

Instructions for filling out forms:

There are 3 ways you can fill out the Inventory forms:

1. Open in a browser (this should happen when you click the button from the show page). Fill out using your keyboard.
2. Download the form from the browser to your computer and open it in your favorite pdf reader. Fill out using your keyboard.
3. Print the form from the browser and fill out the form by hand.

If you fill out the form from your browser, you'll want to save your changes. Be sure to download "with your changes" when you click the download button. Print and bring with you at Check-In.

If you download the document first, open it in your favorite pdf reader. Once opened, you can start typing in the Blue areas. On the Craft Inventory form, if you fill out the Art ID at the top right it will automatically fill in anywhere an Art ID is required. Print and bring with you at Check-In.

Be sure to save your filled out forms on your computer.

If you filled them out by hand, bring with you at Check-In. Create a copy for your records.