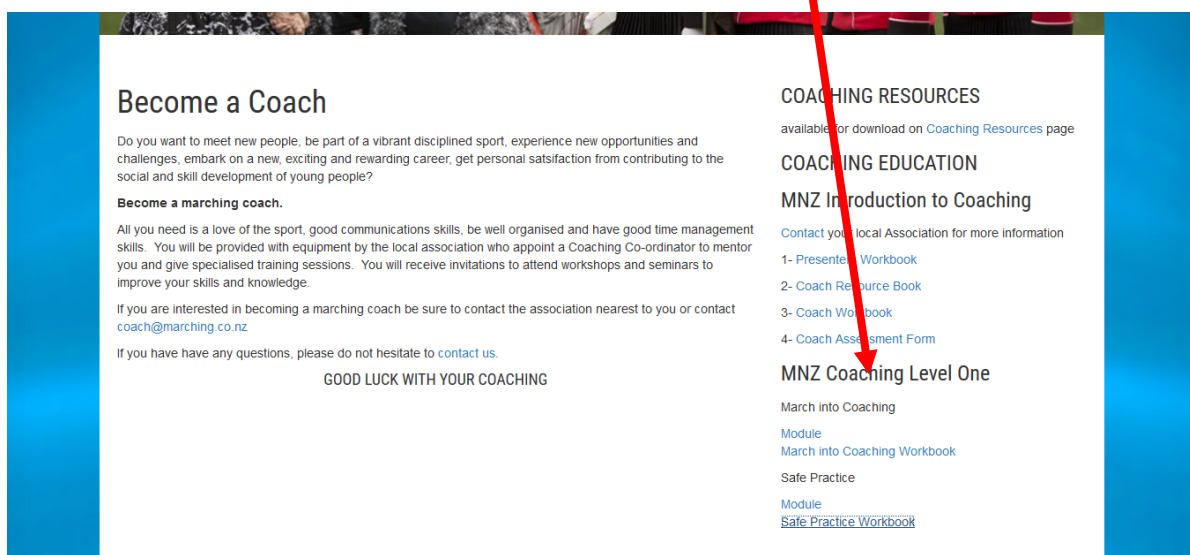


Instructions for Completing the Workbooks for the Marching New Zealand Level One Coaching

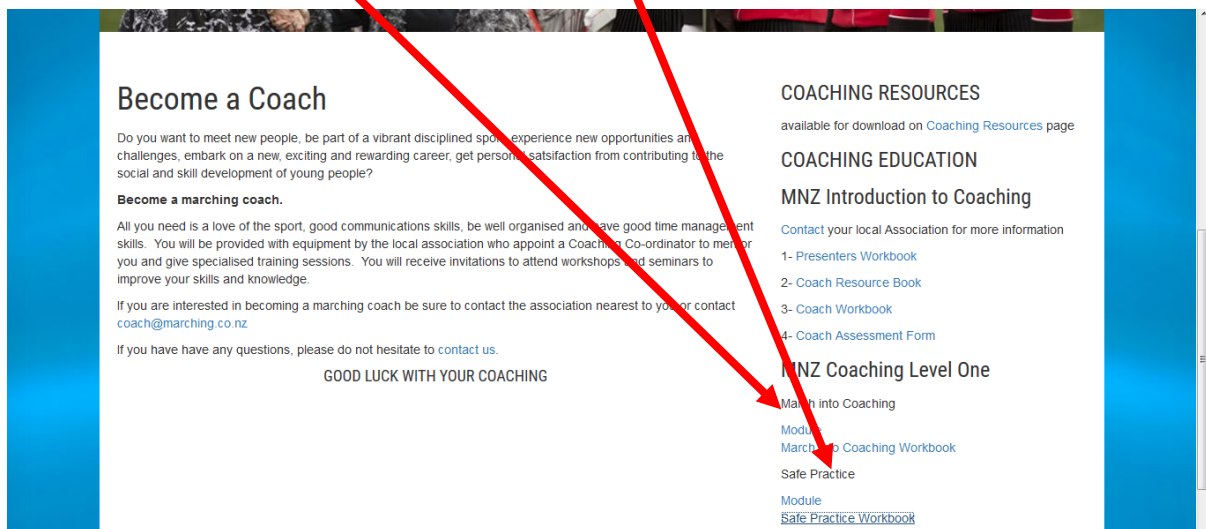
1. On the **Marching NZ** website, click on **Coaching**, then **Become a Coach**



2. Scroll down the page to **MNZ Coaching Level One**-this is located on the right hand side near the bottom of the page;



