

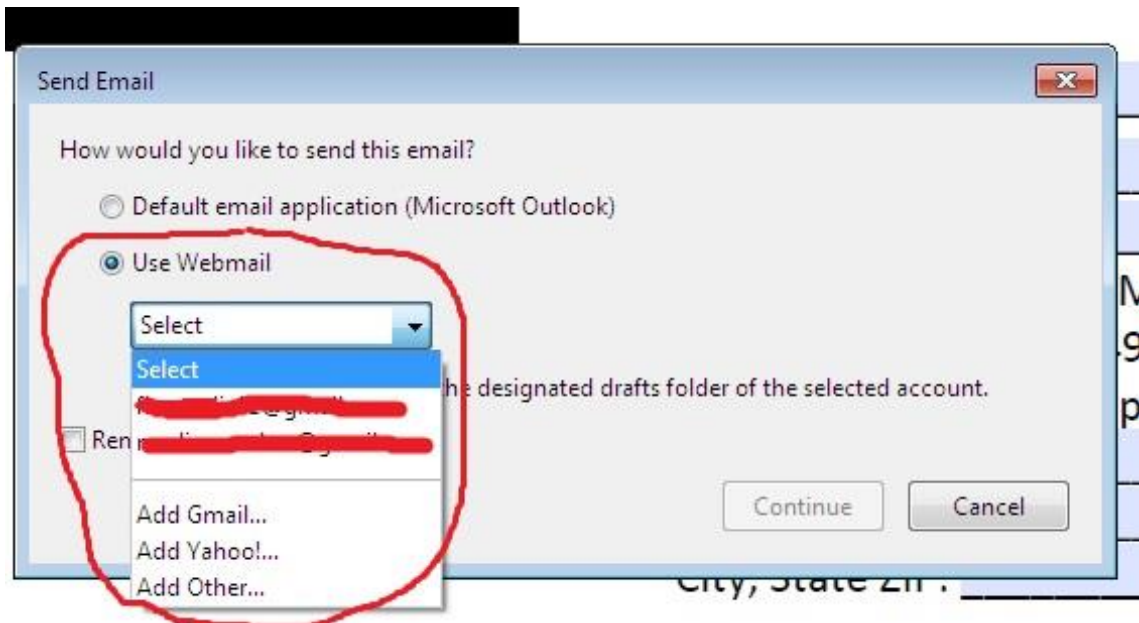
Instructions for Completing and E-Mailing Online Forms

As you have likely noticed on the Seven Mountains EMS Council website, all the forms are a little different than what you may be used to. In keeping with changing technology, ease of form completion, and efficiency in registering and processing the forms, these have all been made into digital copies that you can complete and email directly to the appropriate staff member at the council office. If you are not used to the forms, they can be a bit confusing, but if you follow the instructions below for submitting your forms, the process should be simple.

1. Fill out the appropriate form or course roster as you normally would. Remember, all requests for events **MUST** be requested at least **10 DAYS PRIOR** to the start of your event to ensure that the equipment and required staff are available for you.
2. Here is where the confusing part starts: **IF YOU ARE USING A WEB BASED EMAIL** (gmail, yahoo, Hotmail, etc.) **YOU HAVE TWO OPTIONS:**

OPTION 1:

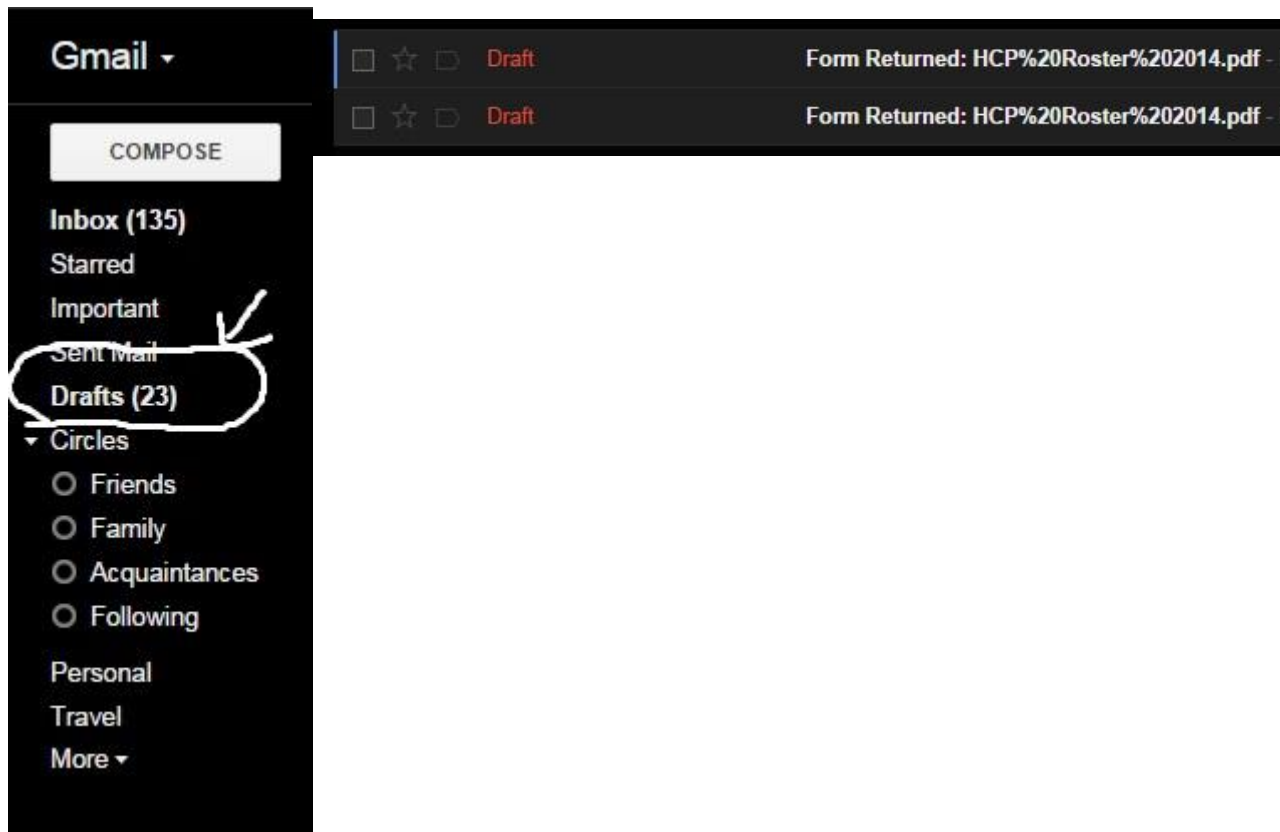
- Complete the form and click on the “SUBMIT FORM” or “SUBMIT ROSTER” button
- There will be a box pop up, asking you to select either a “default email application” or “webmail” – **SELECT THE WEBMAIL OPTION** (see below) and select the mail that you use:



