

# Participation Forms: How to Submit a Fillable PDF

- From the **Participation Forms** section of the website scroll to the **Competition Forms** header to view all the entry forms available.
- Once you have found the entry form you need select **Fillable PDF**




## Competition Forms

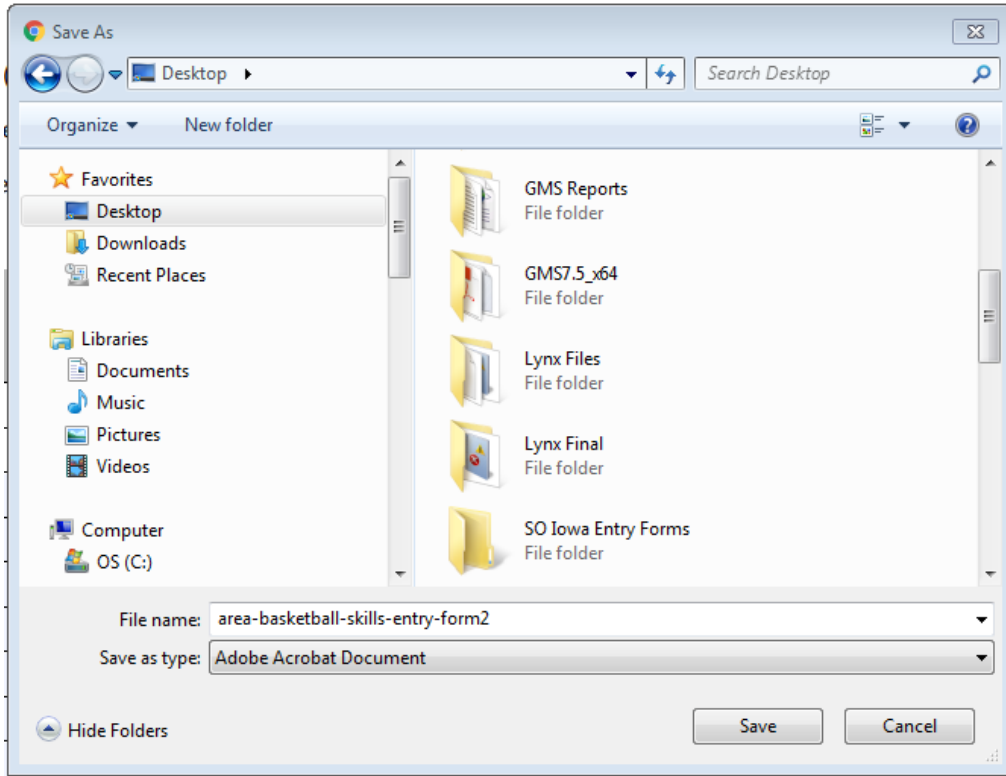
Each competition will have its own specific forms (links will be added when available)

<b>Basketball</b> (for state basketball see Mid-Winter Tournament)	
Coach/Volunteer Roster	Fillable PDF   Word
Area Basketball Skills Entry Form (deadlines vary)	Fillable PDF   Word
Conference Basketball 3 on 3 Entry Form (deadline 12/03)	Fillable PDF   Word
Conference Basketball 5 on 5 Entry Form (deadline 12/03)	Fillable PDF   Word
Basketball Team Skills Assessment for Individuals	PDF
SOIA Holiday Classic Basketball Tournament	Fillable PDF   Word

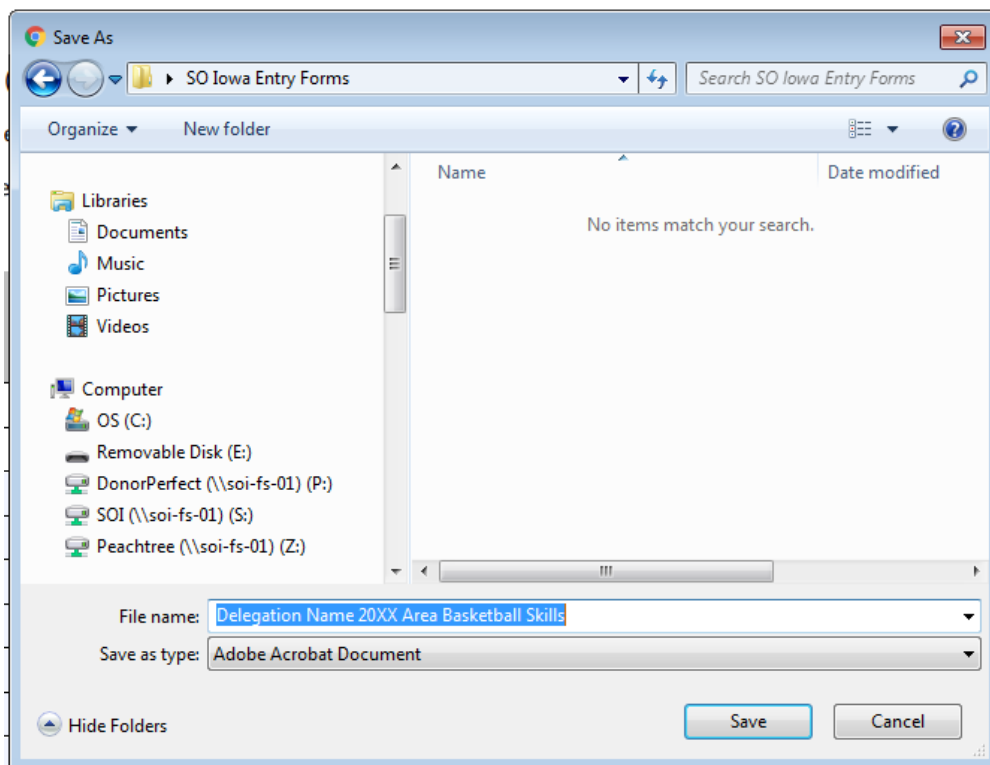
- After you have selected to open the entry form as a fillable PDF it will open in a new tab
  - **Save the PDF\***
  - **Enter Information**
  - **Send completed PDF**
- \*Not saving the document first will result in a blank form being sent.**
- A best practice would to create a folder on your desktop titled “SO Iowa Entry Forms” this way you always know where the documents are being saved to.

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- To save the entry form to your computer select the “download” icon  on the top right
- After selecting the download icon a tab will open to direct you to Save the file.



- Find the SO Iowa Entry Forms folder on your computer and double click to open.



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- In the File Name box save the file in the following naming format as a best practice
  - Delegation Name Year Sport Entry Form
- Once you have clicked Save the file will appear at the bottom left of your screen, you can open the file from there or open the file from the folder you saved it to.
- When you have the file opened that has been saved to your computer then you can begin entering in the information for your delegation.
- After all the information has been entered save the file to the folder
  - It may ask if you want to replace the file – select Yes.
  - The file will now correctly be saved with all the information included.
- To send the entry form to your Area Director or to the State Office simply drag and drop the file into the email and it will attach the document to the email.

If you have any further questions regarding entry forms and filling them out please contact Tanner Nissen [tnissen@soiowa.org](mailto:tnissen@soiowa.org)