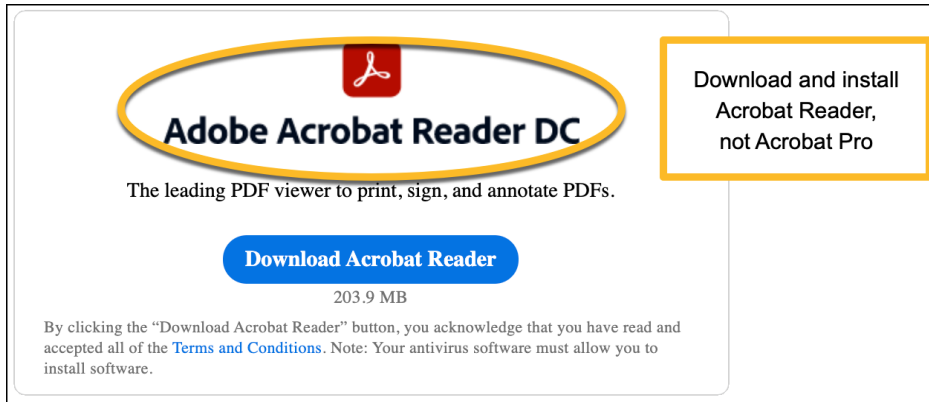


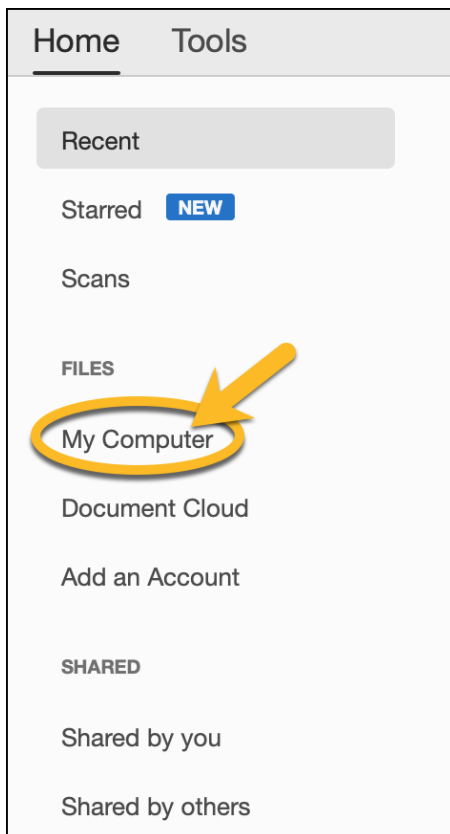
Instructions for Completing and Submitting the 2022 Florida Jesslyn McBride Leadership Seminar Application Form

Directions: Use the instructions below to complete and submit your form *digitally*.

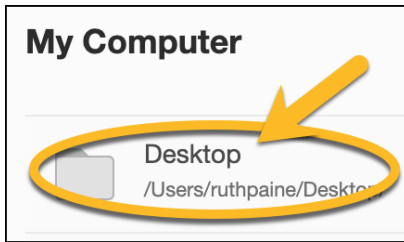
1. Download the application form attached to the email you received from the Leadership Seminar Committee Chair, Pat Litterick. Save the form to your computer desktop and don't forget to include your first and last name.
2. Make sure you have the latest Adobe Acrobat Reader program installed on your computer.
 - a. Use this [LINK](#) to go to the Adobe site to install **Adobe Acrobat Reader DC** on your computer.



3. Now that **Adobe Acrobat Reader DC** is installed, launch the program and the **Home** screen will appear. On the left side of the screen, open the **My Computer** link (as shown below).



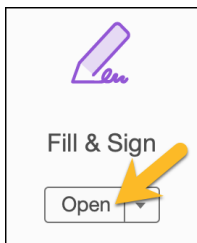
4. When the **My Computer** screen appears, locate and open your **Desktop folder**. Once you have located your saved application form inside the folder, please open it.



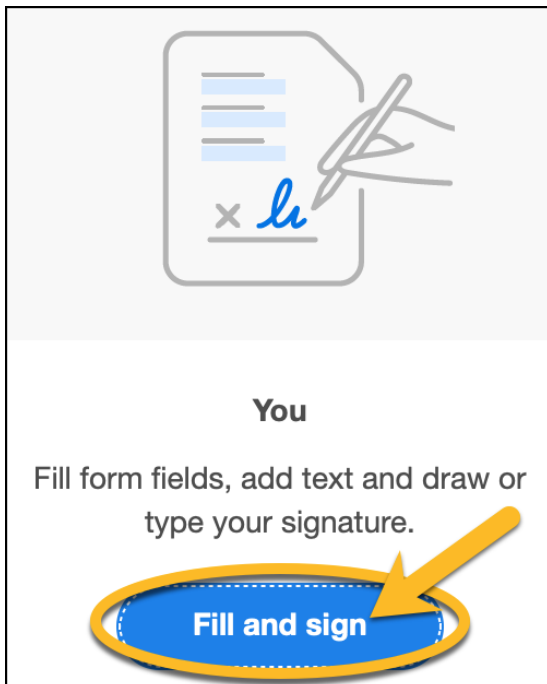
5. When your form is open, locate and open the **Tools** tab that is located in the top left corner of the screen.



6. When the different program tools appear, locate and open the **Fill & Sign** tool.



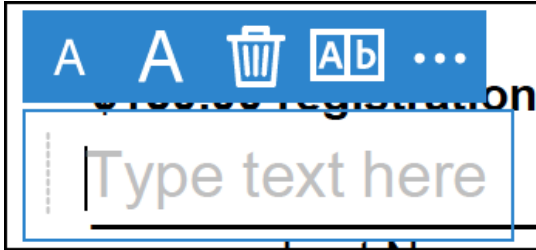
7. When the new screen opens, locate and click on the **Fill and sign** button.



8. Your application form will reappear and you should notice your mouse cursor has now changed to a custom I-cursor like the one pictured below.



Place and click the cursor on the form where you would like to input your information. A special textbox like the one below will appear. Utilize the tools across the top to do things such as adjust your text size, or delete text. This textbox is also movable so you may position it where you want your text to appear on the form.



9. Once you've completed and saved your application, please email it to Pat Litterick at plitterick@att.net.