

## STEP BY STEP PROCEDURES FOR FILLABLE FORMS

These step by step procedures have been created to assist users in downloading, completing, and emailing fillable forms.

It is important to remember that fillable forms should not be completed while the form is being displayed directly from the internet location as most likely you will not be able to save it after you fill it out.

**Step 1** – Download the form – Users have the option to use various internet browsers such as Microsoft Edge, Internet Explorer, Chrome & Firefox. Each browser has its own unique way to download and save a form. This document will provide two examples using Microsoft Edge and Chrome.

To download a form using Chrome:

Go to the page in your internet browser that has the fillable form. In this example we will go to the Secretary Page of the California Nevada Moose Association (CNMA) website. Go to [www.ca-nvmoose.org](http://www.ca-nvmoose.org), the following will be displayed:



Click anywhere within this picture to access the site. The following page will be displayed which is the Latest Updates section of the website. This page provides a listing of the latest updates to the website in order with most recent on the top. Notice that there are also other important items on this page such as a clickable picture to access and pay your dues online using the Moose International website, a clickable picture to access your personal membership record, the Moose Charities website, the Moose Membership application, and a series of clickable areas that can be accessed within the site such as the Home Page, Contacts, Secretary page, etc.

CALIFORNIA/NEVADA MOOSE ASSOCIATION, INC

## LATEST UPDATES






**CLICK FOR LATEST UPDATES**




**Pay Your Dues Online**  
 Loyal Order of Moose  
 Women of the Moose  
 Review or Change your Information  
**Click Here**

HOME

CNMA

CONTACTS

TERRITORY MANAGERS

PRESIDENT

SECRETARY

Deputy Grand Regent

ADM ADVISORY

COMING EVENTS

COUNCIL HIGHER DEGREE

BULLETIN BOARD

FRATERNAL EDUCATION

HEART OF COMMUNITY

IN MEMORY

**LATEST UPDATES**

LCL.NET

LODGE AWARDS & INFO

California Nevada Moose facebook page is up and running.

**Member Information**

Click Here to.....  
 Change your address  
 View Sponsor History  
 ....and more!

**October 2020**

---

**9-30--20**

- [Newsletter Added](#)
- [Association Secretary Page updated](#)
- [Fraternal Ed Update](#)

---

**9-28--20**

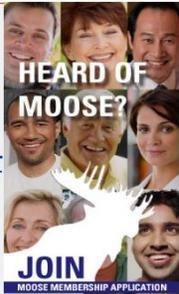
- [Newsletter Added](#)
- [Veteran's Day Celebration of Life Virtual Fundraiser](#)
- [Gold Miner](#)

---

**9-22--20**



[Moose Charities Information](#)



**HEARD OF MOOSE?**

NEED AN APPLICATION?  
[CLICK TO PRINT](#)

OR

[CLICK APPLICATION OPEN PRINT](#)

**JOIN**  
 MOOSE MEMBERSHIP APPLICATION

Next click the selection “Secretary” on the left-hand side of the page. The following page will be displayed:



**Cheryl D. Volden**  
 Incoming Association Secretary  
 (805) 338-1305  
[cheryl.volden@verizon.net](mailto:cheryl.volden@verizon.net)  
 PO Box 207, Port Hueneme, CA 93044

Office (805) 486-5113  
 Cell (805) 338-1305  
 Fax (805) 486-5113  
[canvmoose@yahoo.com](mailto:canvmoose@yahoo.com)



### CNMA Documents

- [5 Star Award](#)
- [Association Bylaws](#)
- [Award Of Dedication](#)
- [Check Writing](#)

### CNMA Forms

- [Ad Template form](#)
- [Association Application](#)
- [Executive Board Expense Report](#)
- [Official Letterhead \(pdf\)](#)

\*\*\*When the “Association Application” is selected the form will be displayed within an internet window as shown below:

1 / 2

CALIFORNIA/NEVADA MOOSE ASSOCIATION  
ASSOCIATION APPLICATION & INFORMATION SHEET

Association Secretary, PO Box 207, Port Hueneme, CA 93044  
Phone (805) 338-1305 FAX (805) 486-5113  
Email [canvmoose@yahoo.com](mailto:canvmoose@yahoo.com)

Year

SAVE  
PRINT  
SUBMIT

**PLEASE READ:** If you wish to be considered for any office or committee in the *California/Nevada Moose Association* this form **MUST** be filled out in its entirety & returned to the Association Secretary **NO LATER THAN JULY 15<sup>th</sup>!**

**NOTE:** If you wish to have your name placed before the Nominating Committee for an elected position on the Executive Board, a letter indicating the position desired, along with a typed **resume** must accompany this information sheet.

