

INSTRUCTIONS FOR COMPLETING THE CIVA JUDGE'S DATA FORM:

To fill out a computer generated form (requires MS Word):

1. Double click the "CIVA Judges Data Form" file.
2. Use the "TAB" key to move between data fields to complete the form.
3. When completed, click "Save As" under the "File" menu to save the form.
4. Type a file name in the "File name" field of the "Save As" window.
5. Select 'Print" under the "File" menu to print out a copy of the form
6. Sign and date the form.
7. Forward the form to your CIVA delegate for processing.

or

To fill out a printed copy of this form:

1. Double-click the "CIVA Judges Data Form.pdf" file.
2. Select "Print" from the 'File" menu.
3. Using legible print, fill out the form.
4. Sign and date the form
5. Forward the completed form to your CIVA delegate for processing.