

## Notes on use of "Request for Evaluation" form.

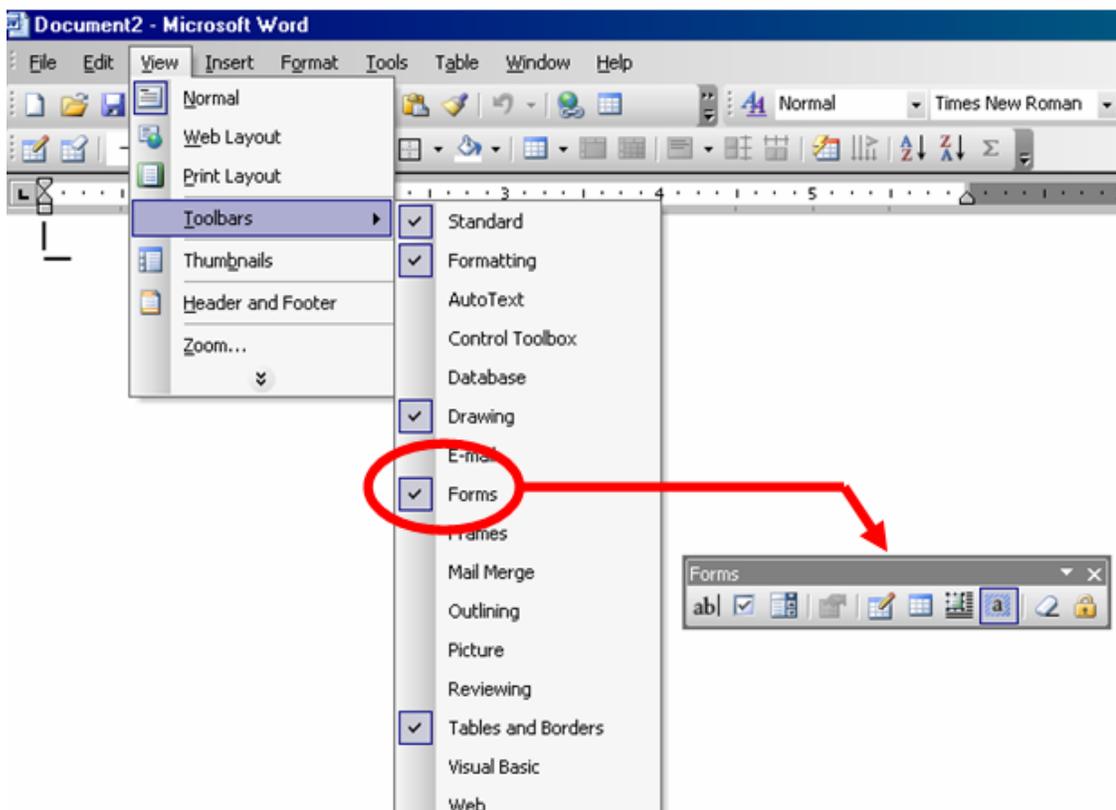
The **"Request for Evaluation"** form may be used by meet hosts to help manage Evaluations for advancement and re-certification at "Officials Qualifying Meets."

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. Arrows from the text above point to the 'Qualifying Meet' field, the 'Regular text' dropdown in the dialog, and the 'OK' button. The dialog box contains the following information:

**Text Form Field Options**

Text form field: \_\_\_\_\_

Type: Regular text (dropdown) Default text: Northern Zone -Winter Sectional

Maximum length: Unlimited (spinner) Text format: \_\_\_\_\_ (dropdown)

Run macro on: \_\_\_\_\_

Entry: \_\_\_\_\_ (dropdown) Exit: \_\_\_\_\_ (dropdown)

Field settings

Bookmark: Text39

Fill-in enabled

Calculate on exit

Buttons: 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.