- Once you select the appropriate webmail, it will ask you to enter your email address: (example)



- Once you enter your email address, click OK and then click CONTINUE – This will automatically generate an email to Cathy from YOUR email
- The program will automatically open your email program (yahoo, gmail, etc.) LOG IN to your email account.
- The automatically generated message will be saved in your DRAFTS folder... Open that folder and select the message. It will have a subject line of “Form Returned” EXAMPLE:



- Select the message and change the subject line to appropriate request (Kubota Request, Andy Request, etc.) and hit SEND – the message will then be sent directly to the appropriate staff person

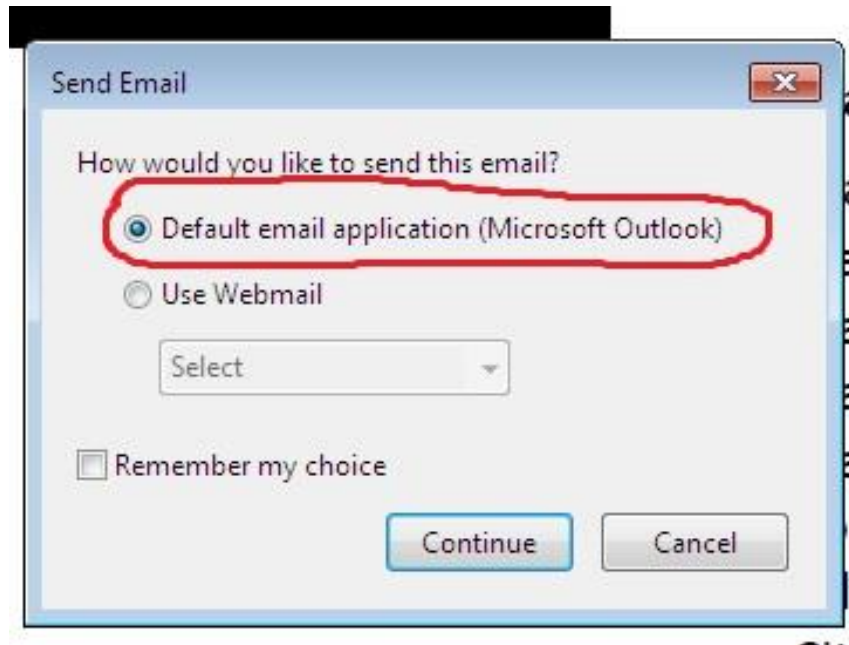
OPTION 2:

- When you complete the form, go to the “FILE” tab and select “SAVE AS”
- Choose a location to save your Files (a folder on your desktop or in “my documents” titled COUNCIL is probably the best way)
- Save the form to your computer
- Send an email to the appropriate staff person and attach the file to the email.

FOR INSTRUCTORS USING MICROSOFT OUTLOOK:

*** IF YOU ARE USING MICROSOFT OUTLOOK – SIMPLY CLICK ON THE SUBMIT FORM OR SUBMIT ROSTER BUTTON AND SELECT THE FIRST OPTION AND AN EMAIL TO THE APPROPRIATE STAFF MEMBER WILL BE AUTOMATICALLY GENERATED ***

EXAMPLE:



*** If you have any further questions, please contact the council office for assistance***