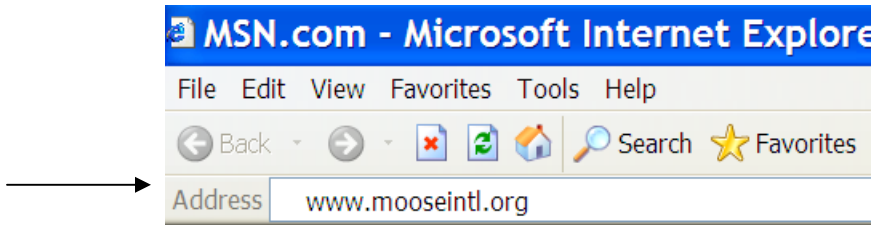


## SAVING AND EMAILING A FILL IN FORM

Moose International (MI) has created many of our required forms (i.e., Community Service Report, WOTM Chapter Audit Report, WOTM Form 166, Lodge Safety Worksheet, etc.) using Adobe Designer. This allows fraternal units to complete the form using Adobe Reader. The form can then be printed, saved or attached to an email and sent to the recipient electronically. This procedure explains how this would be accomplished.

The example used in this procedure will be the Community Service Report that is required to be submitted by all fraternal units.

To access the Adobe fill in form on the MI website, open your internet browser (i.e., Internet Explorer, Netscape Navigator, Firefox, etc.). Enter the MI website address [www.mooseintl.org](http://www.mooseintl.org) into the address bar of the internet browser and hit the **Enter** key on your keyboard.

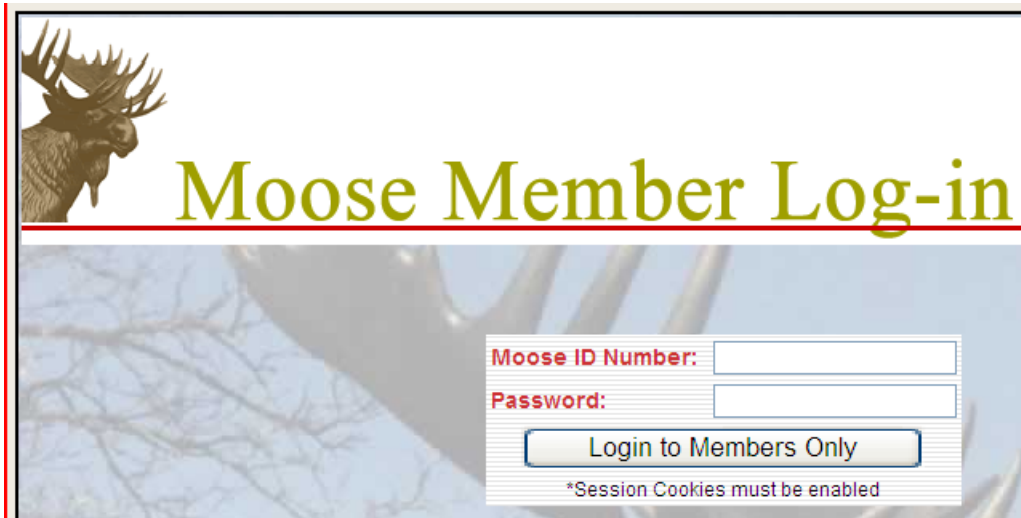


This will cause the MI Home Page to be displayed.



You will need to log into the **MEMBERS ONLY** section of the MI website. This is done by clicking on the **MEMBERS ONLY** item on the left hand side of the page, as displayed above.

This will cause the **Moose Member Log-in** page to be displayed.

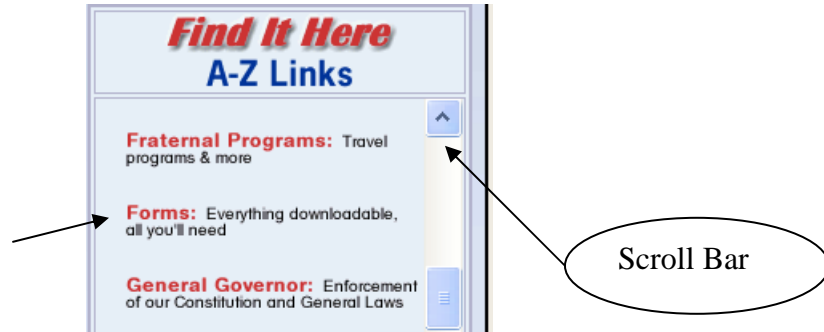


You will need to use the assigned password to access the **MEMBERS ONLY** portion of the site. This password can be found on the Moose Leader in the lower left hand corner of the cover page. Enter the **Password** and click **Login to Members Only**.

