

Automated Monthly Activity Report Form Instructions

1. Open "Monthly Activities Report Form"
2. Cursor will be on first field - be sure "insert" or "override" key is on, complete field information, use "Tab" key to get from field to field.
3. When cursor gets to "Category", drop down field will appear. Choose appropriate field, left click on mouse and field will be inserted.
4. If more "Category" spaces are needed, additional pages will have to be attached.
4. Club Secretary and President names can be filled out by individual clubs and saved so they do not have to be entered each time form is completed.
5. Before saving the form with monthly information inserted, go into "View" on toolbar, then "Toolbars", then "Forms", and document must be unlocked (padlock figure on small toolbar), then saved under whatever name is chosen.