

GUIDANCE FOR COMPLETING FILLABLE NOMINATION FORM

1. Select the fillable form from the website page. It will download to your computer.
2. Open the File Explorer for your computer. Depending on your computer and which version you are using, you will see a folder named "Downloads". Click it. You will see a file with something like "Nominations 2027" or "Nominations", etc. It will be the first file listed in the downloads folder (until you download another file). It will be a.zip file.
3. Right-click the file name then select, "Extract". The fillable form will only work with Adobe Acrobat Reader. You may now complete the fillable form and select a photo from your personal computer to insert in the form.

Before you complete the form, to make sure the photo insert function works for you, try it first.

Click the photo field. You should see this pop-up window.

Select "Browse" to select an image from your computer.

Select Clear "Image" to remove the image.

Select "OK" as needed

Select "Cancel" as needed.

If the insert function works for you then complete the form and

save it using the "Print" option    **and save as a file name with your name on it, i.e., "nominationFormJoe".** Then submit the form. If it does not work you may still submit the form along with appropriate picture and it will be inserted for you or you may complete one of the non-fillable forms.

Send the completed form as an attachment to an email.