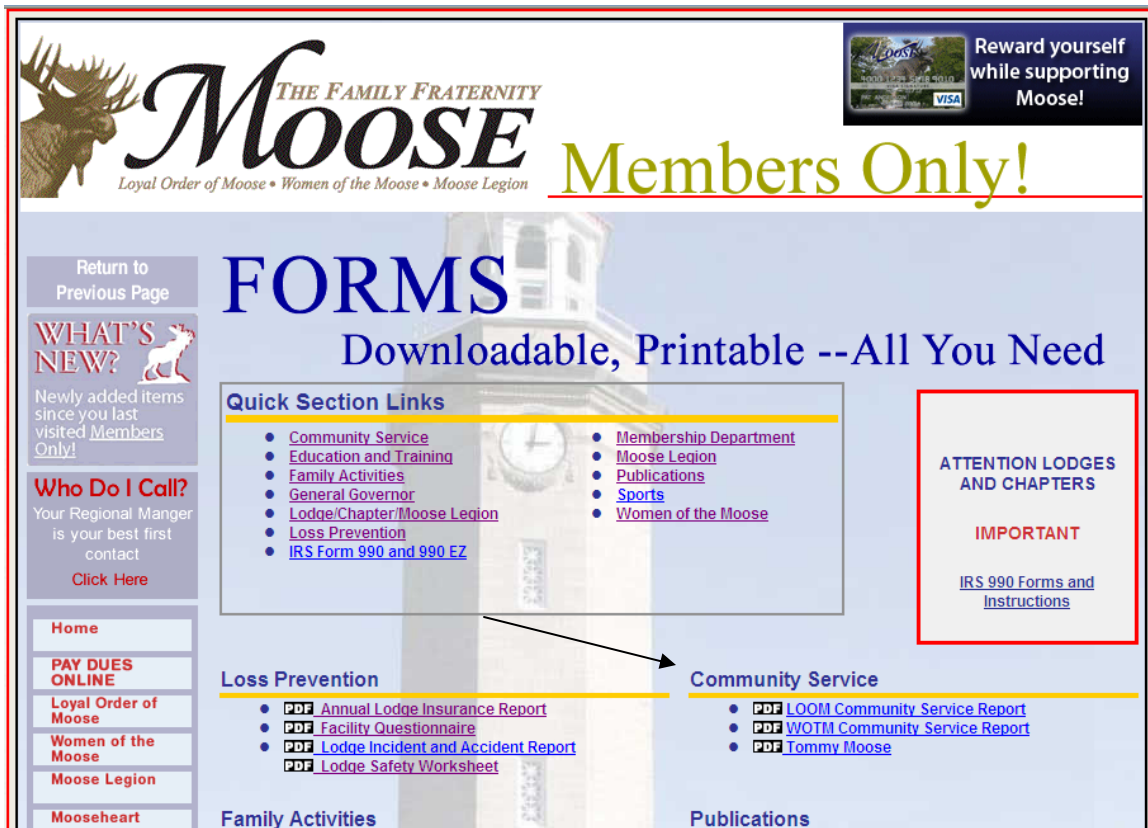
This will cause the **MEMBERS ONLY** section to be displayed.



Forms can be found in the “*Find It Here A-Z Links*” section on the right hand side of the page. This scrollable section has many items to choose from. Using the scroll bar on the right hand side of this section scroll down to the item entitled “**Forms:**”