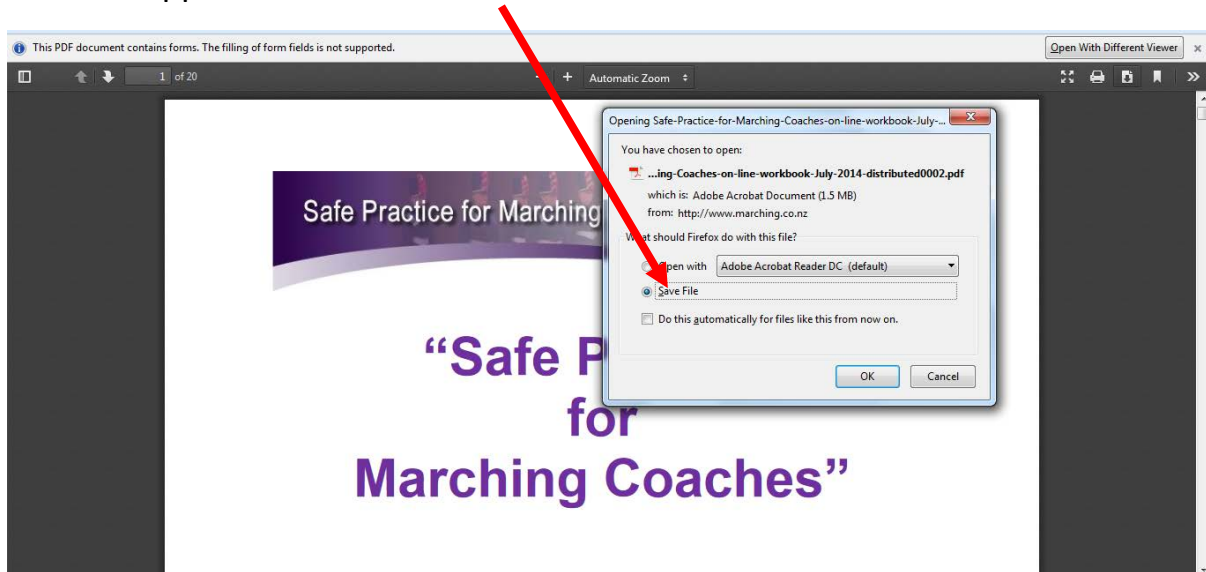
3. Click on the module or booklet that you would like to complete; Either **March into Coaching** or **Safe Practice**.



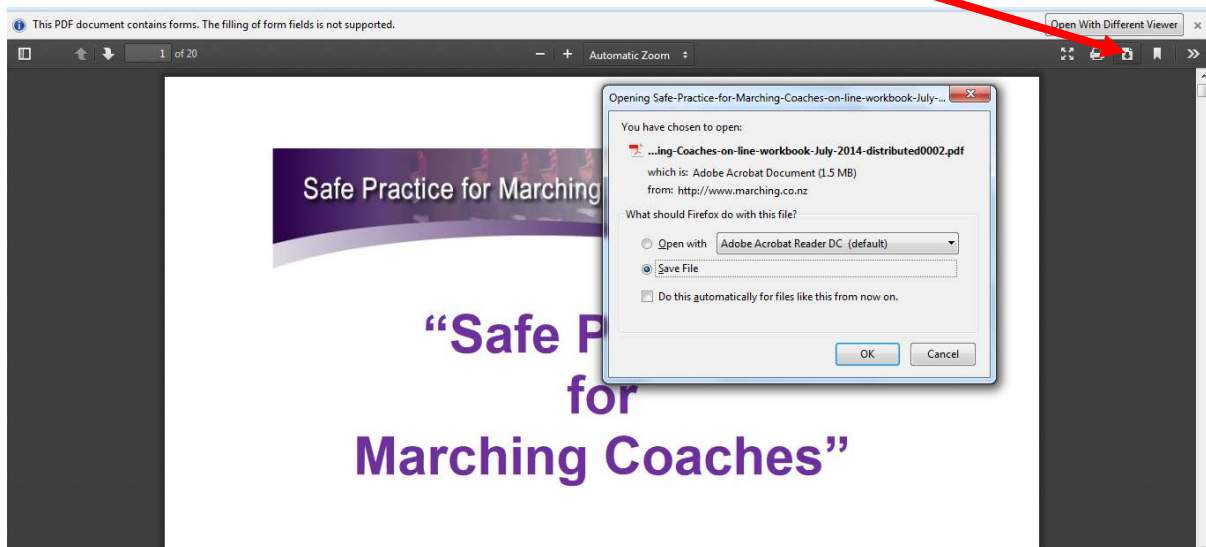
4. The on line modules should open automatically. However, you can only complete the **accompanying workbooks** on line if there are '*fillable fields*'. If these do not appear automatically when you open each of the workbooks, then you will need to **download the workbook** for each module by clicking on the arrow.



