

### INSTRUCTIONS FOR USING 3x5 CARD FILES

1. Click the disk icon in the upper right corner of the card file page that just opened. Here is where you SAVE your file to your PC. Name your file- this is your MASTER FILE template.
2. Write down the location of the file noting the folder names in the search bar at the top of the screen. Ot take a picture of this screen with your cell phone 😊 . CLICK SAVE
3. Now open the file you just saved.
4. Using your Tab Key enter your District info, Club Name, City, & Rating, President's info and the Dates Dues were paid. CLICK SAVE. (This is now your Master File. You will not need to retype this information.)
5. Navigate to & Open your Master File when you wish to submit an AWARD.
6. Enter your Award information.
7. ENTER A NEW FILE NAME FOR THIS AWARD 3x5 CARD FILE. *Tip: Use the Name of the Award + "3x5 card" as your File Name.*
8. CLICK SAVE.

You still have your Master File (see steps 1-4) and now the completed 3x5 card to submit with your Awards submission electronically or by printing it out.

**\*NOTE: DO NOT FILL IN ANY INFORMATION TO THE CARD BEFORE YOU SAVE IT TO YOUR PC. ENTRIES MADE TO YOUR PC SAVED FILE WILL BE FREE FROM ERRORS.**

PC hint: To reverse direction while using Tab Key... Tab key + shift key