*Office you wish to be considered for*

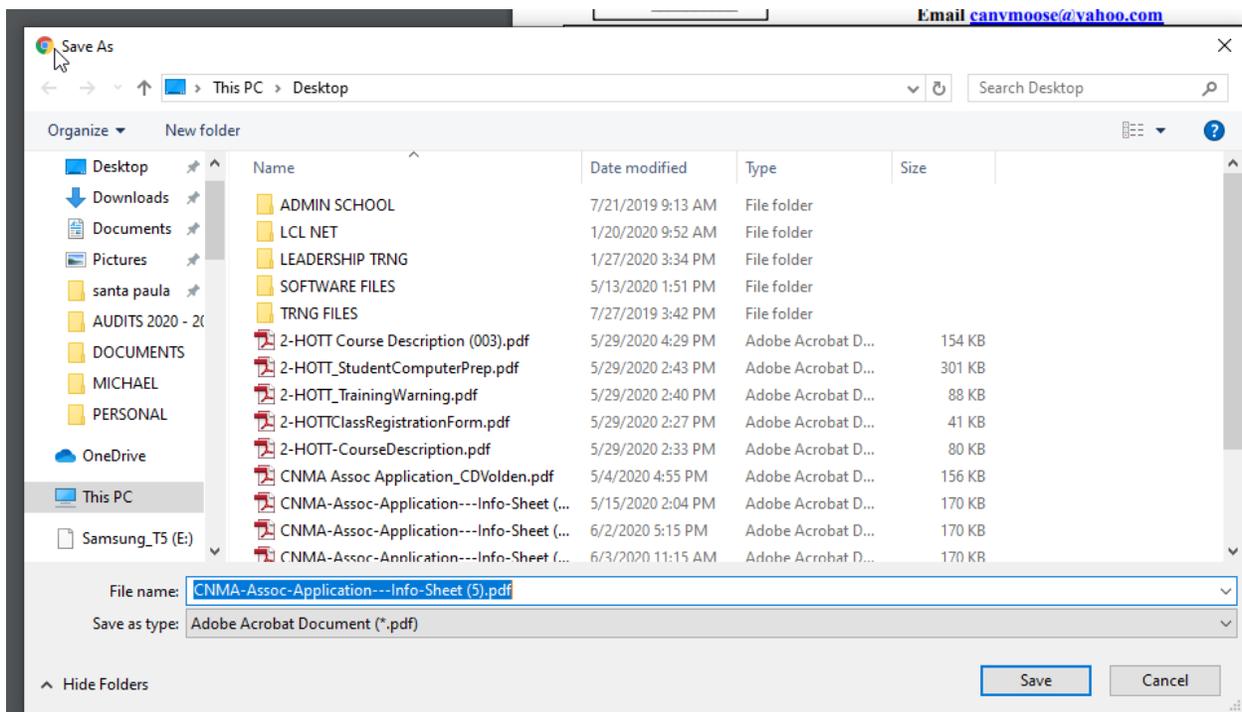
District #  Name  Moose ID#  Spouse's Name   
DOB  Telephone  Email   
Address  City  State  Zip   
Unit Name  Unit#  Date Enrolled   
25 Club Member  Select  Division  Members sponsored in Current Membership Campaign   
Currently Officer  Select  Past Governor/Regent  Select  Year Served   
Regularly attends Lodge/Chapter meetings  Select  Regularly attends District Meetings  Select   
District Offices Held   
Currently District Officer  Select  Current District Position

**NOTE: It is important to recognize that if you attempt to complete the form within this window you will not be able to save it or use the clickable items within the form.**

Now we want to download the form to our computer using these steps. Click the

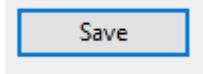


icon to download the form. The following will be displayed:



This pop-up screen is asking you where you would like to save the document. Experienced users will know to save it to a specific place. Inexperienced users

should save it to the desktop as displayed above by clicking the “Save” button.



To download a form using Microsoft Edge: \*\*\*Here is where the screens look different between Chrome and Microsoft Edge. All previous steps remain the same as above.



