

Suggestions for completing the Chapter Challenge Reporting Form

FILL OUT CHAPTER CHALLENGE REPORTING FORM ELECTRONICALLY

1. On the “Documents Page”, open the Chapter Challenge Form. It is listed as **Electronic Form** WORD document.
2. **Save the Microsoft Word document** to your PC. Go to ‘File’ ‘Save As’ with an appropriate name, e.g., (chapter name)-Chapter Challenge-(year).doc; and then save it where you can find it later such as in you’re **My Documents** folder.
3. **Fill out form** by using your TAB key (forward) or SHIFT-TAB keys (backward) to maneuver between data fields.
4. When finished **‘Save’** your document one last time; ‘Close’ or exit the document.
5. **Send the file via e-mail attachment** to your FLSSAR Regional Vice President.

Some Notes about Microsoft Word:

The **Electronic Form** WORD Document was written as a Microsoft Word 2010 document (.docx) and was saved as a 97-2003 document (.doc) so a person using Microsoft Office Word 2000 can open it.

To open a Microsoft Word 2010 **.docx** or **.docm** file using Microsoft Office Word 2003, Word 2002, or Word 2000, you need to **install** the Microsoft Office Compatibility Pack for Word, Excel, and PowerPoint 2007 File Formats and any necessary Office updates. By using the Compatibility Pack for Word, Excel and PowerPoint Open XML File Formats, you can open, change some items, and save Word 2010 documents in earlier versions of Word. You can do a Google search for the Compatibility Pack – OR – we last found it at <http://office.microsoft.com/en-us/word-help/open-a-word-2010-document-in-an-earlier-version-of-word-HA010370115.aspx>

As with many things in life, there are plusses and minuses using different types of forms.

Using the Adobe Reader form, you can NOT save a completed and filled out copy on your computer, unless you own Adobe Acrobat at \$139.00 or Acrobat Pro at \$199.00 or Acrobat Suite at \$799.00. This leaves the user of the Chapter Challenge form in PDF Format of only one option. In that it can NOT be saved with any of the data you have entered, the form needs to be completed in one sitting. No going back to finish it tomorrow. When ALL the data has been entered, you need to print it. Now you can fill in your totals. If you want a copy for your records, you need to make a copy. With the document completed, you can NOW mail it to your Regional Vice President.

Using the Chapter Challenge Reporting Form that was created as a Word Document as described above also has its own challenges. For one, the document is protected, so the only areas where you can enter ANYTHING are the grey shaded areas.

At the top of the form, where you type in your Chapter name, Contact person, and phone number, the gray shaded areas can expand to fit your needs.

On the right hand side of the form, under Total Points, is where the person completing the form needs to enter the points earned for each item. If NO Points were earned, please enter a “0” (zero) on that row (**Very Important**). If this was a spreadsheet, the column under “Total Points” would be Column E.

At the bottom of pages 1, 2, 3, and 4, in the same Column "E" as "Total Points" is a formula. It is on the same Row as the Page Number. With your assistance, this will total the points on that page. With your mouse pointer over what is now a "0", do a right click and choose "Update Field". Unless you have failed to place at least a "zero" (0) in every shaded cell in the column, your total for that page will be displayed. If you change any of your answers on the page, you will need to perform the same function again to update the page total.

The function of placing your mouse pointer over what is now a "0", do a right click and choose "Update Field", must be performed on EACH page, 1 thru 4. If you change any of your answers on any page, you will need to perform the same function again to update that page total.

After ALL of the pages have their own Total, go to page five (5), and on the same Column "E", next to "**Chapter Allocated Points – Total**", place your mouse pointer over what is now a "0", do a right click and choose "Update Field". If you change any of your answers on any page, you will need to perform the same function again to update that page total AND the "Total" Calculation.

The Chapter Challenge Reporting Form now needs to be saved as described above, and e-mailed as an Attachment to your Regional Vice President.

After the Regional Vice President has added his Points on Number 45, he will need to perform the same task. On page five (5), and on the same Column "E", next to "**Chapter Points – Grand Total**", place your mouse pointer over what is now a "0", do a right click and choose "Update Field".

The document can now be saved and then sent as an Attachment to the Chair of the Chapter Challenge Committee.

We hope this is a little easier than the PDF File, but with both available you have your own choice.