

What forms do I complete?

If I am a **new BJFL Club**, then I need to complete the following forms

- #BJFLCRF, #BJFLSEC, #BJFLCWO, #BJFLMAN & #BJFLAGR

If I am an **existing BJFL Club**, with no new teams or changes to existing Club members then I need to complete the following forms

- #BJFLCRF & #BJFLAGR

If I am an **existing BJFL Club**, with changes to existing Club members (CWO, SEC or Managers) then I need to complete the following forms

- #BJFLSEC or #BJFLCWO or #BJFLMAN (depending on who has changed)

If I am an **existing BJFL Club** with new teams then I need to complete the following forms

- #BJFLCRF, #BJFLMAN & #BJFLAGR

Completing the new forms:

All of the forms have 'required' fields, and these should be highlighted in red when you open the form in Adobe reader, these fields **MUST** be filled in otherwise when you hit the submit button at the bottom of the form you will get an error (see below)

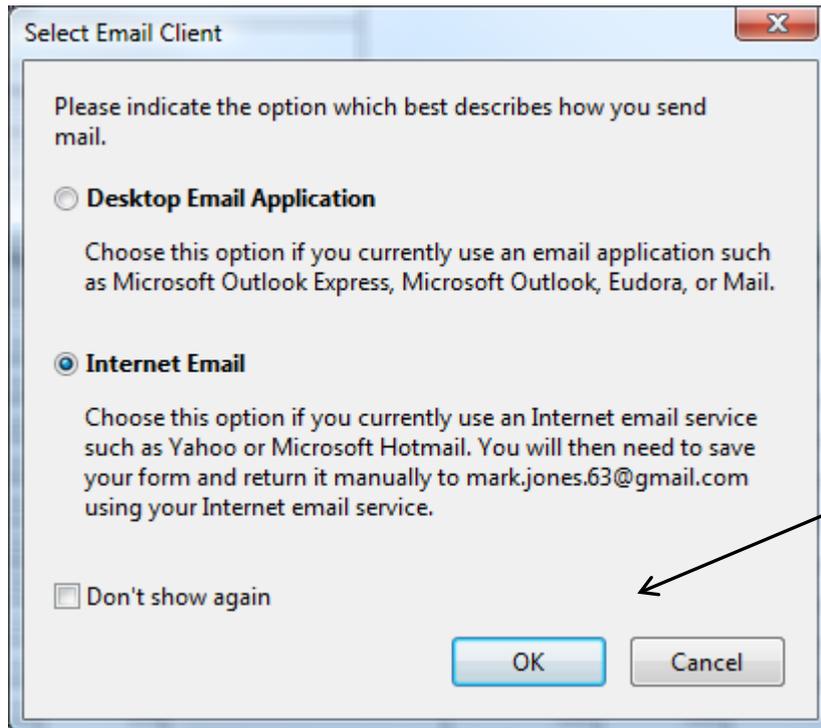


Unless you have a full version of Adobe Professional installed on your PC then you will not be able to save the completed forms, therefore I will be sending completed forms back to you as proof of receipt and also for your own records.

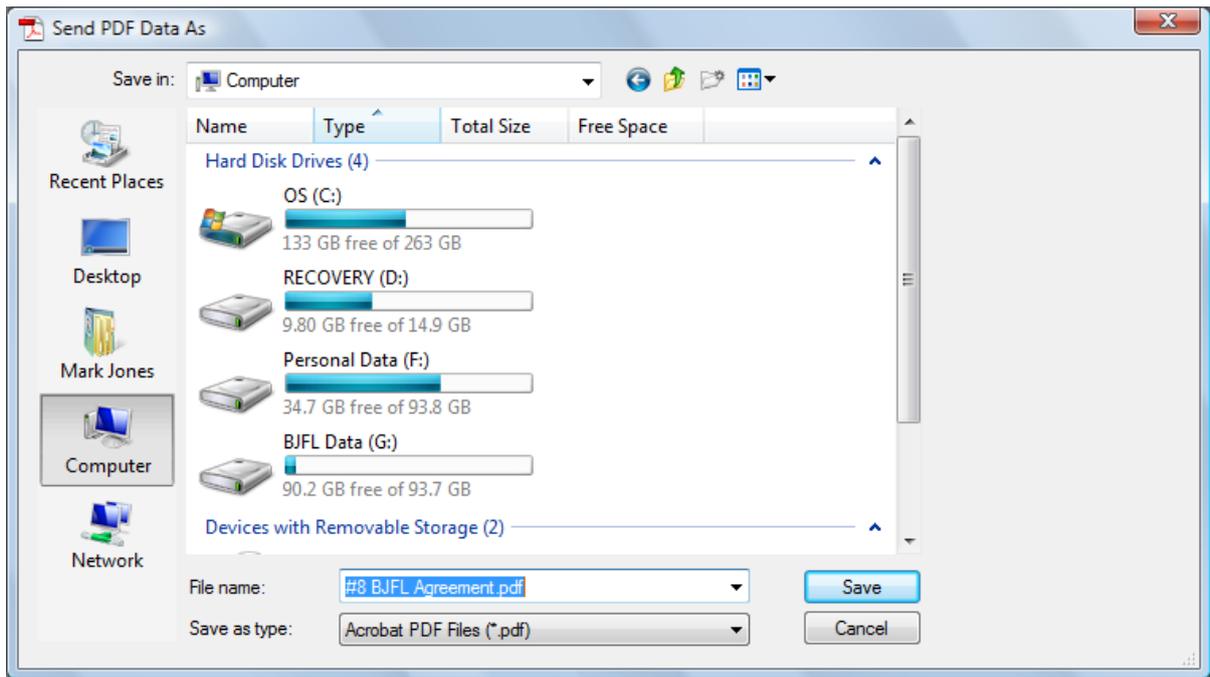
Submitting the completed form:

When submitting the form you will be asked what email method you currently use. Those of you that use a desktop package like Outlook Express or Outlook, will select the first option and the form will be integrated into a 'new mail' item with my email address already included and you just need to send that.

Those of you that use a web based email system, should follow the (option 2 - Internet Email) instructions below.



If you select the 2nd option and press OK then you will be presented with a second window prompting you to save the form to your computer. Give the file a meaningful name (the name of your Club), but make sure that the SAVE TYPE AS: option is selected as PDF, otherwise I will not be able to use the file. Click save and then send me an email (as normal) and attach this file.



**** File naming guidelines:**

#BJFLCRF = nameofclub#CRF

#BJFLAGR = nameofclub#AGR

#BJFLSEC = nameofclub#SEC

#BJFLCWO = nameofclub#CWO

#BJFLMAN = nameofclub#MAN