**CALIFORNIA/NEVADA MOOSE ASSOCIATION**  
**ASSOCIATION APPLICATION & INFORMATION SHEET**

Association Secretary, PO Box 207, Port Hueneme, CA 93044  
 Phone (805) 338-1305 FAX (805) 486-5113  
 Email [canvmoose@yahoo.com](mailto:canvmoose@yahoo.com)

Year

**PLEASE READ:** If you wish to be considered for any office or committee in the *California/Nevada Moose Association* this form **MUST** be filled out in its entirety & returned to the Association Secretary **NO LATER THAN JULY 15<sup>th</sup>!**

**NOTE:** If you wish to have your name placed before the Nominating Committee for an elected position on the Executive Board, a letter indicating the position desired, along with a typed **resume** must accompany this information sheet.

*Office you wish to be considered for*

District #  Name  Moose ID#  Spouse's Name

DOB  Telephone  Email

Address  City  State  Zip

Unit Name  Unit#  Date Enrolled

25 Club Member  Select  Division  Members sponsored in Current Membership Campaign

Currently Officer  Select  Past Governor/Regent  Select  Year Served

Regularly attends Lodge/Chapter meetings  Select  Regularly attends District Meetings  Select

District Offices Held

Currently District Officer  Select  Current District Position

In Microsoft Edge you click the  icon. The remaining steps are the same as Chrome.

**Step 2** – Access the saved document on your computer.

Locate the document where you saved it. Since it was saved in this example on the



Desktop we can double click it to open it.

The document will be displayed in Adobe Acrobat as a fillable form.

**Step 3** – Complete the form.

CALIFORNIA/NEVADA MOOSE ASSOCIATION  
ASSOCIATION APPLICATION & INFORMATION SHEET

Association Secretary, PO Box 207, Port Hueneme, CA 93044  
Phone (805) 338-1305 FAX (805) 486-5113  
Email [canvmoose@yahoo.com](mailto:canvmoose@yahoo.com)

SAVE

PRINT

SUBMIT

Year

**PLEASE READ:** If you wish to be considered for any office or committee in the *California/Nevada Moose Association* this form **MUST** be filled out in its entirety & returned to the Association Secretary **NO LATER THAN JULY 15<sup>th</sup>!**

**NOTE:** If you wish to have your name placed before the Nominating Committee for an elected position on the Executive Board, a letter indicating the position desired, along with a typed **resume** must accompany this information sheet.

*Office you wish to be considered for*

District #  Name  Moose ID#  Spouse's Name   
DOB  Telephone  Email   
Address  City  State  Zip   
Unit Name  Unit#  Date Enrolled   
25 Club Member  Select  Division  Members sponsored in Current Membership Campaign   
Currently Officer  Select  Past Governor/Regent  Select  Year Served   
Regularly attends Lodge/Chapter meetings  Select  Regularly attends District Meetings  Select   
District Offices Held   
Currently District Officer  Select  Current District Position

Notice that the form has blue boxes which indicate the fields that can be populated. If a field is mandatory it will not allow you to save the document until that field is completed.

**NOTE** - For the California Nevada Moose Association forms, we have made some fields easier to use. See the item entitled CNMA Form Fields for additional information.

