

Notes on use of "Request for Evaluation" form.

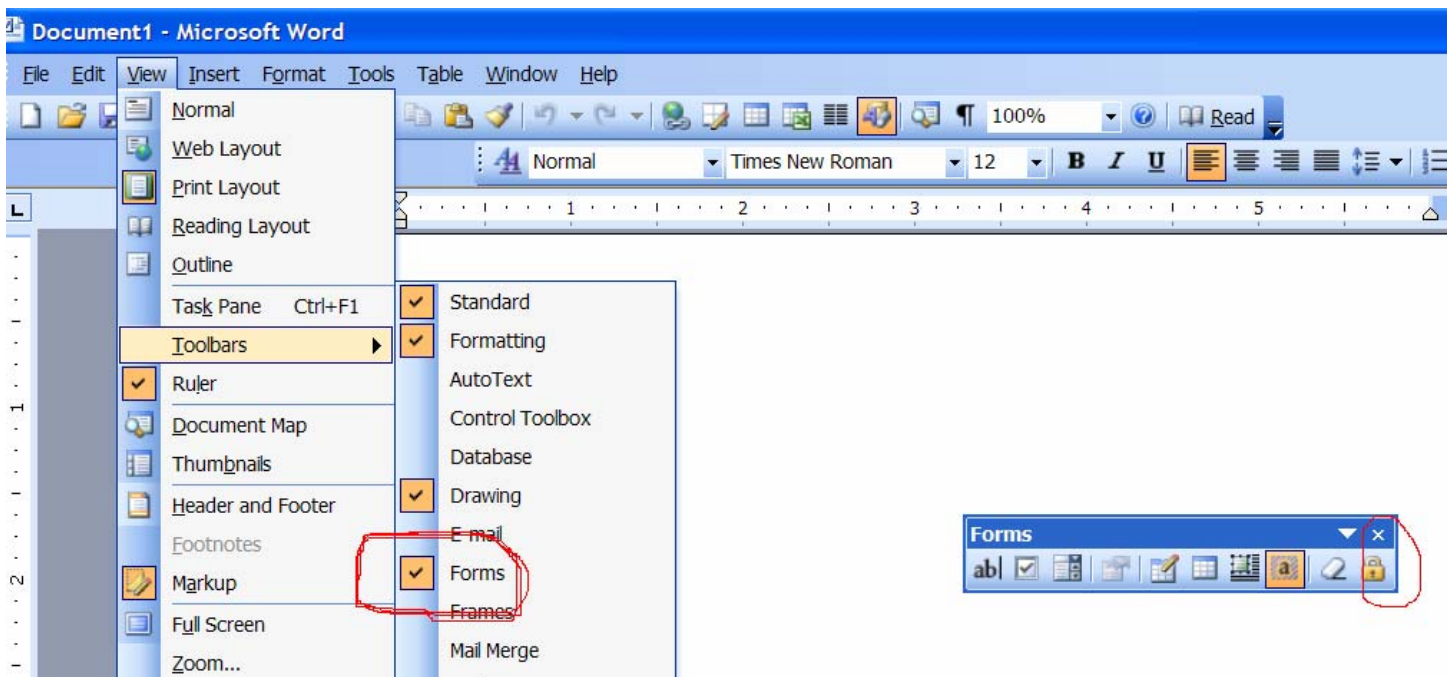
The **"Request for Evaluation"** form may be used by meet hosts to help manage Evaluations for advancement and re-certification at "Officials Qualifying Meets."

If it is used, it is suggested that the form be customized for the meet and be made available to officials that are likely to attend, by posting on a web site, or attaching it to the meet information letter.

The form may be customized as follows:

1. Import and save the form as a word file
2. Open it in MS word
3. "Unlock" the form by selecting the lock in the forms toolbar
4. Modify the meet and mailing/emailing details
5. "Lock" and save the form with a meet related name
6. Post it on a web site that is accessible to prospective candidates. They can fill out the rest of the info field in word, save it, and send it back as an email attachment or print a copy, fill it out and mail it back.

For those with MS Word who are unfamiliar with the forms toolbar: click on "View," then "Toolbox," then click to check "Forms". The "Lock" at the right end of the toolbar, when clicked, will allow the form to be modified. Re locking it will return it to form mode, allowing applicants to check or fill out the form fields without worrying about format. See the examples that follow:



Open the form:

Request for Evaluation

To: Meet Referee, {and National Officials Chair(s) for Final Evaluations for N3 Starter, N3 Ref}

Qualifying Meet: _____, _____

Meet Dates: _____

Meet Location: _____

LSC: _____

Mail to: _____

or e-mail: _____

or fax: (555) 555-5555

Please consider me for assignments at the above meet so that I may be evaluated as follows:

Name: _____

LSC: _____

Email: _____

Phone: _____

Then "unlock" the form:



Click to unlock

Fill in the Meet Specific details:

Type in these details

Request for Evaluation

To: Meet Referee, {and National Officials Chair(s) for Final Evaluations for N3 Starter, N3 Ref}

Qualifying Meet: **Northern Zone, Winter Sectional** _____, _____

Meet Dates: **Jan 1-5, 2007**

Meet Location: **Frigidaire, West Dakota** _____

LSC: **FN**

Mail to: **S Clause, 1234.Great.White.Way, Frigidaire, WD 87654**

or e-mail: **S.Clause@NP.com**

or fax: **(999) 876-5432**

Please consider me for assignments at the above meet so that I may be evaluated as follows:

Name: _____

LSC: _____

Email: _____

Phone: _____

Then click to "lock" the form:



Click to lock

and then save it as "**NZWS Eval application.doc**" (or other suitable name), and make it available to potential applicants.