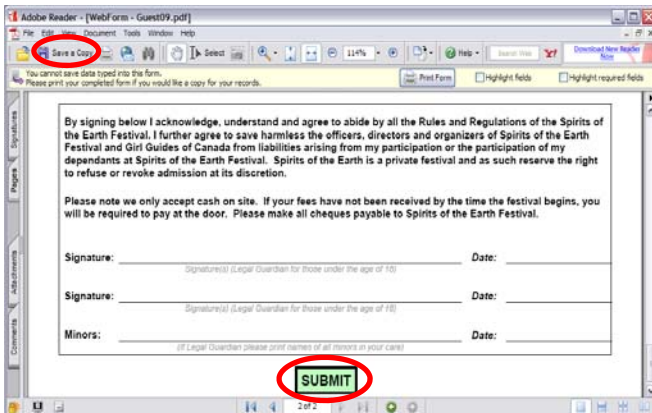


# SPIRITS OF THE EARTH FESTIVAL

## How To: Web Forms

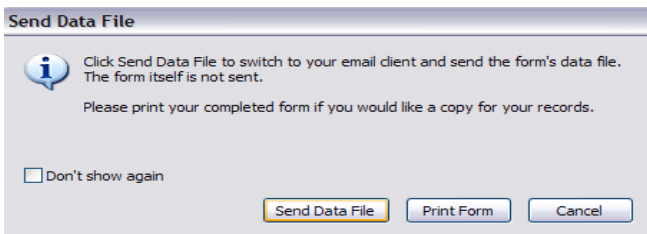


1. Fill in all form fields
2. Click “**Save a Copy**”, and keep for your records.
3. Click the green “**SUBMIT**” button

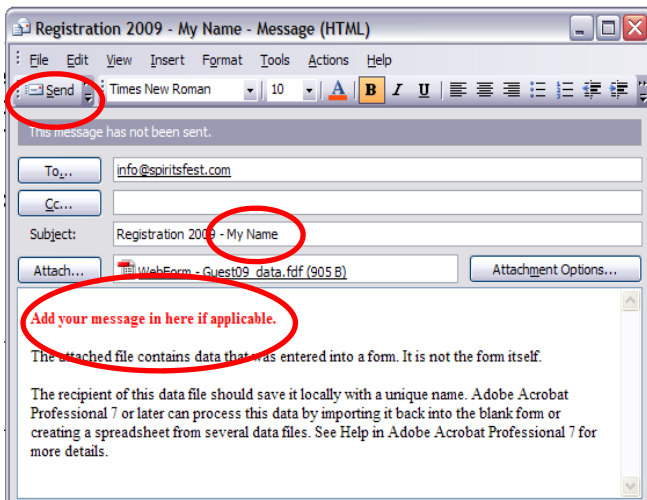


4. You have 2 options to submit your form
  - a. “**Desktop Email**” (outlook)
  - b. “**Internet Email**” (hotmail, yahoo, etc.)

5. Click “**OK**”



6. Click “**Send Data File**”  
*- Optional: Click “Print Form” for your records*



7. Add your NAME in “**Subject**”  
*- Company Name on VENDOR form  
- Workshop Title on WORKSHOP form*
8. Add a message if applicable
9. Click “**Send**”
10. If you are vending or offering a workshop, please fill in those forms as well.