




There are several fillable forms in [www.bccrns.ca](http://www.bccrns.ca) → **Resources**, which will allow you to directly enter data to the form, save to your computer, and then either email, or print to hand out, fax or mail. *You must have Adobe Acrobat Reader installed on your computer.*

1

Select your form from the BC CRN web. We are using the *It's Not Right! Post Presentation Invoice* as our example.

**REQUIRED FORMS**  
Presentation Materials Order Form  
Presentation Feedback Form  
Presentation Report Form  
Post Presentation Invoice

2

Clicking on links will allow you to view any document *on-screen only*. To **save a copy** of any document to your computer, click on  at the top right of your screen.




3

Your computer will prompt you to save the document. Select the folder you'd like to save to, change the name of the file to something you'd remember, and save.

4

Open your file by going to the folder on your computer where you saved your document, and double clicking. Once open, enter your information onto the form.

5

Once complete, click  and follow the prompts to save your form and data to your computer.

Your form is now ready to email or print.

Attention: **INR Program Coordinator**  
Email: [itsnotright@bccrns.ca](mailto:itsnotright@bccrns.ca)  
15008 – 26<sup>th</sup> Avenue, Surrey, BC, V4P 3H5  
Fax: 604 531-9498

**PLEASE COMPLETE & SUBMIT POST TRAINING:**

Date of Event: January 1, 2018      Community Presenter: Joe Presenter  
Location: Any city, BC      Host Group: Host Group #1

Name of CRN or Host Member Agency:	AnyWhere CRN		
Contact Person:	John Doe Contact		
Address:	555 Main Street		
City/Province:	AnyCity, BC	P.C.	V6V 6V6
Phone:	555.555.5555	Email:	John.Doe@bccrns.ca
CRN Mentor for Region:	Jane Smith Mentor		
Cheque Payable to:	Joe Presenter		
Address:	123 Some Street		
City/Province:	SomeWhere, BC	P.C.	V6V 6V6

Date of Presentation	Number in Attendance	Total
		\$100