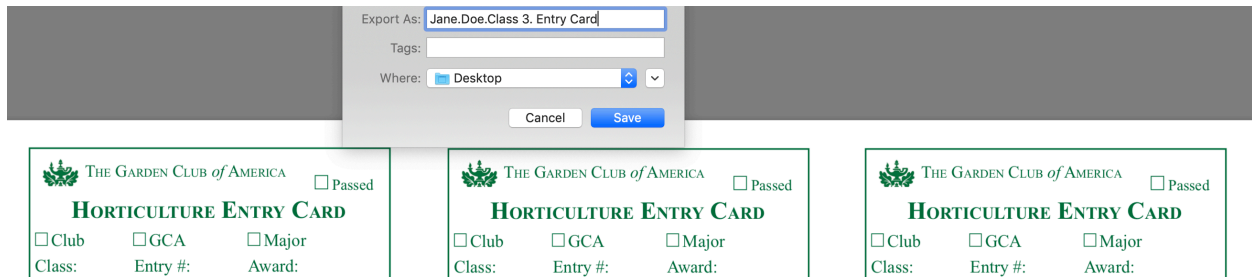# Instructions for Completing a Fillable PDF Form

Please review the following instructions for successfully completing a fillable PDF form:

On the website, click the button to get the form you want to complete.

Before completing the document save the fillable form as a PDF to a location on your computer. (Example: Desktop or Documents).

Instructions: Right click on the form and click "Save as" or go to File, a the top menu bar, and click "Save as".

Label the file with your first and last name. the class you are entering and the name of the card (e.g. Jane.Doe.Class.3.Entry Card or Jane.Doe.Class 2.Propagation Card)

Save the file to your Desktop or Documents.

Once you have saved the form to your computer, you are ready to complete the form.

Find the file on your Desktop or Documents and open the fillable form.

After you have completed the form, save a final version of the file to you computer.

When you are emailing your entry, don't forget to attach the fillable form.

Do not complete the form online within your web browser; your data will NOT be saved. Please save it to your computer first, and then fill it out.