# Downloading and Completing SMSNJ forms

With the new meeting format, it is important for me to be able to budget the time available for various activities. One of the most important things everyone can do is to download the appropriate form from the club website, fill it out and return it via email to Tom, Chuck and me. It is a simple process, takes no time at all and saves time during the meeting. Most importantly it lets us know how many models and Books & Pubs will be presented at the meeting.
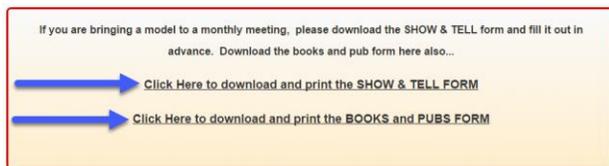
1) Access the club website at: http://www.shipmodelsocietyofnewjersey.org/

2) Click on the link **CLUB RESOURCES** at the top of the page.
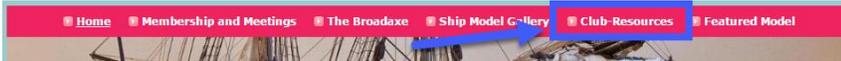
3) Click on the **DOWNLOADS** link at the bottom of the page.
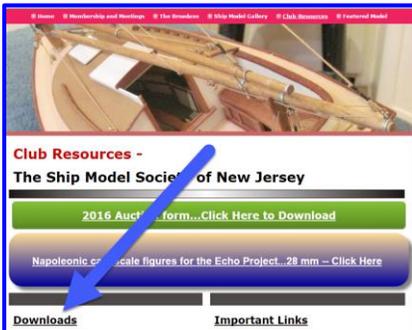
4) Click on the appropriate link for either **SHOW & TELL** or **BOOKS & PUBS**.

5) The form will open in a new window. Notice that there is a light blue shaded area to the right of each field. **Fill in each field with the information requested**.


6) **RIGHT CLICK** your mouse and an options box will open. One of the options is **SAVE AS**. Click this option.

7) In the **SAVE AS** dialog box you need to do 3 things:

   a) In the **FILE NAME** field give the file a name. I start with my **LAST NAME** followed by the **SHIP NAME** and then the **MONTH and YEAR**. For example: **Lavelle USS NEVERSAIL March 2017**

   b) In the field **SAVE AS TYPE** make sure you have selected ADOBE ACROBAT DOCUMENT

   c) Click the **SAVE** button. The file will now be saved and can be sent as an email attachment.
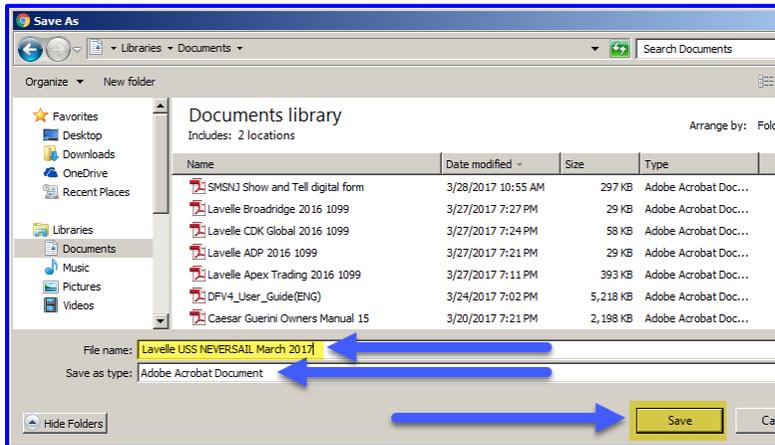
8) Please send an email to **Tom Ruggiero** *with the completed form attached*. Tom's email address is: **TRUGS@COMCAST.NET**

9) Please copy **Jim Lavelle** at **JIM@JMLAVELLE.COM** and **Chuck Passaro** at **CPASSARO@VERIZON.NET** on the email you send to Tom.

Thank you in advance for your cooperation.

Jim