HINTS TO COMPLETING THE ONLINE RSVP FORM FOR THE BEVAN LENNIE MID-YEAR LUNCHEON

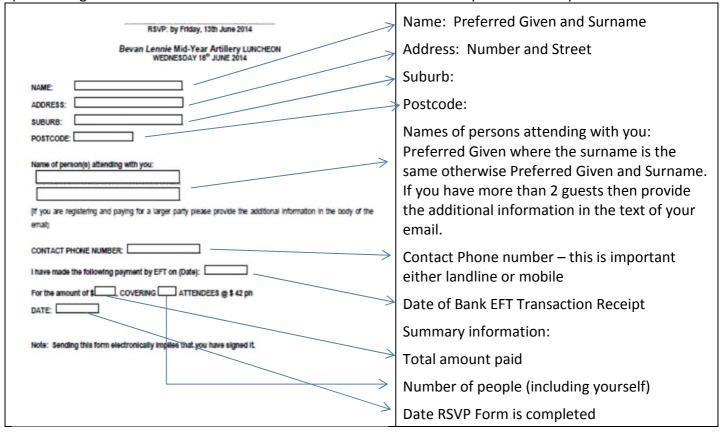
As this is the first time that the Association has used an online fillable form the following information is provided as a guide. It will not answer all the questions or issues that you might encounter as some things will be the result of computer software versions and setup.

The form is *dependent* on you using **Acrobat Reader XI** or equivalent, to be able to save and send it when completed. Acrobat Reader **XI** is a free download from Adobe. http://www.adobe.com/au/products/reader.html

The process has been tested successfully with the following browsers:

Internet Explorer v11, Firefox v28, Safari v5.1.7

Note: **Google Chrome v34** does not support the saving of data into PDF files. However you can print a copy of the completed form from the screen if you have a PDF option as a printer this file can then be attached to an email or if you do not have a PDF Printer the completed printed form can be scanned as a pdf or image then attached to the email. The last resort is to send the printed form by Australia Post



STEPS TO TAKE:

Open the Association's website: http://www.artillerynsw.asn.au/

Select Events and activities Button

Click on Mid-Year Luncheon Option

Click on Next Mid-Year Luncheon

Click on click here re RSVP.

The RSVP form will appear in your browser or in Adobe ReaderXI

Complete the highlighted fields in the form by typing responses

Save it as a file.

Open the form to check that all details added to the form are visible and correct

Open your email software

Create a new email

TO: applications@artillerynsw.asn.au

SUBJECT: Lunch

Any additional information can be put into the message section

Attach your PDF file to the email!

Send your email

ALTERNATIVES

Should you encounter problems that prevent you from completing and emailing the form then the following process is recommended:

Transfer the funds by EFT using your normal financial services processes and procedures. Print out or save a copy of the receipt for your records.

Create an email in which you provide all of the required information and email it to:

applications@artillerynsw.asn.au

If you cannot send an email of acceptance or process your payment then complete a printed version of the blank form and enclose your cheque in favour of the RAA Association NSW and post it to:

Mr LA Manning Unit 15 29-31 Corella Road

KIRRAWEE NSW 2232

Ph: (H) 9542 6126 or (Mo) 0448299458 no later than Friday 12th June 2015