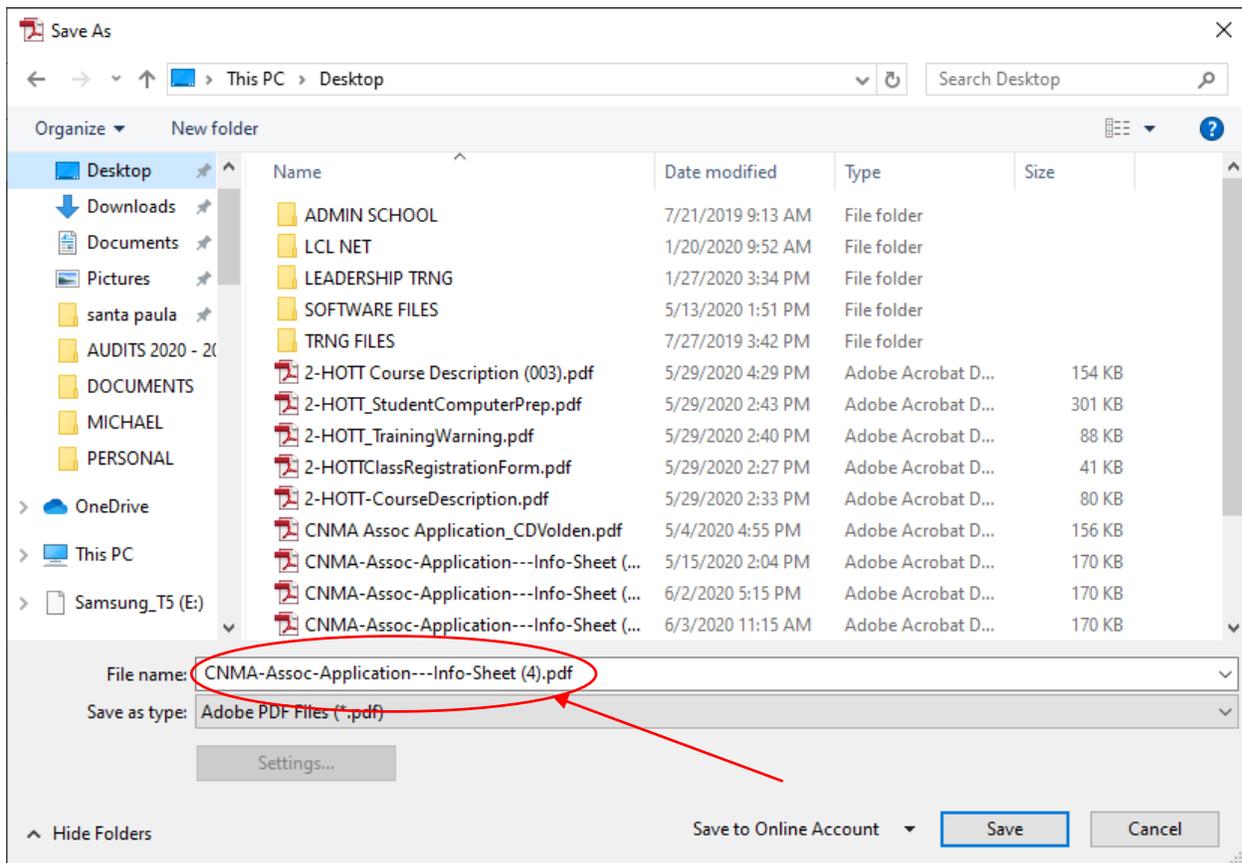
It is easy to move through the fields by using the Tab key on your keyboard.

**Step 4** – Save the document.

There are two ways the document can be saved. You can click the  “Save”

SAVE

icon at the top of the screen in Adobe or you can click the “Save” field box on the form itself. For some users, this box may not work.



Just as before you will save the document to your computer in a location of your choosing. It is best to save the document with a different name than the automatic “File name:” field has populated which is original blank uncompleted form.



The “Print” field box will allow the user to print the document they have completed.



The ”Submit” field box will allow the user to send the document directly to the Association Secretary’s email address.

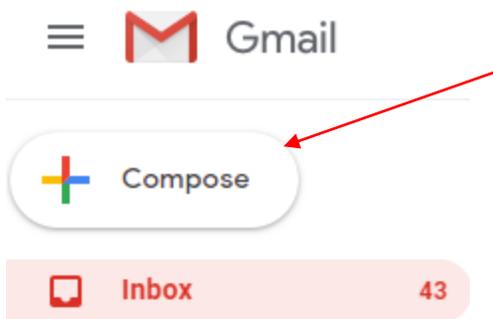
**NOTE: It is possible that this box will not work for some users. If it does not then an email will need to be created using whatever mail program the user uses which will require them to attach the document to the created email.**

Another option is to click the email address at the top of the form.

When the email address is clicked if you are using Microsoft Outlook it will automatically create the email and enter the applicable address on the form. It should be noted that the CNMA has specific requirements on who the form should be emailed to, however the Association Secretary will always need to have the form so make sure that you also enter the email address of the designated Board member.

Here is an example of sending the form via email using Gmail after it has been saved using the instructions provided above.

After opening your email using your Gmail account, select “Compose” as shown below:



The “New Message” box will appear:



Complete the “New Message” fields as provided:

**To** - is the email address for the individual

Notice there is a Cc and Bcc that can be clicked to also add another Recipient. This is shown in the example below

**Subject** – This is needed so the recipient knows what the email is about

**DISTRICT INFORMATION SHEET**

canvmoose@yahoo.com, vicepres@yahoo.com

**DISTRICT INFORMATION SHEET**

Enclosed is the District Information Sheet for District 11.

