Completing your registration – the choice is yours!

1. You may wish to just print the registration form, fill it out by hand and post it back with payment details.

OR

2. You may prefer to return your registration by email.

- Print it as above, fill it out, then scan it and send it back by email to lauren@cooltweedgolf.com.au

OR

3. You can completely fill in the form electronically.

To do this make sure you have the latest version of **Acrobat Reader**, ie **Reader** X1 or Acrobat Reader DC. Both programs are free from the Adobe Download site.

http://www.adobe.com/au/   Click on Acrobat Reader DC near the bottom right hand corner of the page and follow instructions to download Reader DC.
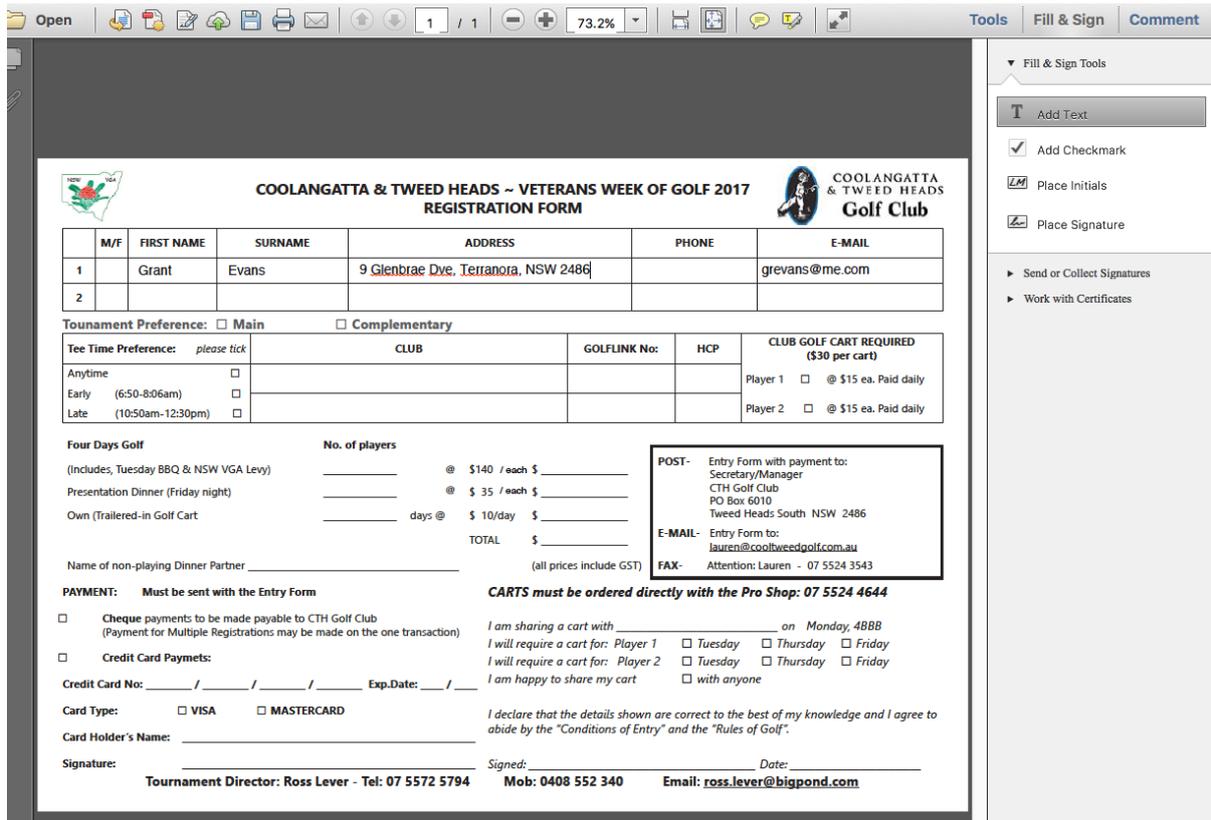
1. Open the registration form with Acrobat Reader DC.
2. Select 'tools' and click on "Fill and Sign".
3. Click on each cell in turn & move the blinking cursor to the far left of the cell and start typing. The size of the font can be reduced by clicking on the small 'A' or enlarged with the large 'A'.
4. In the strip above the form you are able to select letters, ticks, crosses, ovals or dots simply by clicking on the symbol and then clicking on the required box to place it. Then back to select letters to continue typing.
5. To add a signature, click on the 'sign pen' (in that row above the form) and follow the directions to create a signature.
6. Save the file for your records.
7. email a copy to lauren@cooltweedgolf.com.au

If you are a Mac user you can fill in the registration form by using the nifty program that all mac users have, - 'Preview'. Just open the Registration file in Preview and then double click on any field where you wish to enter text.
It enables you to do the same things as Acrobat Reader.

Fill out your PDF form using Adobe Reader DC

1. Open the PDF form that you want to fill out.
2. Choose **Tools** > **Fill & Sign**.
3. To fill or add text, click **Add Text** [Ab] in the toolbar. Click at the place in the document where you want to add the text, and then start typing.

Use the field toolbar to make appropriate changes:

- To resize a field, use the font up or down button in the toolbar - the first two buttons from left.
- To move a field, move your mouse pointer closer to field border until you see the drag handle, and then hold and move the field as required.
- To delete a field or typed text, click the trash button.

Add annotations or symbols: Annotations tools are displayed in the toolbar
- *Crossmark*, *Checkmark*, *Circle*, *Line,* and *Dot*. You can use these annotation tools to fill in check boxes and radio buttons, as well as use the Circle to circle text or the line to strike out text.

Click an annotation in the toolbar to select it, and then click on the form where you want to place the annotation. (Each click will place the selected annotation at the respective location on the form.)

Note:

Resize the first annotation you place to fit the check box or radio button in the document, and the next annotations you add will be of the same size and will fit the rest of the box/circle fields.