

# HOW TO SUBMIT AN ELECTRONIC ENTRY

MSCA ENTRY FORMS MAY BE SUBMITTED ELECTRONICALLY.

FOR YOUR CONVENIENCE FORMS ARE SUPPLIED IN 2 FORMATS.

1. **MICROSOFT WORD.** This format Enables Entries to be completed “**ON SCREEN**”
  - Open the File by clicking on the name in the attachment area. It should appear as a page set out as a form. If this does not happen search for “Page Layout” menu, Select Print View. If it looks correct follow on. If **NOT** go to the pdf alternative
  - Each Box is alive.
  - Fill in the details. **DO NOT ADD SIGNATURES.**
  - Check
  - Save the completed form in a File. (Leave the file name as is. You may add your name after the default file name. Ie-WINTON ENTRYMARCH09feb12v2 can become WINTON ENTRYMARCH09SMITH. But don't touch any other format items.
  - Send or Resend an email. Attach the file to it. **DO NOT** copy the Page and place it in the email. **IT MUST BE ATTACHED**, (Usually shown by a paperclip symbol)
  - Finished .Easy wasn't it. You may then copy and Sign the form, add a cheque and place it in the Mail. Your Entry meanwhile will have been processed.

2. **ADOBE PDF** This requires you to have ADOBE READER ( v9 is best) You may have to download it from the NET. Simple and free, Just Google.

THIS FORMAT is not able to be Edited. (Well you smart cookies can, but then you don't need to read these tips either)

THE **ADOBE pdf FORM** system requires some additional steps, or a revision to the process order

- Print the Form
- Fill it in. Longhand. **DO NOT SIGN**
- SCAN the completed form
- Attach the scanned form
- Save the scanned form as a File. (Leave the file name as is. You may add your name after the default file name. i.e.- WINTON ENTRYMARCH09feb12v2 can become WINTON ENTRYMARCH09SMITH.
- Send or Resend an email. Attach the file to it. **DO NOT** copy the Page and place it in the email. **IT MUST BE ATTACHED**, (Usually shown by a paperclip symbol)
- Finished .Easy wasn't it. You may then Sign the form in the scanner, add a cheque and place it in the Mail. Your Entry meanwhile will have been processed.

**REMEMBER THE ENTRY FORM HAS 2 PAGES.**

**PRINT ON BOTH SIDES OF THE SHEET**