

**Form information.** There is a "slider bar" on the side of the form (similar to the one on the side of the page), as you fill in the form, please slide the bar down to go down the page or up to go to the top of the page OR use the tab key after filling in the box to move to the next box. At the bottom of the form is where you will find the "submit" button. Under the number attending boxes, you must also fill in the number as zero rather than leave this blank. The enter button also acts as a submit button. When you see an asterisk, \*, you will be required to enter something in this field.

The screenshot shows a web browser window with the address bar displaying <http://www.civilwarstlmo.org/membership/enlistmentform.html>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains a search bar, Norton security, and various utility icons. The main content area displays the "Enlistment (Membership) Form" for the Civil War Round Table of St. Louis, 2013-2014 Enlistment Campaign. The form includes the following fields and options:

- First Name: \* (text input)
- Last Name: \* (text input)
- E-mail (if none, enter none): \* (text input)
- A confirming email will be sent to confirm that we received your enlistment form. This could take up to one week since this is a volunteer organization. Thank you for your patience.
- Phone Number: (text input)
- Type: (dropdown menu)
- Address: (text input)
- City: (text input)
- State: (dropdown menu)
- Zip code: (text input)
- Enlistment selection: \* (checkboxes for "Circle" and "25.00")

At the bottom of the form, there is a link: "Our mailing address and check information - [click here](#)".

As you step through the form, you can use the "tab key" and "reverse tab key" to move from field to field. The "reverse tab key" is used by holding down the "Shift key" and then depressing the "tab key". The enter key will act as the submit key, but the entries will be checked and if any errors are detected, the form will highlight in red, and you will need to complete these fields.

## First enlistment.

First name: This is a required field. Enter you first name. You can also enter you middle initial or name if you wish.

Last name: This is a required field. Enter you last name and suffix.

Email Address: This is a required field. Enter you email address that you wish to receive a confirming email.

Contact Phone Number: This is a required field. This is a phone number where we can reach you if we need to.

Type: This is an optional field. If you are using a cell phone and will list the carrier, this will allow us to see if we can contact you using that same carrier so as not to use minutes (if both carriers allow this).

Address: This is an optional field. If we need to contact you by mail, this would be the address to use.

City: This is an optional field. If we need to contact you by mail, we would need the city.

State: This is an optional field. If we need to contact you by mail, we would need the state. This is a drown box for you to pick the state.

Zip code: This is an optional field. If we need to contact you by mail, we would need the zip code.

Enlistment selection: This is a required field. Pick the one that you are joining. (If you pick joint, then you will need to fill in the second half of this form.

Bushwhacker Newsletter: This is a required field. Pick the option that you want. With the costs of mailing going up, the best option is email.

Are you renewing or a new enlistee? This is a required field. This allows us to know if renewing and you do not have any changes (leaving the about entries blank), that we should use the information on file.

Are you a CWRT veteran? This is a required field. Please answer yes or no.

How did you hear about us This is an optional field. If you would, check the appropriate box.

Additional information you would like to share with us This is an optional field.

For a single membership or student, you have completed the for except for form is complete tab.

For the joint membership, please fill out the rest of the form. The difference is that non of these fields are required by the web site, but if not filled in, then the joint membership is really a single membership. If you leave any of the fields blank, then it will be assumed that the answer is the same as the primary membership. The exception will be the Bushwhacker, this will assume that both of you will share the Bushwhacker.

Check only when completed: This is a required field and lets us know that you have filled in the information that you want us to have. Do not check this box until you have completed the rest of the form.

Submit button will submit the form to us. The enter key on the keyboard also acts as a submit button.