

## Form Basics

All shaded areas can be electronically completed. Click on the area to see which type of input it is.

There are 4 types:

**1. Text Inputs**

- a. Type your information directly into the shaded boxes.

**2. Dropdown Menu**

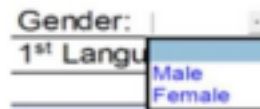
Click the dropdown arrow



Gender:

A red arrow points to the dropdown arrow on the right side of the input field.

then pick an option



Gender:

1<sup>st</sup> Language

- Male
- Female

**3. Dates**

- a. Can be inputted as **mm/dd/yyyy**

b.

#### 4. Check boxes

- a. Click on a check box to check it  Yes
- b. Click on a check box again to uncheck it.  Yes



Faith Formation Program

2024-2025

121 Mt. Pleasant St.

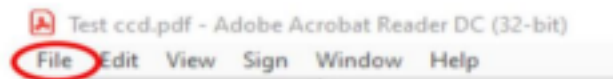
New Bedford, MA

Office: (774) 202-5785

### Submitting the Form

Once the form is complete and you are ready to return the form you have 3 options:

1. Face to face:
  - a. Print, Sign, and Drop off the form
2. Mail
  - a. Print, Sign, and Mail form to 121 Mt. Pleasant St. , New Bedford MA
3. Electronic (Email)
  - a. Type your name and date into the signature area of the form
  - b. To save
    - i. Click on File and Click Save As...



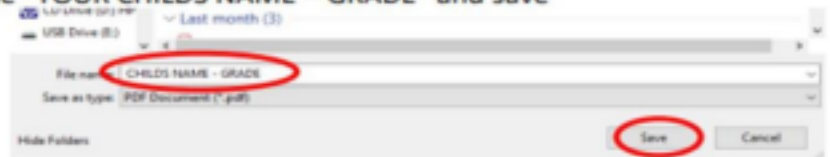


**OR**

ii. Click the download button at the top right of you browser window



c. Name your file "YOUR CHILDS NAME – GRADE" and save



d. Attach and email the form to

Eileen Frasier - [eileen@whalingcitycatholics.org](mailto:eileen@whalingcitycatholics.org)