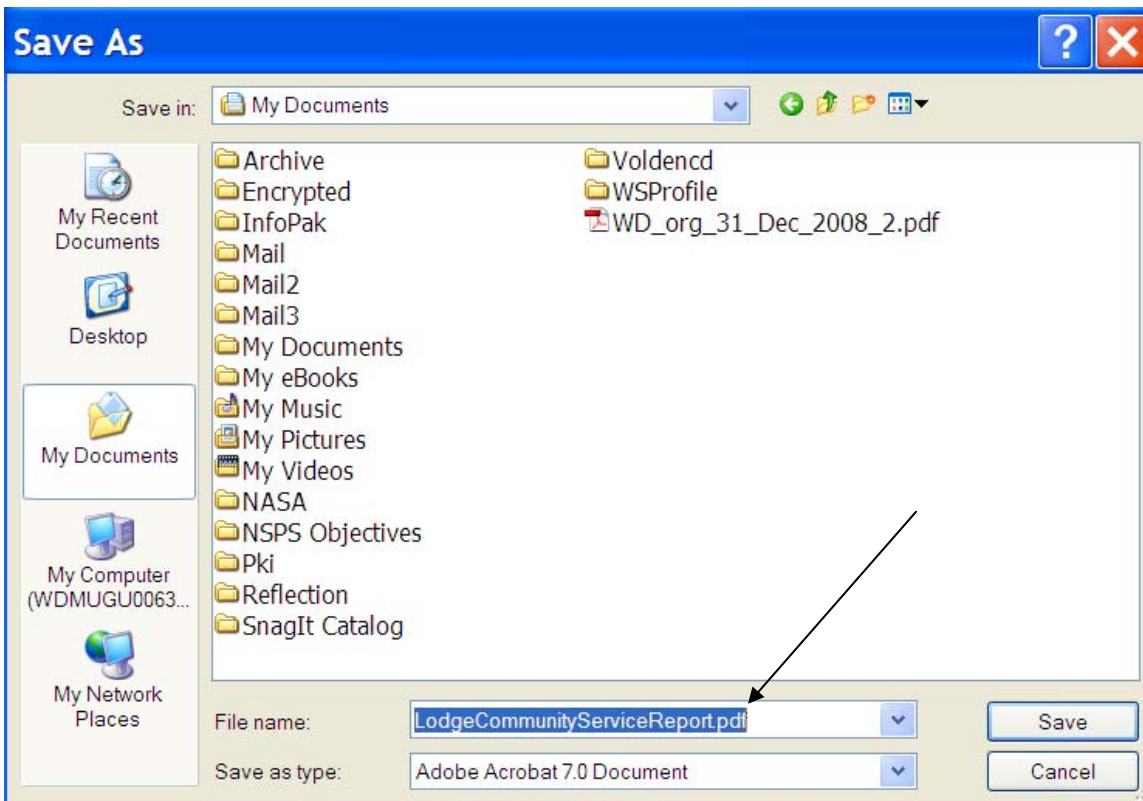
Click on the **Forms:** item. The following screen will be displayed.



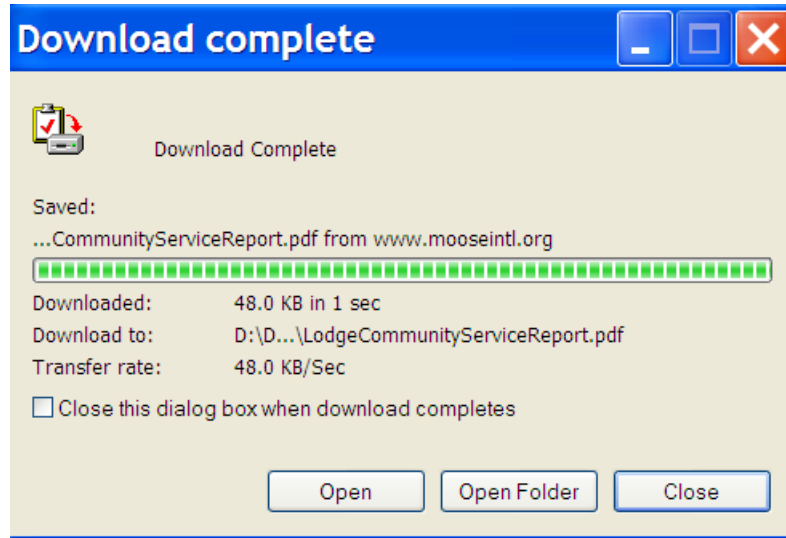
Locate the **Community Service** section of the site. Click on the applicable form to display it in your computer. **NOTE:** You can also right click with your mouse and select “**Save Target As...**” and save the form to your local computer. This is a good thing to do since this form is required to be completed 4 times per fraternal unit year. Saving it to your local computer will allow you to retrieve it and complete it as required.



