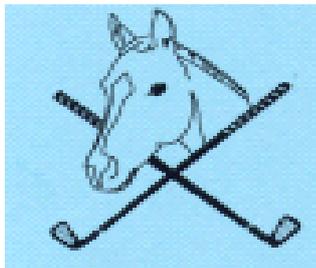


# THE WILTSHIRE GOLF CAPTAINS



## WGC MEETINGS REPORT TEMPLATE

### MEETING SECRETARY AIDE MEMOIRE

1. Please ensure your PC has Adobe Acrobat Reader installed. Most PC's have a PDF reader, but to ensure full functionality of the Meeting Report Template, it is recommended that Adobe's own reader is used. It can be downloaded free of charge by copying this link and pasting into the address bar of your browser:

<https://get.adobe.com/uk/reader/?promoid=TTGWL47M>

Click on the "Download Acrobat Reader" button and follow the installation instructions.

2. Open the template. You will see a drop down menu on page 1. Simply click the arrow on the right side of the box and select the meeting for which you wish to submit a report.
3. To advance to the next form field simply use the "tab" key, and enter the location in the "VENUE" box, then enter "DATE" before advancing to the report box. Complete Page 1 by entering your name in the Match Secretary field.
4. Scroll down to the relevant page for the meeting you are reporting and enter the results in each field.

Note – any duplicated form fields will automatically be completed as the 1<sup>st</sup> form field is completed, avoiding unnecessary additional data entry.

5. Please ignore the pages relating to the other 2 meetings.
6. Once your report is complete save the file with a unique file name – the following format will help the Webmaster to process the form efficiently and publish to the website:

WGC\_meeting name\_report\_ddmmyy

7. Email the completed report, together with the photos taken on the day – ideally individual images of each of the winners receiving their prizes to:

[rod.grinsted2@gmail.com](mailto:rod.grinsted2@gmail.com)

**8. Any questions, please email or call me and I'll endeavour to help**

**Thank you for your cooperation.**