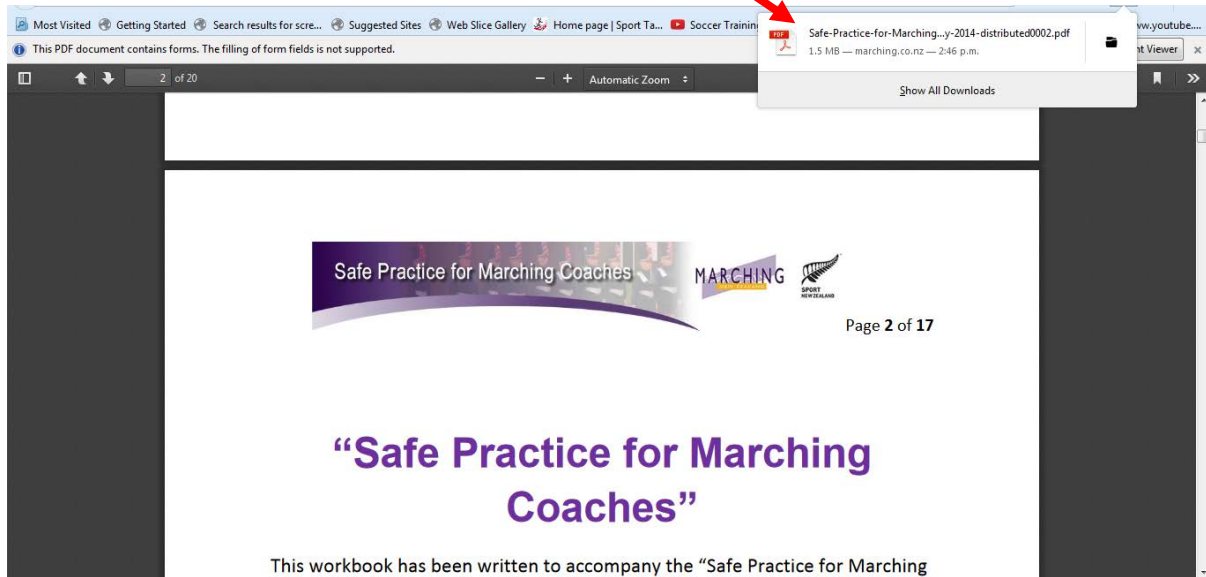
5. Once you click on the download arrow (top right hand corner) a pop up will appear. Click on **'Save File'**.



6. The workbook will download and will be saved in 'Downloads'. You can access it by clicking on the **download arrow again** or by going to the **Downloads** folder on your computer.



7. A pop up may appear...**click on this pop up** to open the workbook with *fillable fields*.



8. The *fillable fields* within each workbook will be **outlined in red**;

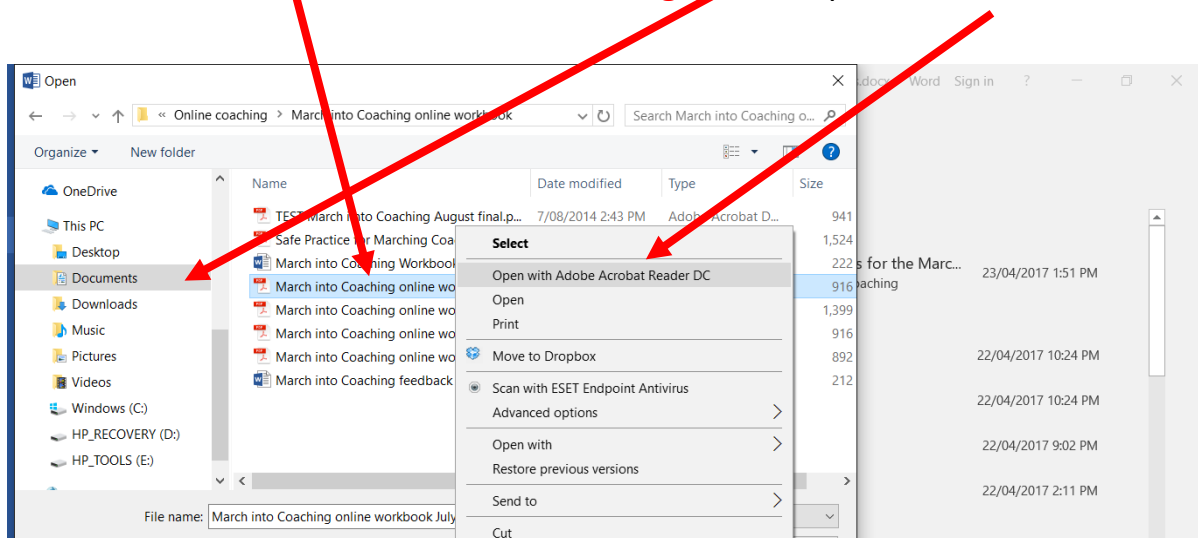
The screenshot shows the 'Safe Practice for Marching Coaches' workbook, specifically the 'Personal Details' section. The title 'Safe Practice for Marching Coaches' is at the top, followed by 'Page 3 of 17'. Below the title, the section is titled 'Personal Details'. There are three input fields: 'Family Name', 'First Name(s)', and 'Residential Address'. Each field is outlined in red. A red arrow points from the text 'outlined in red' to one of these red-outlined fields. On the right side, there's a sidebar with 'Export PDF' and 'Create PDF' options. The 'Export PDF' section includes a 'Convert' button and a 'Document Language' dropdown set to 'English (U.S.)'. The 'Create PDF' section has a 'Learn More' link.

