Filling out Reference Forms 2017

Please read this <u>very carefully</u>. It is <u>essential</u> for the successful completion and e-mailing of the reference form.

Adobe or Acrobat Forms are electronic documents that are often used to gather information about applicants, candidates, etc, in an application or submission process. In 2017, all Reference forms used for Race Officials First or Renew Applications are Adobe or Acrobat Forms. They are easy to use, provided you follow some simple guidelines.

1) You need a recent version of Adobe or Acrobat Reader (9, 10, 11 or DC). This is the same free application that is used to read a regular PDF document (that is *not* a form). It is available on most PC's and Mac's, under most systems. The latest version (Adobe Acrobat DC) can be downloaded from http://get.adobe.com/reader/.

2) Mac users: make <u>absolutely</u> sure to use the Adobe or Acrobat Reader from the Adobe web site (downloadable for free). The *original* PDF reader (or viewer) on some Mac systems is not intended for filling out Adobe or Acrobat *Forms*. Nor is the PDF reader on most tablets.

3) Blank Adobe or Acrobat Forms can be obtained in many ways: as attachments to e-mails from World Sailing, downloaded from the World Sailing web site, or simple copying from another location.

4) Never fill out an Adobe or Acrobat Form stored on-line on a web site, nor when it is still attached to an e-mail, if you received it by e-mail. In all cases, make sure to save the blank Adobe or Acrobat Form to any folder on your hard disk, or on your desktop, and fill it out from the saved location. You may also want to make a copy of the blank Adobe or Acrobat form before starting to fill it out.

Filling out the Reference Form

Make sure to obtain the following information from the applicant:
1) Family Name
2) First Name
3) SailorID
4) Any additional information required (event, venue, etc.)

After opening the blank form with the Adobe or Acrobat Reader, you can navigate to all "fillable" fields of the form, using the tab key to advance, shift-tab for reverse, or your mouse, and fill those fields. Mandatory fields are highlighted in red.

1) SailorID: this field is mandatory. World Sailing cannot accept reference forms without SailorID. Make sure to obtain it from the applicant.
2) Names: please use regular capitalization (first letter only) for names. If the name (family or first) has accents on some letters, we advise you to use the letters without accents, to avoid spelling problems, and facilitate the work of the staff. Make sure not to reverse family name and first name.
3) Some reference forms contain drop-down menus or calendars. These menus greatly facilitate the filling of the form, and provide standard format for data.
4) Leading blanks: make sure not to enter any "leading" blank, or any other character, at the start of any field, especially the name field.

Printing the Adobe or Acrobat Form

After the completion of the Adobe or Acrobat Form, you can print it, together with the DATA, just like any other document, for your records. You can print on paper, on a hard-copy printer. If you have the PDF printer driver, you can also "print" it as a PDF document (form and DATA). But be aware that this PDF document is not a (fillable) Adobe *Form* anymore.

Saving a completed or partially completed Adobe Form

Go to the file menu of your Adobe or Acrobat Reader, and use the "save as" function to save the Adobe or Acrobat Form, together with its DATA, under a filename that contains your name, for example **IJ_Reference_2017_form_John_Jones.pdf** . This file can be re-opened to complete a partially filled form, or to correct some entries, and be re-saved again.

Sending a completed Adobe Form

After saving the Adobe or Acrobat Form with its DATA, simply attach it to a regular e-mail, and send it to raceofficials@sailing.org . The World Sailing Office will acknowledge its receipt.