



## Instructions for filling out PDF application:

1. Download the PDF application and save it on your computer.
2. Find the PDF file on your computer and open it using a PDF reader. While the PDF reader built into Windows and other devices will work, we recommend Adobe Acrobat Reader (available at <https://www.adobe.com/acrobat/pdf-reader.html>), as it will make it easier to fill out and submit the form.
3. Fill out the form. You should save the form every now and then since most PDF readers do not automatically save your work.
4. When finished, save the form one last time.
5. Applications must be signed.
  - a. If you are using **Adobe Acrobat Reader**, you can setup a digital signature and sign your application.
    - i. Click on SUBMIT and the form will be sent to your email program addressed to [office@camptashbar.com](mailto:office@camptashbar.com). If you do not see the email in your outbox, then it has not been sent and you will need to manually create an email, address it to [office@camptashbar.com](mailto:office@camptashbar.com), and attach the saved PDF file.
  - b. If you are unable to digitally sign the application, then you'll need to print out the application and sign it with a pen. You can then either:
    - i. Mail the printed application to the Camp Tashbar office in Brooklyn (805 East 3<sup>rd</sup> Street, Brooklyn, NY 11218)
    - ii. Scan the signed application and send the image via email to [office@camptashbar.com](mailto:office@camptashbar.com)

Caution: Please be careful about filling out the PDF form without saving it first. You might end up losing your work!