9. Complete the **fillable fields** throughout the booklets as required;

The screenshot shows a web form titled "Safe Practice for Marching Coaches" with a sub-header "Personal Details". The form has four input fields: "Family Name" (containing "Bloggs"), "First Name(s)" (containing "Joe"), "Residential Address" (containing "1 Marching Street, New Zealand"), and "Postal Address (if different from residential address)" (empty). A red arrow points from the text "fillable fields" in the instruction above to the "Family Name" field. On the right side of the form, there is an "Export PDF" sidebar with options to convert the form to Microsoft Word or Excel Online, and a "Convert" button.

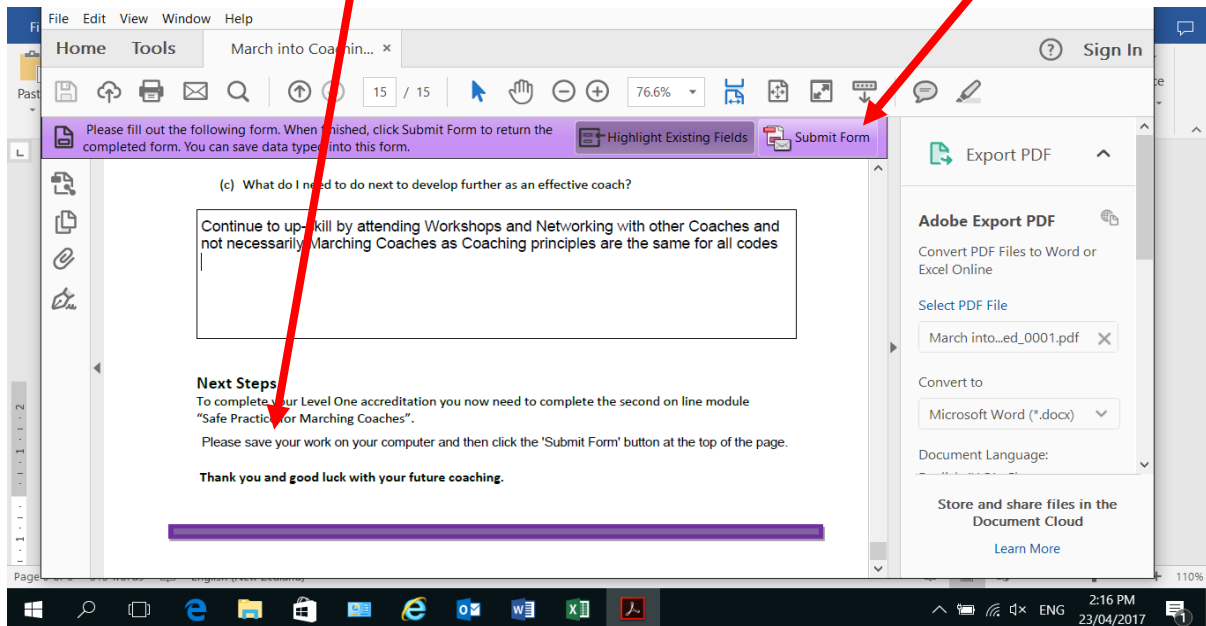
10. Make sure you regularly save your work. If for any reason you need to close your computer or want a break from completing the modules you can re-open the saved file;

- Browse
- Locate the module (in this example in Documents)
- **Left** click on the module and **right** click 'Open file as adobe PDF'



You should now be able to see the booklet that you started to complete and can continue to the end.

11. Make sure you **save your work** on your computer and click the **Submit Form** tab



12. You will receive an **on-screen message** that your completed booklet in PDF format has been sent from your default email account.

