

HINTS TO COMPLETING THE ONLINE RSVP FORM for the ANNUAL GUNNER DINNER

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 later, to be able to save and send it when completed. Acrobat Reader **XI or later** is a free download from Adobe.

<http://www.adobe.com/au/products/reader.html>

Sample form dates etc from an earlier period

RAA ASSOCIATION NSW
RSVP Form for the 87th Gunner Dinner
9 August 2014
1900 for 1930 hrs
ONLINE FORM

This is a two stage process:
Stage 1: Please make your payment using the EFT option provided by your bank.
 Payments by EFT to: **RAA ASSOCIATION NSW**
 BSB: **062171**
 Account No: **10010506**
 Reference: **Your Surname**
 Keep a printed or electronic copy of the successful transaction.
Stage 2: Complete this online RSVP slip, save and close it, then attach it to an email and send it to:
applications@artillerynsw.asn.au
RSVP by close of business Thursday, 17 July 2014

Name:
 Address:
 Suburb:
 POSTCODE:
 Contact Phone Number:
 Email Address:

Names – Partner / Guests attending with you:

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

NB: [If you are registering and paying for a larger party please provide the additional information in the body of the email]
 Do you prefer to be seated with a certain group or individuals?
 Please state:

Note: Sending this form electronically implies that you have signed it.
 I have made the following payment by EFT on (Date):
 For the amount of \$ COVERING ATTENDEES @ \$70 ph.

For information:
 I intend to stay and will book accommodation at the **HOLIDAY INN**
 No of Persons No of Rooms
 Will you also require bus transport to the hotel? Y/N

Name: Preferred Given and Surname
 Address: Number and Street
 Suburb:
 Postcode:
 Your contact phone number–this is important either landline or mobile
 Your contact email address
 Names of persons attending with you: Preferred Given where the surname is the same otherwise Preferred Given and Surname.
 If you have more than 8 guests then provide the additional information in the text of your email.

Preferred seating group eg: name of organiser or unit or organisation name.

Date of Bank EFT Transaction Receipt

Summary information:
 Total amount paid
 Number of people (including yourself)
 Supplementary information.
 Accommodation is your responsibility.
 Bus information is for coordination

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.

STEPS TO TAKE:

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

Select **Events and activities** Button

Click on **Annual Gunner Dinner** Option

Click on **Next Annual Gunner Dinner Arrangements** at the bottom of the information

Click on **RSVP to Booking Member by 21st July**.

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 **SAVED 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: Gunner Dinner

Any additional information can be put into the message section

Attach your Saved 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 or copy of the EFT Payment in favour of the **RAA Association NSW** and post it to:

Gunner Dinner Booking

PO Box W1034

WEST CESSNOCK NSW 2325