

# How to Download and Complete Digital Entry Forms

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**There are two versions of Entry Forms available for you to download:**


- A PDF version which can be printed off, completed by hand and posted to the Livestock and Entries Department, Great Yorkshire Showground, Harrogate, North Yorkshire HG2 8NZ. Payment can either be made by a cheque (payable to YAS) or by credit / debit card.
- Alternatively a Digital PDF version is available online to complete; You will need Adobe® Acrobat® reader to be able to complete this form and this is free to download at <http://www.adobe.com/>.

You will need to save the form to your computer (C Drive or Desktop) then locate this file and open. You are now ready to complete this on your computer screen; when complete press save.

**How to email the completed order form back to [joannes@yas.co.uk](mailto:joannes@yas.co.uk) or [amandaw@yas.co.uk](mailto:amandaw@yas.co.uk)**

- In the order form, go to file and send email as an attachment or;
- Locate file, right click on icon with mouse and copy. Then create new email and right click paste into the email body or;
- Open email, click on insert attachment and locate file on C Drive or Desktop and press insert and send.

## **General Advice on Completing the Digital Entry Form (PDF)**

1. Please name the document which readily identifies you as the Exhibitor and the Section you're entering, eg. Beef Cattle Entry Form John Smith.
2. Areas that may require your input are in blue boxes. Some of them are limited to the number of characters we require.
3. You should navigate the form by using your mouse and clicking in the appropriate boxes to ensure the information required is concise.
4. **Do not use the Enter key**  whilst inputting your form.
5. Printing: Some of the forms are in A3 format. If you want to print off an A4 copy, remember to select A4 in the Scale to Paper Size option, on the Print Menu.
6. Payment: We can only accept credit card / debit card payments with this form.
7. Please remember to check your form and that you have completed all appropriate boxes.
8. On completion, email the form to: [joannes@yas.co.uk](mailto:joannes@yas.co.uk) or [amandaw@yas.co.uk](mailto:amandaw@yas.co.uk). We will confirm receipt of your entry form by email.

**Photographs of entry forms cannot be accepted when they have been pasted in the body of an email.**