## **Arts for All - Online Application Instructions**

- 1. Find the application at <u>www.viterbo.edu/fine-arts-center/arts-all</u>. Click on the PDF titled **Arts for All 2019-20** Application.
- 2. If you are not able to type in the fields in the form, you will likely see this near the top of your screen:

This PDF document contains forms. The filling of form fields is not supported.				Open With Different Viewer X			
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		Arts for All	Application Form 2018-2019 Completed applications must be received by 4pm on <u>Wednesday, October 3, 2018.</u> Teachers must have made reservations for the 2018-2019 season prior to submitting this application.				^

- 3. Click the *Open With Different Viewer* button at the top right of the page.
- 4. The dialogue box below will appear. Select **Open with Adobe Acrobat DC (default)**. Click **OK**.

Opening afa_application_form_1819final.pdf X							
You have chosen to open:							
afa_application_form_1819final.pdf							
which is: Adobe Acrobat Document (229 KB)							
from: http://www.viterbo.edu							
What should Firefox do with this file?							
Open with Adobe Acrobat DC (default)	~						
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- 5. The form should now be editable. Type your answers into the form.
- 6. Save, then print the form.
- 7. Have your principal fill in the Free/Reduced Percentage for your school and sign.
- 8. Scan just page one of the form and submit it with your narrative and invoice to <u>aya@viterbo.edu</u> with the subject line (Name of School) AFA Application.