

Tanner's Online Form Instructions



MS Word Format

PDF Format



*MS Word PRINT ONLY is just that -
PRINT ONLY. You are not able to
complete this form online.*



1. Date format: x/x/xxxx
(2/3/2010 or 12/12/2010)
2. Phone number format: (xxx) xxx-xxxx
3. Tab or use your mouse to move through the document
4. Most areas are required to be filled out unless they are repeating sections, (i.e. calendar date requests, slate of officer nominees, organization member roster, etcetera)
5. If a response is required that does not apply, please type N/A or NONE in the designated area
6. When typing in large text boxes, space is limited to size of the box
7. To submit your form via email using yahoo, hotmail, aol, msn, earthlink or others:
 - A. Choose the "File Save As" option rename" your form and "Save"
 - B. Open your email program and "Send" the file as an attachment

OR

To submit your form using your local email program such as outlook or outlook express or others:

- A. Click on the "Email" icon or link and send your completed form using your local email program

If you have additional questions, please do not hesitate to contact the Church's Administrative Office at (602) 253-8426 during normal business hours.