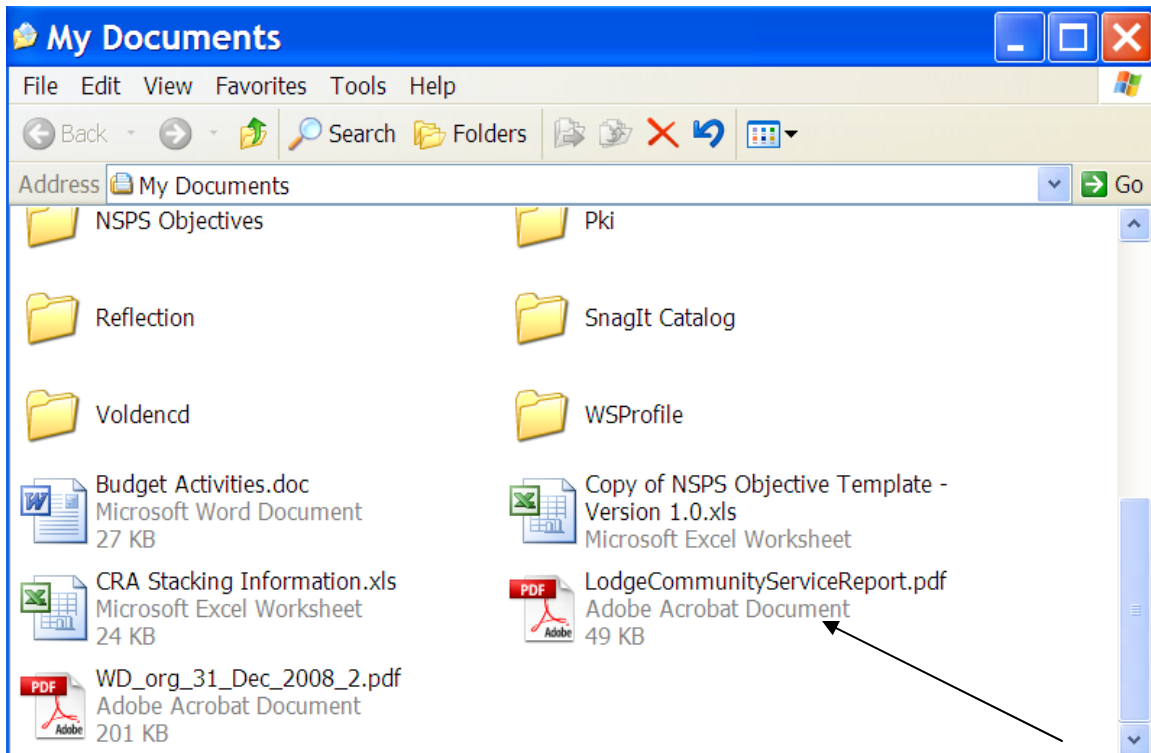
When you right click on the item in the screen the above pop-up window appears asking you what you want to do next. Selecting **Save Target As...** causes the following dialog box to be displayed asking you where you would like to save it to. To select a location choose one of the Icons on the left hand side of this window. In this example I have chosen **My Documents**. Notice that the name of the report is already displayed in the **File name:** field in the window.



Click the **Save** button to save this report into the **My Documents** folder of your local computer. After successfully saving the form, the **Download complete** window will be displayed. You can open the report by clicking the **Open** button in the Download complete screen or clicking the **Open Folder** which will open the **My Documents** folder so you can select the report.



If you elect not to open the document using this window (and you choose the **Close** button) you can retrieve the form by going to the **My Documents** folder and double click the report within the window.

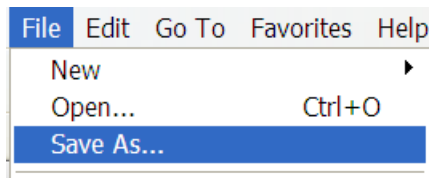


When you open the report it opens in Adobe Reader as a fill in form.

