### **DOWNLOADING REGISTRATION & PAYMENT FORMS**

#### FROM www.loxtonaero.com

 $\rightarrow$ 

YOU WILL REQUIRE ADOBE ACROBAT READER (free) IF USING <u>WINDOWS</u> OR iPAD AND WILL MAKE LIFE EASIER WITH MAC

### **WINDOWS USERS**

- 1. Go to our website www.loxtonaero.com and navigate to the 'Biennial Fly In' page
- 2. Double click on the required file and it should load and run in Adobe
- 3. Fill out the form
- 4. Select File / Print if you wish to keep a copy
- 5. Scroll to the top of the form and click on the [Submit Form] button at the top right
- 6. The form will be emailed to us and we will notify you of it's arrival within 48 hours

\*If all else fails you can download the form, print, scan, and email it (or snail-mail it)

## **iPAD USERS**

- 1. Go to our website www.loxtonaero.com and navigate to the 'Biennial Fly In' page
- 2. Tap on the required file and it will load but the entry fields will not appear
- 3. Tap on the top of the document and a bar will appear. On the left of the bar, tap on 'More....'
- 4. Possible apps to use will appear. Tap on 'Copy to Adobe Acrobat' (previously loaded)
- 5. It will now open correctly displaying the entry fields and the drop-down menus
- 6. Fill out the form
- 7. If you wish to keep a copy, tap on the Share icon (square box with arrow) and select Print
- 8. To email the form, tap on the Share icon, select 'Share File', 'Share Flattened Copy', then select the Mail app
- 9. Email the form to <a href="mailto:flyin@loxtonaero.com">flyin@loxtonaero.com</a> and we will notify you of it's arrival within 48 hours

# **MAC USERS**

- 1. Go to our website <a href="www.loxtonaero.com">www.loxtonaero.com</a> and navigate to the 'Biennial Fly In' page
- 2. Double click the required file and it will load using the inbuilt Preview app. All the entry fields will appear complete with the drop-down menus
- 3. Fill out the form
- 4. Print the form if you wish to keep a copy
- 5. The Preview app does not allow the [Submit Form] button to work, so to email the form to us follow steps 8. and 9. as shown in the iPad instructions