



COMPLETING, SAVING & SENDING PDF FILLABLE FORMS for Douglas-Sarpy 4-H Program Entries

Note: PDF Fillable forms are not savable. Following the steps below will ensure proper completion and entry of PDF Fillable forms for Douglas-Sarpy 4-H.

STEPS FOR COMPLETING PDF FILLABLE FORM

1. Must have access to Adobe Acrobat or Reader.
2. Enter text in highlighted text boxes.
3. Complete all text boxes as appropriate for the specific form.
 - a. i.e. For all Livestock ID forms, all fields must be filled as it applies for the form to be accepted. This includes youth and adult signatures.

STEPS FOR SAVING PDF FILLABLE FORM

1. When form is filled completely as appropriate, go to FILE and click SAVE AS.
2. Save file as "FAMILY LAST NAME, DOCUMENT NAME"
 - a. i.e. For all Livestock ID Forms: Wickham, Market Beef ID Sheet

STEPS FOR SENDING PDF FILLABLE FORM

1. Pay attention to entry guidelines, as they may vary depending on entry type.
2. General rule: Send to designated 4-H Staff email by attaching SAVED document to the body of the email.
3. When sending form through email, it is a best practice to ask for a confirmation that the recipient has received the document.