

# On the PSA Website

By Sharon Powers • PSA Webmaster • [webmaster@psa-photo.org](mailto:webmaster@psa-photo.org)

## Forms on the PSA Website

The more you learn about PSA, the more you realize just how complicated it can be to keep track of all the activities it runs. Competitions, education courses, honors, distinctions, and a whole host of other activities—they all require an organizational structure to keep things efficient.

That's where forms come in—they keep things consistent among each activity and make sure that all information needed is received. Relevant forms for activities are found on the appropriate pages on the website, but here's a secret for you – some of the more useful forms can be found all on one page: The Forms page!

You can find this page directly from one of the main black navigation buttons, first one on the third row. Clicking this button takes you to forms needed for awards, such as the ROPA application and the Service Award proposal form. It also has forms for Clubs and Councils, Division stars, online enrollment forms for courses, exhibitions, joining or renewing PSA membership, Committee reimbursement forms, volunteer applications and others.

Some forms are available in more than one format, and this is indicated in the column, "Type of Form"—there can sometimes be up to three types of formats available for a particular form.

Be aware that not all browsers will show you the form when you select it. "Documents" (Microsoft Word Documents) seem to

be especially troublesome in this type of interactivity. Some browsers automatically download Word Document forms to a download file, while others will open the form in your default text document upon selection. If you select this type of form and nothing seems to happen, check your computer's download folder. You might just find it there.

If a form is marked as an "interactive pdf," this indicates that the pdf can be filled out on your computer once it is opened. When you are finished filling it out, click "save as," select a destination folder on your computer, and consider changing the file name so it has your name in it as well. For example, change "Peabody-proposal-interactive.pdf" to "Smith-peabody-proposal-interactive.pdf." This will keep your information on the form and make it suitable for application.

If a form is marked as an "interactive web page," selecting it will lead to an online page on the PSA website. After filling this form out and clicking the "Send" or "Submit" button (or whatever button is at the end of the form), this will transmit your information to a third party via email, with an emailed copy going to you as well.

If you have suggestions for a form to be included on this page, please email [webmaster@psa-photo.org](mailto:webmaster@psa-photo.org). ■



Bass Harbor Light #2  
Photo © Sharp Todd, FPSA, GMPA

## Planning a Trip?

### Seek the Help of a PSA Travel Aide!

Contact Travel Aide Director, **Shirley Ward, FPSA, EPSA**, with your personal PSA membership number and information about your travel plans. Shirley will provide you with the name(s), addresses, telephone numbers, and email addresses of the volunteer(s) who are knowledgeable regarding your destination area. Please remember that these members are volunteers; therefore, you will need to allow ample time for the contacts, and you will also need to provide self-addressed stamped envelopes if the Aide is going to send you any material by U.S. mail.

**For more information contact  
Shirley Ward, FPSA, EPSA  
[luvscolor2@att.net](mailto:luvscolor2@att.net)**

