

# **FORM INSTRUCTIONS FOR PACRAT REGISTRATION**

The PDF forms are capable of form filling using your computer; because some browsers don't allow all the field entering capabilities its best to just download and save the forms on your computer, then re-open the documents from there. Entered information can be saved and the forms can be re-opened to enter more information or to make corrections. For convenience you can advance through the fields using the tab button. The forms can be printed and filled out by hand, but we prefer you enter your information before printing for legibility reasons; this will help make the registration process much easier for all of us. **When emailing a form as an attachment; if the attachment preview doesn't show your entered info, just ignore and send it, the info will be there when the recipient receives it. This phenomenon has been reported with certain browsers.**

**NOTE:** If you're having trouble filling the forms you may need to use a different PDF reader, recommended reader is *Adobe Reader*, if you don't have *Adobe Reader* you can download it for free by clicking on the link at the bottom of the registration page.

**Before filling out each form, Be sure to read all the way through the instructions for each form, as it refers to both new and returning participants on what to enter in the forms.**

## **1. TEAM ENTRY FORM:**

Each racer needs to enter your *Sponsoring Club* name (the ski club you're a member of), your *Team Name*, and fill out **one** line on the lower grid in the form, then print the form. It is not necessary to fill in the team Captain & club rep info if you plan to hand this over to your team captain. (**Note:** if you are **new** to Pacrat and are not yet a club member nor have a team captain, enter *Pacrat Force One* as your club name & team name, leave the Captain & Club Rep blank).

**Captains:** After receiving all of these forms from your teammates it would be greatly appreciated if you would enter all your teammate's information into one form, along with the team information at the top of the form (i.e. Sponsoring Club, Team Name, and Team Captain Info). Consolidating your team's information on this form will really help out in the processing of all the teams.

## **2. LIABILITY RELEASE FORM:**

Each racer needs to read and fill out one line on this form (Name, Your Signature, Date), enter your name and print the form, then sign & date the form.

**Captains:** It would be nice if you could consolidate this form, but we understand it might not be feasible because of the required signatures. So just submit the individual forms from your teammates. If you do choose to consolidate this form by meeting with your teammates please enter the teammate's names before printing the form for better legibility.

## **3. INSURANCE WAIVER FORM:**

Each racer needs to enter their full name at the top of this form, and at the bottom of the form, then print the form and then sign & date the form.

## **4. NASTAR REGISTRATION FORM:**

Racers enter your information into the fields and print the form, then sign & date the form. If you don't have a bib # yet, don't worry about not entering it on the form. **Note:** in the TEAM INFORMATION area of the form just enter your team name and leave the check boxes in that area blank. If you don't remember your Nastar registration number, you can look it up on the Nastar website, instructions on how to do this are posted on the left side of the registration page on the Pacrat website. If you are **new** to Pacrat and don't have a team name yet enter *Pacrat Force One* as your team name.

**RACERS:** Get all 4 of the above forms to your **team captain**, get it done ASAP as we are all volunteers and it makes our jobs much easier. **DO NOT send your forms to the address listed below.**

**If you are NEW to Pacrat and are not yet a club member nor have a team captain, send all 4 forms and a check to: Pacrat Racing, 20721 NE Interlachen Lane, Fairview, OR. 97024**

**CAPTAINS:** After receiving all the forms from your teammates, get them to your ski club PACRAT representative by the entry deadline. **Entry Deadline: December 1<sup>st</sup>**