bowls.org.uk

Confirmation Slips: league.secretary@short-mat-bowls.org.uk

Competition Entry Form: competition.secretary@short-mat-bowls.org.uk

Match/Event/Club Comps Licence: hon.secretary@short-mat-bowls.org.uk

These addresses have now been added to the forms and for ease of use could be added to your email contacts list.

It is hoped that the above will encourage greater use of our online forms. If you have any observations or problems please contact the Webmaster using the email links in the Noticeboard & Diary or Committee Pages of our website.

Asst/Webmaster April 2015