# Instructions for submitting application forms online – B.I. Studio Tour

Two options are provided below. In either case – be sure to save and name your application form with the year and your name. For example: 2017 Sara Russell application.

## OPTION 1 – Use the PDF file

1. You must have a current copy of Adobe Acrobat reader. If you do not have this software, or another way to open a PDF file, you will not be able to use this option.

2. Open the BI Studio Tour Application. At the top right-hand corner of Adobe Reader, click on "Sign" and you should see these options.
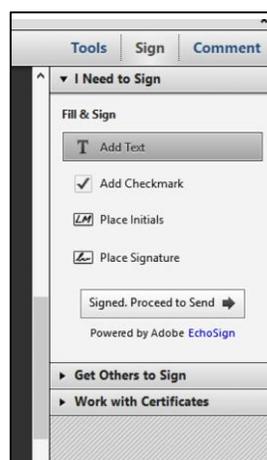


3. Click on "Add Text." Scroll to the areas of the document where you need to fill something in, and click at the beginning of that line and start typing. You are adding a "text box" right over the existing application form, and are not actually changing the form itself. Don't worry if your text is not exactly on the line. When you're ready to go to the next entry, click again and start typing another text line. We suggest clicking separately for each entry (unless you are typing a long sentence) so you can control each line independently. It's OK if your typing goes over the existing form a bit.



4. If you make a mistake or want to change something, click on the text you typed in and fix the text, delete or backspace, or just click & drag over that entry and delete it or start over. If you really want to start all over, close the document without saving it. Then open it again.

5. Be sure to "sign" and date the 3rd page. Your typed entry acts as your signature, so long as the document is received from your registered e-mail address. Print a copy if you wish.

6. When you are done, save the document using File, Save As, and name the document as listed above: year and your name. For example: 2017 Sara Russell application.

7. When all of your application materials are ready, e-mail the files to info@bistudiotour.com. Please e-mail everything together: application form, photos, & bio information. You will get a reply confirming receipt of the documents, usually within a week.

8. Make the required payment using PayPal, or mail a check (the postmark date must be on or before the due date).

9. Remember, your application is not complete until all items and payments are received.

## OPTION 2 – Print, fill in, scan, and e-mail the file

1. Print the application form, or obtain a hard copy from the Bainbridge Island Chamber of Commerce (or request that we mail you one), fill it out, scan it, save it as a jpeg file and follow steps 7 through 10 above.