

Instructions for filling out the forms for State Conference.

1. At the State Conference drop down - click on the form you would like to fill out – Hotel Information
2. Download this form to your computer. After downloading this form you can close the website.
3. Go to your downloads and click on the Hotel Information form.
4. After you open it, in the upper left side is a dropdown which says Tools.
5. Click on Tools, this opens up another list of commands
6. Find the command which says Fill & Sign
7. After you click on this, your curser changes to an automatic form filler.
8. Click on each line, write the information and move throughout the entire page filling in the information you need to input.
9. After you complete this, print your form and it is done!!