

To send the form by email, use one of the methods* below to fill out the form manually or electronically, and then send it to the email address shown on the form.

(* There are several other methods, these are just some of the more common ones!)

1) Manually: Print the form, fill it in with a pen, then either scan it or take a legible, full size portrait photo with your phone/tablet

2) Electronically – if using the Microsoft Edge browser:

- Open the form in Edge, click on the T at the top to type Text in the appropriate places, then save

3) Electronically – using Adobe Acrobat Reader:

- Download the form to a computer
- Right click on the downloaded form and choose Open With... Adobe Acrobat/Reader
 - If you don't have Adobe Reader, download and install it from get.adobe.com/reader
- Click on E-Sign (or under All tools – Fill and Sign)
- Click on the tool to fill in form fields on the left – an 'A' in a dotted box, see below
- Position your cursor on the form and type your responses
 - For check/tick boxes, it's easiest to just type an X. You may need to type spaces to position it correctly.
 - For signatures, just type your name. (You can setup an electronic signature but it is more time-consuming and is not necessary for our forms.)
- In the menu top left, choose Save As, then choose a name and location for your updated form.

Note these instructions may vary for different versions of Adobe Reader, but the Fill and Sign or E-Sign option should be available somewhere!

The screenshot shows the Adobe Acrobat Reader interface with the 'E-Sign' tool selected in the top toolbar. The left sidebar contains the 'E-Sign' panel with options like 'Request e-signatures' and 'FILL AND SIGN YOURSELF'. In the 'FILL AND SIGN YOURSELF' section, a red circle highlights a tool icon consisting of a dotted box with the letter 'A'. Below this icon is a signature strip showing a sample signature 'M.K. Hulbert'. The main document area displays a form titled 'Please complete all sections' with fields for 'name' (filled with 'Matt Hulbert'), 'email', 'telephone' (with a placeholder 'Type text here'), and 'name/s'.