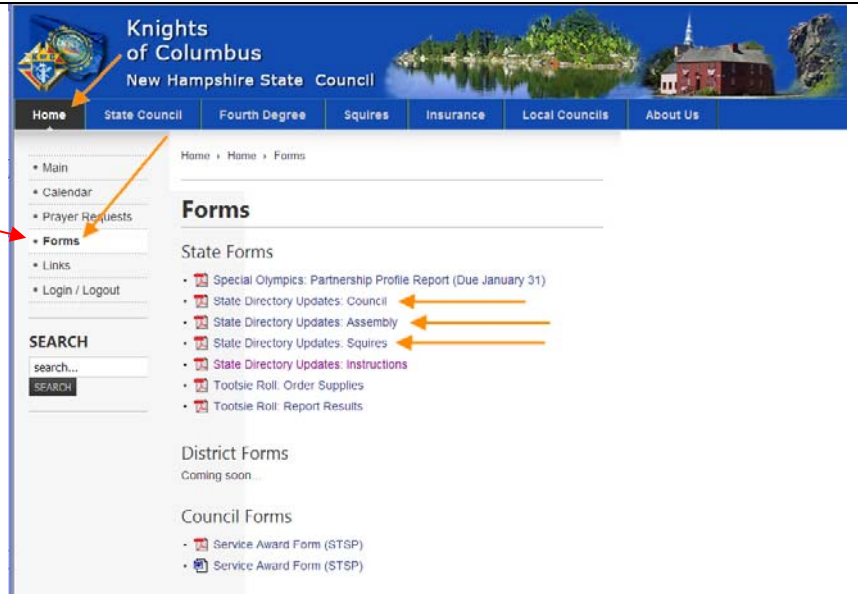


Submitting Your State Directory Form

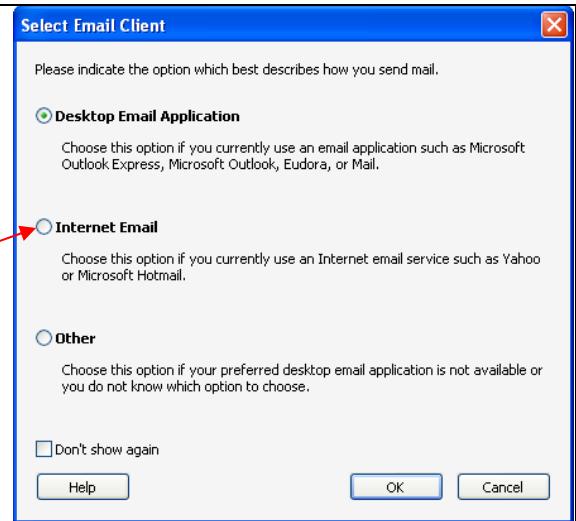
1. Go to the NH State Council Website www.NHKnights.org
2. From the Home page, click on the Forms link, then chose the appropriate form for your Council, Assembly or Circle



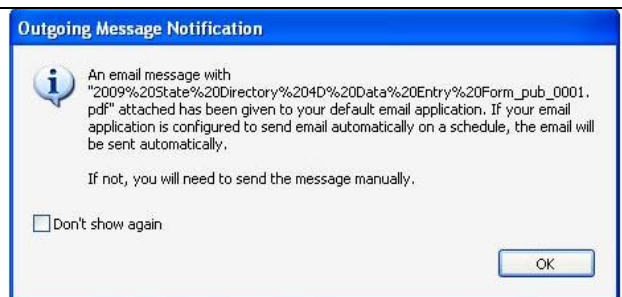
State Directory Forms are due June 30th. The above electronic forms can be submitted electronically. You may also save and print the form as well. Please ensure that these forms are submitted as soon as Council, Assembly or Circle elections are completed. Council, Assemblies or Circles that do not submit updates to their entry for the State Directory **WILL NOT** appear in the Directory. If your information has not changed from the previous year, you **MUST** notify the State Secretary of that fact. This will be recognized as an acceptable update.

3. Make sure you completely fill out the form. There are a number of required fields, and if you don't fill them in, you will not be allowed to **Submit** the form. If you leave a required field blank and attempt to submit, the required fields will be outlined in **Red** so that you'll know what you are missing. This is the error message you will receive. Click **OK** and finish filling out the form.

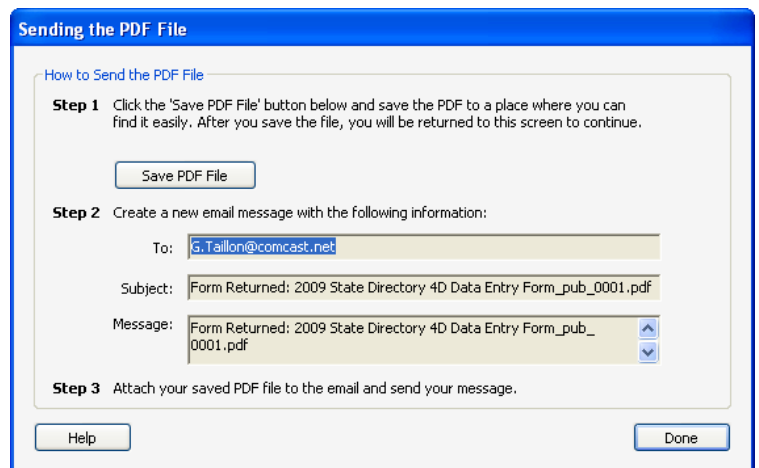
4. Once you have completed the form you can save a copy of it if you wish, but make sure you click the **Submit by Email** button after. You will receive the following dialog box. If your Email is a PC based system like Outlook Express, Outlook or Windows-Mail, then select the first option. The form will be copied to your local mail client Outbox and will be sent the next time you open Email.
5. If you access your Email Server via a browser such as Internet Explorer or Firefox, you need to select the second option.
6. If you don't have an email account you can select the Third Option and copy the file to give to someone in your council that does. They can then send the form to G.Taillon@Comcast.net



7. For option One you will receive the following message box. Click **OK** and then open your desktop email client and select the **Send/Receive** button. The form message which had been stored in your Outbox will now be sent. You should be okay now and can get out of the State website. Thank You for your submission!



8. For option Two you will receive the following message box. Save the PDF Form on your Desktop, then open a Browser window and navigate to your Web Email account. Create a new email message and fill in the To:, Subject:, and Message: fields with the text displayed. You can simply Copy/Paste back in forth without having to type anything. Attach the PDF Form to the message and send it. You should be okay now and can get out of the State website. Thank You for your submission!



Here's an example using - Google Mail.
If you run into trouble call or send Email to Greg Taillon
Thanks!

