

# New application process

Here is how *all future* applications will proceed:

- 1) Download the application form from the CASEM website. It is found at the bottom of the "*Call for Games*" page in the Member's only section.
- 2) Proceed with filling out the form on your computer (sorry, no tablet format exists yet);
- 3) **SAVE THE FORM!** When you are done, click the bottom left button "*save the file*". This will save it **ON YOUR COMPUTER**. It is not saved on the CASEM server. Your private information is kept protected;
- 4) You can save the form at any time. Even after filling out only a few sections. It is **ALWAYS** editable;
- 5) When you want to return to the form to continue filling it out (because you were not done the first time) or to add more events as you participate and volunteer in new ones or add a course you have completed, you click on your saved form (wherever you saved it) and it opens up. It will look the same as when you saved it last. When you click on a section, it becomes "*live*" and you will be asked if you want to "*edit this form*". When you click to proceed, it activates the form in editable format. Fill out what you need on the form;
- 6) When you are done: **SAVE IT AGAIN!** If you do not and simply close it, you will lose your update. When you save it, it will be a "new" form and file so you will want to re-save it where the first one was. You will want to assure the other one is deleted and the new saved one is your up to date application form;
- 7) When you want to apply for a Game / Event, you need to open the form, it asks if you want to edit (say "yes") and you indicate in the top section what details you want: game / event, position applied for.....**SAVE IT AGAIN!** It is now updated again. As with the previous comment on editing, you need to delete the other form you had saved. Only have one , latest update, form saved on your computer. It will always be the link to activate and bring an editable version. To send it to Dawn at the CASEM office, see number 8.
- 8) You are ready to send it with the Game and position detail all finalized in the top section. Open it again and indicate you want to edit it. Head all the way down to the bottom right. Find the "Export to PDF" button and click it. It will present a printer type set up. Don't print it. The bottom of the newly opened window should show the active button "PDF". Find it and click it. You will now be asked where you want to "save" the file as PDF on your computer. This is the one you attach to an email and send to CASEM office. When it is saved it is a final, non-editable version finishing in ".pdf". You already have the same version live with the file finishing in ".html". This is the one to open up in the future for other events or to update. Do not send the .html file to head office.

It might sound ominous but this will streamline all future applications. After you fill it out with as much detail as possible and save it, you will be a few clicks away from sending it in for all future Game / Event application. You can update it at any time you want. Your personal data is always saved on your computer, not on the CASEM website or any online server.