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| Downloading Health Forms | |
| *Before You Start*  Health forms can be downloaded from the Member, Participation, and Registration search screens, as well as the Units/Clubs page for the selected Unit/Club.  Health form downloads are password-protected, due to the sensitive nature of the information. | |
| Steps   1. From the Member, Participation or Registration Search, complete the search for your intended members. 2. Click the Health Forms button. A selection menu will appear. 3. Select your preferred file format for the exported information.    * Excel/PDF – all forms in one document    * Zip – each form is its own file and be named as CountyName\_LastName\_FirstName    * Audit (available only on Member Search) – can include previous years’ health forms. 4. Click the clipboard icon in the Password Protected File window. This will copy the Manager password to open the protected file. 5. Click the Download button. | Screenshots  *(Screen appearance may vary per state)* |
| 1. When opening the file, you will be prompted to enter the Manager Download Password. 2. Paste the password into the prompt and click OK. 3. Health Forms can be printed as needed. |  |
| Tips  The download password can also be retrieved at any time from the Manager’s Home Screen, if the file is opened at a later date. | |