HOW TO USE OUR PDF FORMS

** IMPORTANT: You must have ADOBE READER DC installed on your computer to use our Emailable Form Submit option**

Most forms, including our new show report can now be filled out online and submitted via email to the show secretary. You can still print off the forms , fill them in manually and submit them via normal mail if you so choose.

For those wanting to fill out forms online, please be advised you must have Adobe Reader installed on your computer. At the moment, the newest version of Adobe Reader software is version DC If you are running an older version of Adobe Reader you will not be able to open and use the forms. Please download the newest version here ADOBE READER DC. It is free and a very fast download.

If you are running Windows XP or Windows Vista please be advised Microsoft is no longer supporting these operating systems and you may still have issues using the online forms. Please visit the Adobe website for troubleshooting tips.

How to submit a form: If you are using Internet Explorer

After filling out our online forms, you can hit the submit button. You will then be given an option to use your 'default email client' or 'webmail client'.   If you use Outlook, or MS Mail, your software program will open up and your form will be attached and all you need do is hit the send button. If you do not have a default mail client and use webmail, such as Gmail, Hotmail, Yahoo... you will need to SAVE the form to your desktop. Then login to your webmail, open a new email and ATTACH the PDF form that you wish to mail. I always recommend saving it to your desktop as its very easy to find there.

How to submit a form: If you are using Microsoft Edge

The latest Win10 update has installed Edge as a default browser on most computers. You can go in to settings and CHANGE your default browser back to IE and this will solve the problem. You can open the form in Edge and fill it out but you will NOT be able to use the Submit button. Instead you can fill it out and SAVE the form to your computer and then email it directly to Norma Padgett at apapoints@gmail.com

How to submit a form: If you are using Chrome

Chrome decided recently to no longer support browser plug-ins like the Adobe PDF viewer. You can open the form and fill it in, but the submit button will not work. The best work around is to download the form, save it to your desktop and then open it in Adobe Reader and it should work just fine. For those who are tech savvy, you can do the follow:

Google Chrome:
1) Open the Chrome menu (three dots on right side of address bar
2) Select Settings

3) Scroll to the bottom of the page and select Advanced Settings
4) Scroll down to Privacy
5) Select Content Settings
6) Scroll to the bottom of the page and select PDF Documents -
7) Click Download PDF files instead of opening them in Chrome.

OTHER OPTIONS

If you are still having problems, you CAN open the Show Report and save it to your computer. Then open it later on in Adobe Reader and fill it out and attach it to an email and send to **apasecretaryadkins@gmail.com**

You can also open the Show Report and right click and print the entire report and fill it out manually and pop it in an envelope and mail it to the APA office at

AMERICAN POULTRY ASSOCIATION --PO BOX 9--LUCASVILLE OH 45648

If you have any questions please feel free to contact me