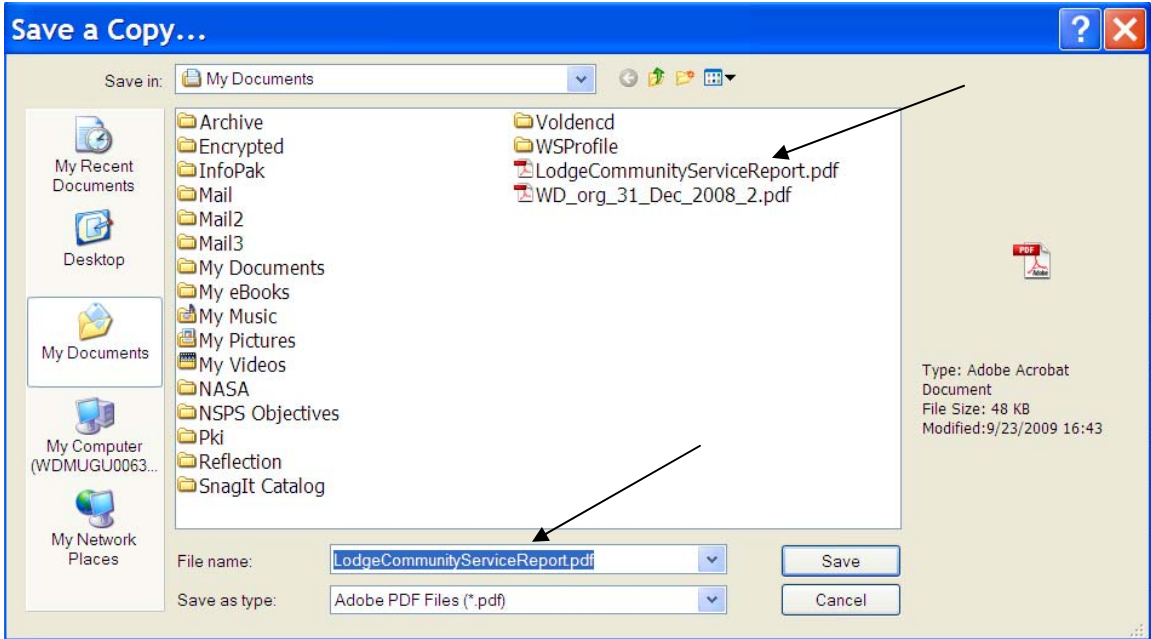
The screenshot shows a web browser window with the address bar displaying <http://www.mooseintl.org/portal/forms/ComSvc/LodgeCommunityServiceReport.pdf>. The browser's menu bar includes File, Edit, Go To, Favorites, and Help. The address bar also contains a search icon, a star for Favorites, and a Go button. The page content is a PDF form with a purple header that says "Please fill out the following form." and a "Highlight Fields" button. The form itself has a white background and features a moose silhouette on the left. The main title is "COMMUNITY SERVICE REPORT ENDING" with a sub-note "(Please check one below)". Below the title, it says "Please complete & mail to: Community Service Report, Dept. of Fraternal Programs, 155 International Dr., Mooseheart, IL 60539-1126 Fax to: (630) 966-2208". There are four radio button options for dates: "July 31, 20\_\_", "October 31, 20\_\_", "January 31, 20\_\_", and "April 30, 20\_\_". Below these is a line for "LODGE NAME \_\_\_\_\_ ST/PR \_\_\_\_\_ LODGE NO. \_\_\_\_\_". A note reads: "List Community Service during the past quarter: (Note: Do not include activities which are limited in scope or benefit to the members of your lodge and/or their families.)". The first item is "1) MOOSEHEART/MOOSEHAVEN: (INCLUDES ALL DONATIONS THROUGH MOOSE CHARITIES IN SUPPORT OF MOOSEHEART AND MOOSEHAVEN)". There are two horizontal lines for additional text.

To complete the report, simply click in each applicable field and populate it with the appropriate information. After you have successfully completed the entire form it will be necessary for you to save the form so that it is saved with the information that you populated in the form. You will be required to give the form a **new name** in order to save it as the completed form versus the blank form you already saved in the **My Documents** folder with the title *LodgeCommunityServiceReport.pdf*.

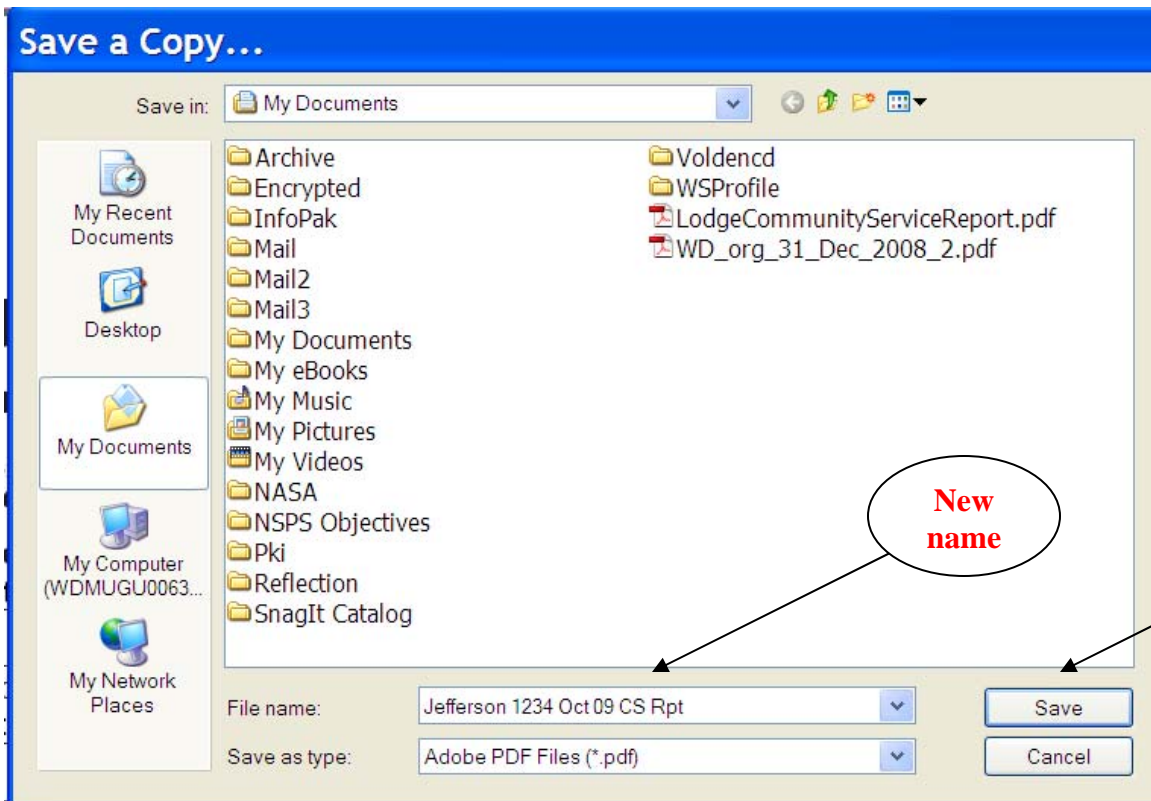
To save the form go to the top of the screen and select **File, Save As...**