If you have any questions please call John Smith at 888-885-6895.

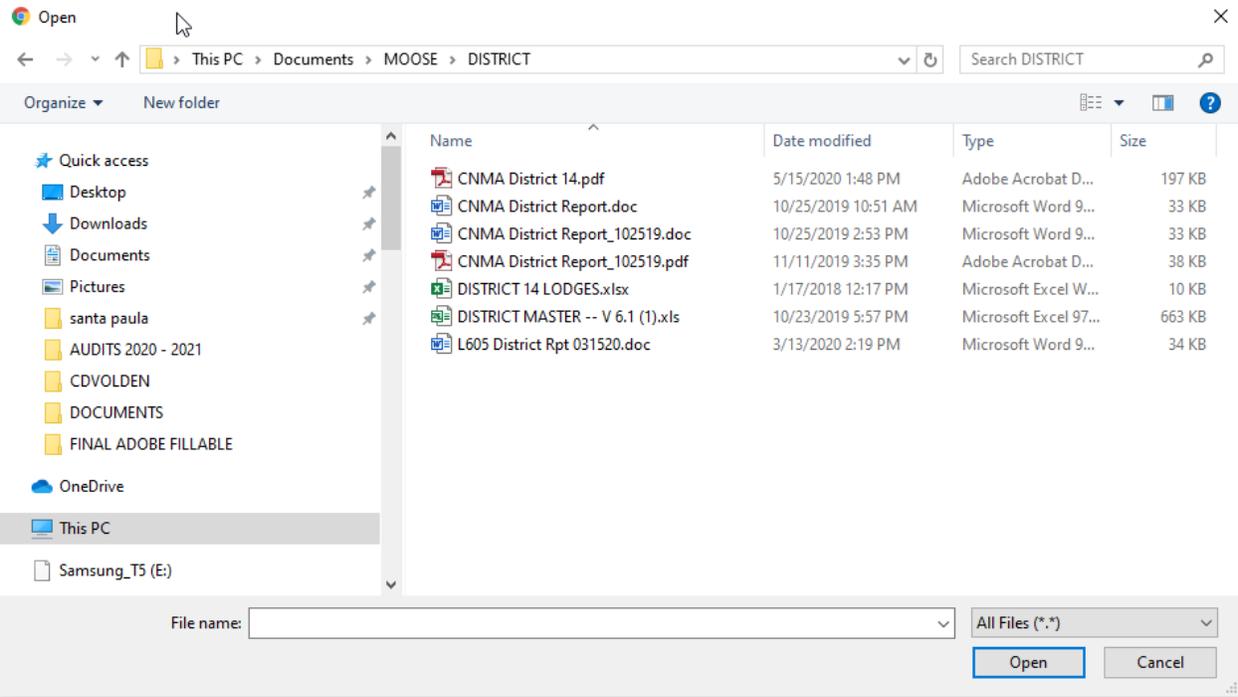
John

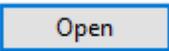
The example above shows the completed information.

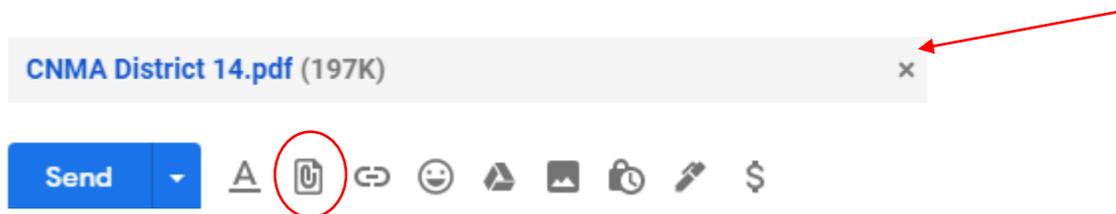
The bottom of the New Message is shown below:



To attach a document, click the  "Paper clip". The following will appear:



This dialog box displays your computer where you must locate the document that you want to attach to the email. You can attach the document by selecting it in the window and clicking  “Open” or simply double click the document and it will be attached to the email. Be sure and wait until the document shows as attached to the email.



Next click the  button to send the email.

You should see an acknowledgment that the email was sent.



The message can also be viewed by clicking “View message” or viewing the sent folder within the email program.

