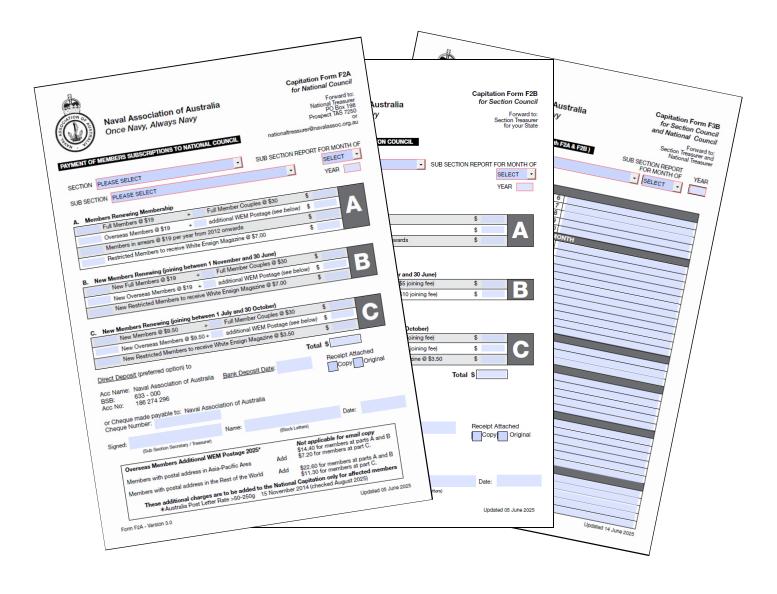


## Naval Association of Australia Once Navy, Always Navy

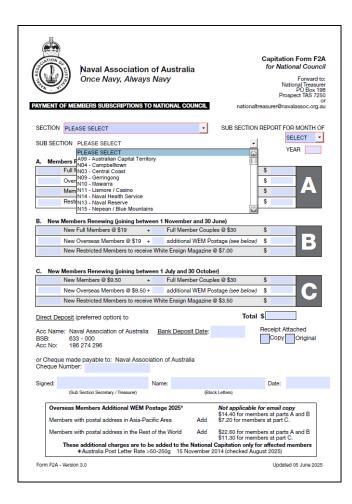


## Form F2A

The new (updated) Capitation Forms have been designed for ease of use and legibility.

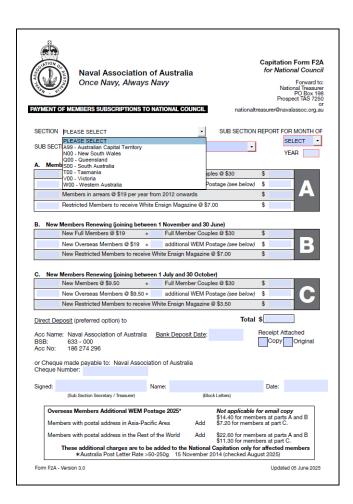
They have been created as pdf forms which can be filled out and saved for sending as electronic files (the preferred method).

Data can be entered via the fields programmed into the form, such as drop down menu as it the case with choosing Section and Sub Section as shown to the right.

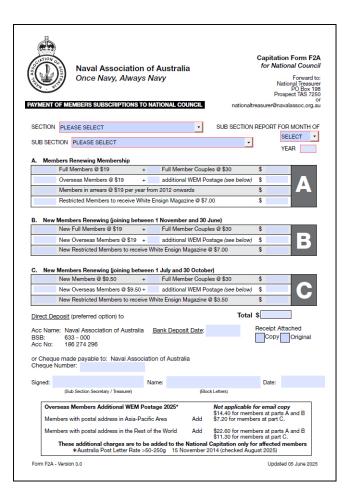


For Section and Sub Section, simply click on the box marked "PLEASE SELECT" and a drop down menu will appear showing the options available for that field.

There is no longer any need to add the Sub Section Code, as that has been incorporated in with the Sub Section name.

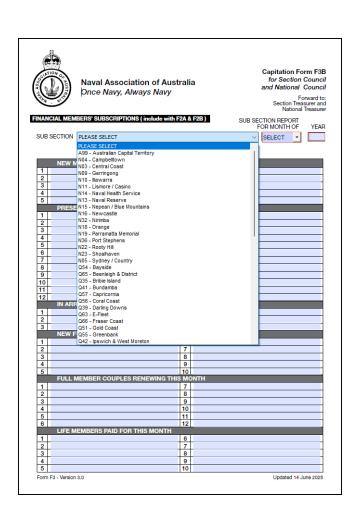


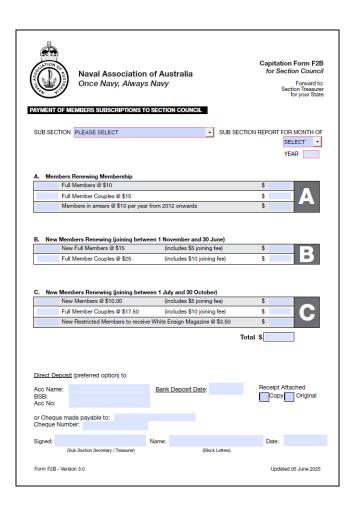
The remaining fields (Sections A, B & C) are text entry fields for entering information as required.



## Form F2B

As with Form F2A, Form F2B has been designed for ease of use with drop down menus for Sub Section and Month, and text entry fields for entering details as required as shown to the right.





## Form F3

Form F3 also has drop down menus for the selection of Sub Section & Month with text field to fill out the date.

Form F3 has also been redesigned as a two page form so that there are an increased number of fields for each section (to cut down on the need for multiple forms to be filled out and sent)

