



GWRRRA Rider Education



FORM INSTRUCTIONS

There are many of you having problems in filling out the new inter-active Rider Education Activity Report, or any other form for that matter, here are some basic instruction to help you complete these tasks.

Go to www.gwrra-ildistrict.org to get to the District's website

On the left hand side are some boxes, left click on Forms.

Scroll to the bottom of the page, and left click on Rider Education Activity Report (N.6) to open the form, then click on Open to fill out the report with all your information.

Once all of your information is filled in, then left click on the File box in you computer's tool bar.

Left click on Save As, when the box pops up, it should say Save in. This should say My Documents, if it doesn't, left click on the arrow, and choose My Documents.

At the bottom of the box it should say File name:, this should read: N.6 Rider Education Activity Report Rev2_07_06. If not, left click on the arrow and scroll until you find it, and click on it.

Also at the bottom of the box, it should say Save as type:, this should say Word Document.

If it doesn't, left click on the arrow and scroll until you find it, and click on it.

Then click on Save, and the form should be save to you computer in the My Documents section, and should be easy to find.

Now close this screen out, a box will pop up that says this document has been modified, do you want to save changes? Left click on no, this will clear the document for the next time you need to use this form.

Now left click on Start, and go to My Documents.

Right click on the icon for the document that you just saved to your computer, and put the curser on the Send box, and then put the curser on the Mail Recipient box, and left click on it.

A regular looking email page will appear. In the To line, address this page to me.

Make sure that in the Subject line, it says something about mailing the form you just selected.

In the Attach line, it should show the form number and name that you selected.

Now hit send, and hopefully everything will work, and I will get a copy of the form that you just sent out.

I will always send out a recognition to the fact that I received your report within a few days.

Hopefully this will work for each and every one of you, and if you have any problems, or need anything, as always, please holler.

Ride Safe, and we will see you sometime, somewhere.

Steve Hatten

Sr. Illinois District Educator