The following window will appear asking you where you want to save it and what you want to designate as the name of the completed form.



It is important to remember to save the report with a **new name** because if you look in the window the report is already saved with the name that appears in the **File name: field**. To change the name type in the new name in the **File name: field**. For example, **Jefferson 1234 Oct 09 CS Rpt**. Click the **Save** button to save the file.

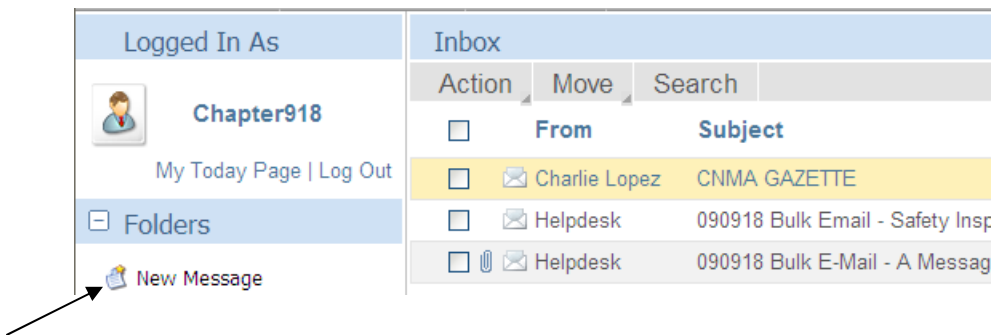


Close out of the report by clicking the **X** in the right hand corner of the Adobe Reader screen.

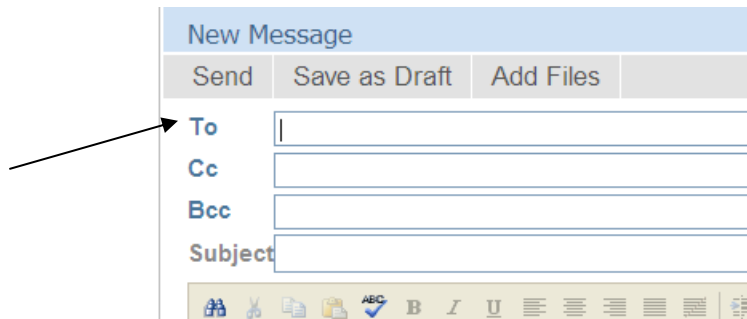
Next we will prepare an email to send the report to MI.

We must use our SmarterMail account to send the report to MI so open your SmarterMail email account. (Specific instructions on accessing SmarterMail can be found using the **Moose SmarterMail Email** procedure on the California Nevada Moose Association website at [www.ca-nvmoose.org](http://www.ca-nvmoose.org)).

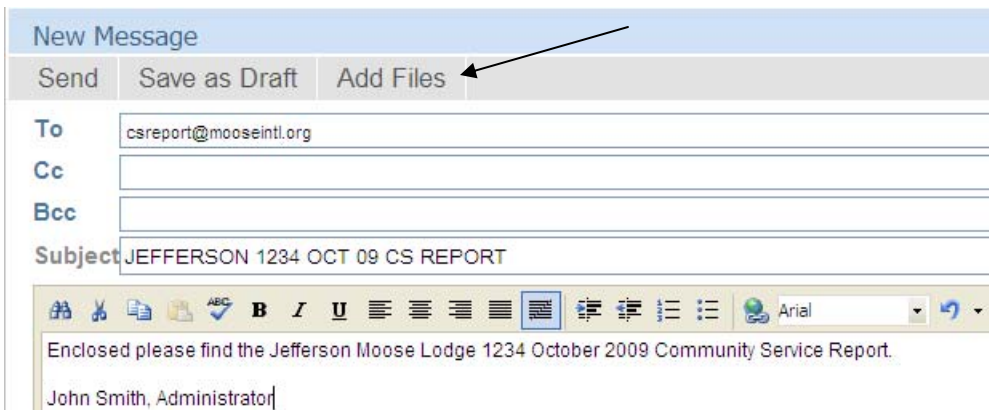
Click the **New Message** selection on the right hand side of the SmarterMail email screen.



