

## 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

<p style="text-align: center;">RSVP: by Friday, 13th June 2014</p> <p style="text-align: center;"><b>Bevan Lennie Mid-Year Artillery LUNCHEON</b> WEDNESDAY 18<sup>th</sup> JUNE 2014</p> <p>NAME: <input type="text"/></p> <p>ADDRESS: <input type="text"/></p> <p>SUBURB: <input type="text"/></p> <p>POSTCODE: <input type="text"/></p> <p>Name of person(s) attending with you: <input type="text"/> <input type="text"/></p> <p><small>(If you are registering and paying for a larger party please provide the additional information in the body of the email)</small></p> <p>CONTACT PHONE NUMBER: <input type="text"/></p> <p>I have made the following payment by EFT on (Date): <input type="text"/></p> <p>For the amount of \$ <input type="text"/> COVERING <input type="text"/> ATTENDEES @ \$ 42 pn</p> <p>DATE: <input type="text"/></p> <p><small>Note: Sending this form electronically implies that you have signed it.</small></p>	<p>Name: Preferred Given and Surname</p> <p>Address: Number and Street</p> <p>Suburb:</p> <p>Postcode:</p> <p>Names of persons attending with you: Preferred Given where the surname is the same otherwise Preferred Given and Surname. If you have more than 2 guests then provide the additional information in the text of your email.</p> <p>Contact Phone number – this is important either landline or mobile</p> <p>Date of Bank EFT Transaction Receipt</p> <p>Summary information: Total amount paid Number of people (including yourself) Date RSVP Form is completed</p>
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### 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](mailto: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](mailto: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**