

Notes on use of "Request for Evaluation" form.

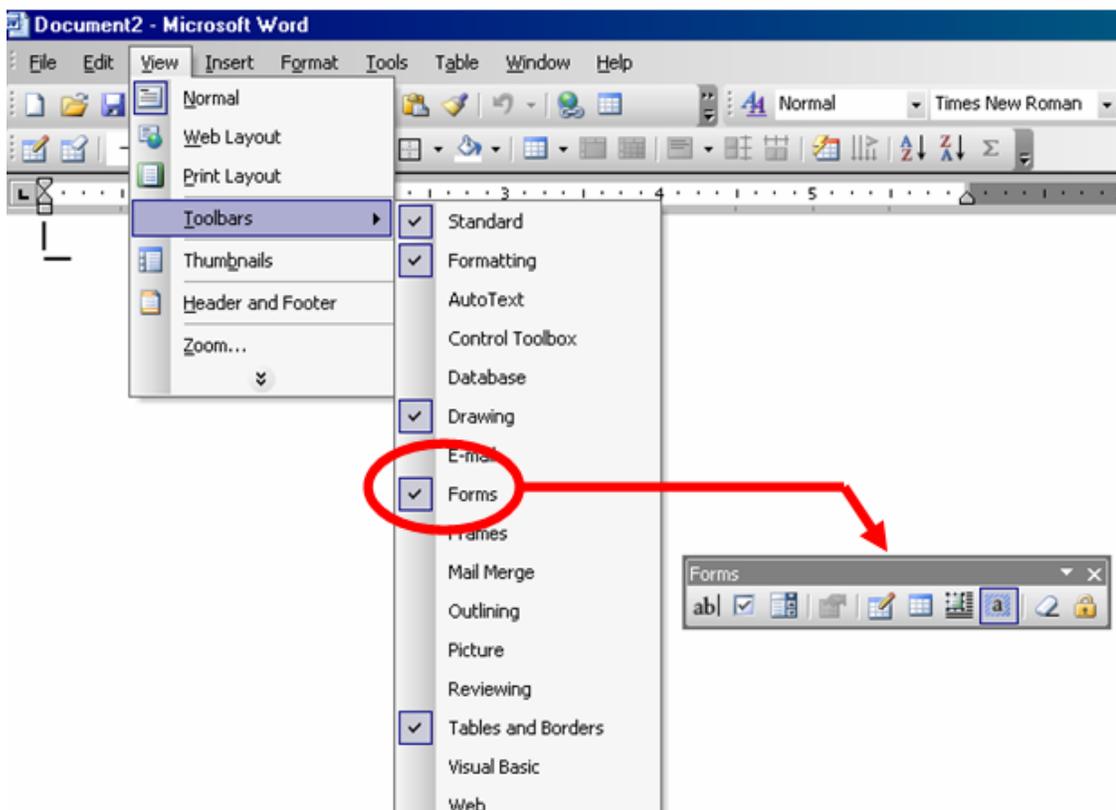
The **"Request for Evaluation"** form may be used by meet hosts to help manage Evaluations for advancement and re-certification at "Officials Qualifying Meets."

If it is used, it is suggested that the form be customized for the meet and be made available to officials that are likely to attend, by posting on a web site, or attaching it to the meet information letter.

The form may be customized as follows:

1. Import and save the form as a word file
2. Open it in MS word
3. "Unlock" the form by selecting the lock in the forms toolbar
4. Modify the meet and mailing/emailing details
5. **"Lock"** and save the form with a meet related file name
6. Post it on a web site that is accessible to prospective candidates. They can fill out the rest of the info field in word, save it, and send it back as an email attachment or print a copy, fill it out and mail it back.

For those with MS Word who are unfamiliar with the forms toolbar: click on "View," then "Toolbox," then click to check "Forms". The "Lock" at the right end of the toolbar, when clicked, will allow the form to be modified. Re locking it will return it to form mode, allowing applicants to check or fill out the form fields without worrying about format. See the examples that follow:



Open the form:

Request for Evaluation

To: Meet Referee,

Qualifying Meet: _____, Meet Dates: _____

Meet Location: _____, LSC: _____

Mail to: _____

or e-mail: _____

or fax: (555) 555-5555

Please consider me for assignments at the above meet so that I may be evaluated as follows:

Name: _____ LSC: _____, USA S Reg # _____

email: _____ Phone: _____

Mailing Address: _____

Then **“unlock”** the form:



Click to **unlock**

Then **“double left click”** on the first form field box to open the **“Options”** dialog area. Type the details in the **“Default”** window and click **“OK”**.

A screenshot of the 'Request for Evaluation' form with the 'Text Form Field Options' dialog box open. The dialog box is positioned over the 'Qualifying Meet' field. The 'Default text' field in the dialog contains the text 'Northern Zone -Winter Sectional'. The 'Fill-in enabled' checkbox is checked. Arrows from the text above point to the 'Qualifying Meet' field, the 'Default text' field, and the 'OK' button in the dialog box.

Request for Evaluation

To: Meet Referee,
Qualifying Meet: _____
Meet Location: _____

Mail to: _____

Please consider me for assignments at the above

Name: _____
email: _____
Mailing Address: _____

Levels

Current Certifications: Stroke & Turn Judge:
Chief Judge:
Starter:
Desk Referee:

Text Form Field Options

Text form field

Type: Regular text Default text: Northern Zone -Winter Sectional

Maximum length: Unlimited Text format:

Run macro on

Entry: Exit:

Field settings

Bookmark: Text39

Fill-in enabled
 Calculate on exit

Add Help Text... OK Cancel

You'll then see:

Request for Evaluation

To: Meet Referee,

Qualifying Meet: Northern Zone - Winter Sectional ,

Meet Dates: _____

Meet Location: _____

LSC: _____

Mail to: _____

or e-mail: _____

or fax: (555) 555-5555

Please consider me for assignments at the above meet so that I may be evaluated as follows:

Name: _____

LSC: _____ USA S Reg # _____

Repeat the "double click," "default text," and "OK" on the rest "form field" boxes to fill in the rest of the Meet Specific details:

Request for Evaluation

To: Meet Referee,

Qualifying Meet: Northern Zone - Winter Sectional ,

Meet Dates: Jan 1-5, 2009

Meet Location: Frigidaire, NP ,

LSC: FN

Mail to: S Claus, 1234 Great White Way, Frigidaire, NP 89910 or e-mail: S_Clause@NP.com or fax: (999) 876-5432

Please consider me for assignments at the above meet so that I may be evaluated as follows:

Name: _____

LSC: _____ USA S Reg # _____

Then click to "lock" the form:



and then save the form as "*NZWS Eval application.doc*" (or other suitable name), and make it available to potential applicants.