This will cause the **New Message** window to appear.



Enter the appropriate “**To**” email address for sending the Community Service Report which is [csreport@mooseintl.org](mailto:csreport@mooseintl.org).



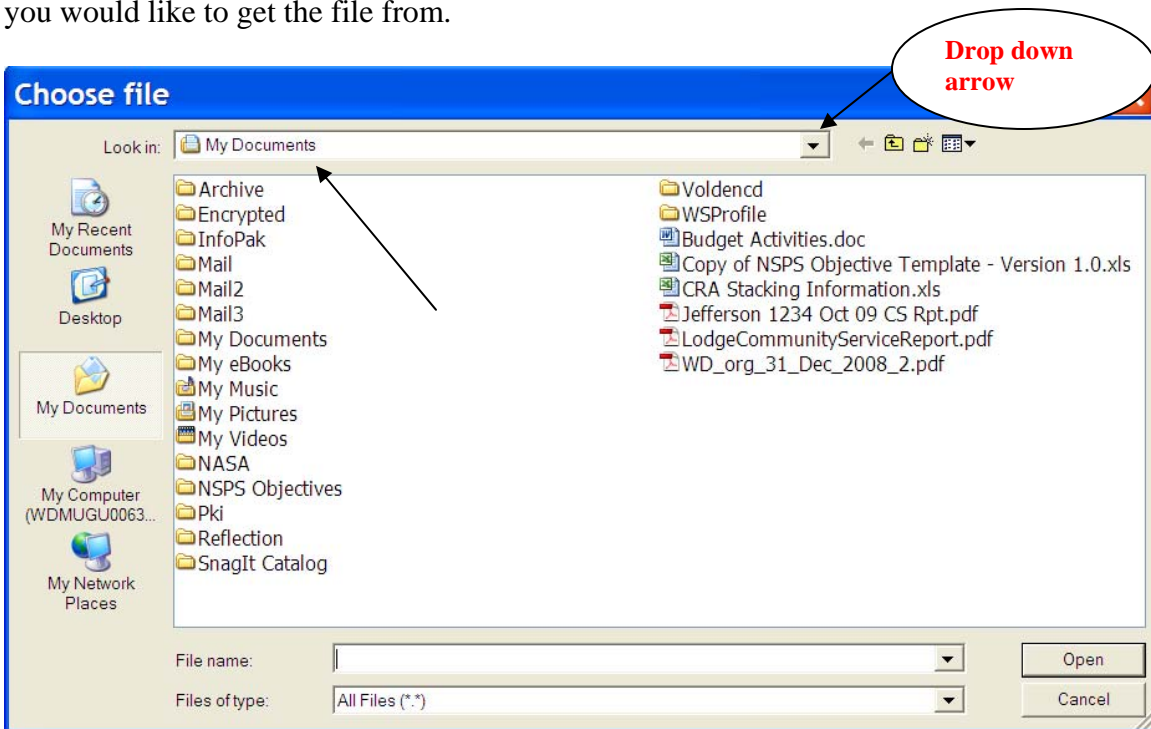
Enter the appropriate **Subject** to identify to MI what report you are sending and some type of message in the message body of the **New Message** as shown in the example above.

Next click the **Add Files** button so that you can find and attach the appropriate report to the email. This will cause the **Files to Upload** screen to appear.



