

## **DOWNLOADING REGISTRATION & PAYMENT FORMS**

### **FROM email**

✈ YOU WILL REQUIRE **ADOBE ACROBAT READER** (free) IF USING **WINDOWS** OR **iPAD** AND WILL MAKE LIFE EASIER WITH **MAC**

### **WINDOWS USERS**

1. Double click on the required file and it should load and run in Adobe
2. Fill out the form
3. Select File / Print if you wish to keep a copy
4. Scroll to the top of the form and click on the [Submit Form] button at the top right
5. 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. Hold your finger down on the required file and a new box opens. Select "Copy to Adobe Acrobat"
2. It will now open correctly displaying the entry fields and the drop-down menus
3. Fill out the form
4. If you wish to keep a copy, tap on the Share icon (square box with arrow) and select Print
5. To email the form, tap on the Share icon at the bottom of the screen, select 'Share File', 'Share Flattened Copy', then select the Mail app
6. Email the form to [flyin@loxtonaero.com](mailto:flyin@loxtonaero.com) and we will notify you of it's arrival within 48 hours

**MAC USERS** - If Adobe Acrobat Reader is installed, instructions are basically the same as those for **WINDOWS** users (above). If using the inbuilt Preview app follow the steps below:

1. 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
2. Fill out the form
3. Print the form if you wish to keep a copy
4. The Preview app does not allow the [Submit Form] button to work, so to email the form to us follow steps 5. and 6. as shown in the iPad instructions