

A GUIDE TO FILLING OUT AN ONLINE FORM

1. Open the **ONLINE FORM** of your choice.
2. Click on the **Highlight Required Fields** box in the upper right corner of the reservation request form
3. Complete every highlighted box.
4. When you have filled out and completed the **SAC/SBU Form** you may either **PRINT** the form by pressing the **Print Form** button, then faxing the printed form to the appropriate location. Or you may submit the form by Email by pressing the **Submit by Email** button.
5. If your form is missing any required fields, when you click the **Submit by Email** button a message will appear informing you of this.
6. If you are not missing any required fields you will be directed to select an **Email Client**. If you are using your **Lotus Notes Account** or any other **Desktop Email Application** click the first bubble and hit **OK**.
7. However, if you do plan on using any **Desktop Email Application**, please make sure the program is running when you plan on sending it. Hit **Send Data File** and it will immediately appear on your **Desktop Email Application**.
8. If you are not using a **Desktop Email Application**, hit the Internet Email bubble (second option) and then hit **OK**.
9. When the **Sending the Data File** pop-up appears click on the **Save Data File** button and save file in a place that you will be able to find later on.
10. After you have saved the data file open the **Internet Email Service** (Yahoo/AOL/Hotmail etc.) you plan on using. Open a new memo.
11. Copy and paste the information provided in **Step 2** when filling out the appropriate spaces in your email.
12. Make sure to attach the **Data File** before you send out the email.
13. Print out a copy of the reservation for your records