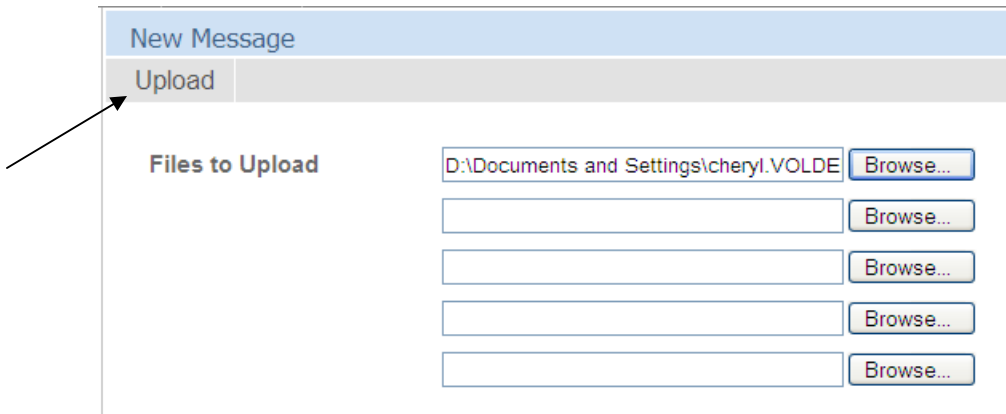
We must locate and upload the appropriate report into the email message. This is done by clicking the “**Browse....**” button. Notice that there are multiple “**Browse....**” buttons because it is possible to attach more than one item to a single email.

When you click the “**Browse....**” button the following window appears asking you where you would like to get the file from.

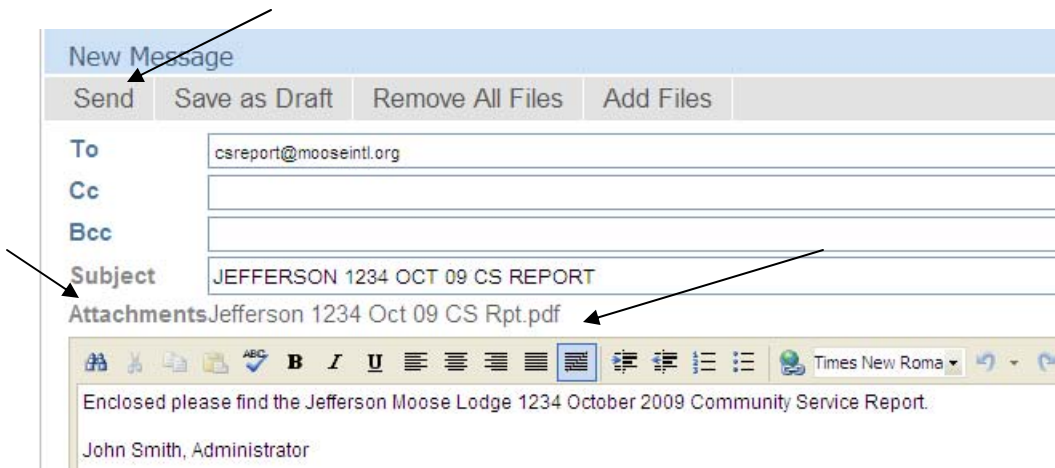


The **Choose file** screen has defaulted to **My Documents**. If your screen does not reflect **My Documents** where we saved the report then use the drop down arrow to select the appropriate folder where the file was saved.

Double click the file you wish to attach and it will be selected and appear in the **Files to Upload** screen. You will not be able to see the entire location within the window as shown below.



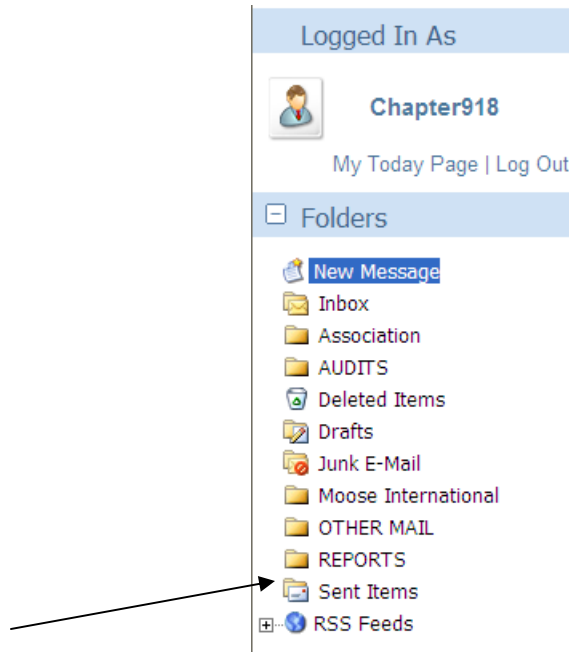
It is very important at this point that you click the **Upload** button to upload the file into the email as an attachment. If you neglect to do this then the file will not be uploaded as an attachment.



Notice that the file is showing in the email as “**Attachments**”.

To send the report, click the **Send** button.

After the email has been sent, you can click the **Sent Items** folder to view the sent email.



A verification email should be received within 48 hours notifying you that the report has been received.

**NOTE:** Another way to verify that your email was sent is to put your fraternal unit email address in the **CC:** field of the email so that a copy of the email is sent back to you.

