

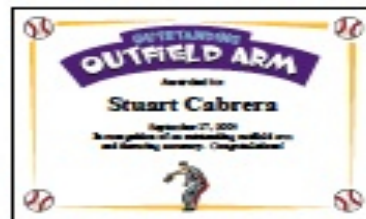
Directions:

1. Open the PDF file on your desktop
2. View the contents pages or page through the complete document and identify which certificates and handouts you'd like to use.
3. Use the text fields to customize your certificate or handout. You'll need Adobe Reader 7.10 or higher installed on your computer to use text fields. (For users of earlier versions of Adobe Reader, skip to step 4.) Use the Select Tool to select the text in each field. With the default text highlighted, you can now type in the player's name, date and additional comments. Print out the completed certificate on your choice of paper. The current version of Adobe Reader is available for free download at: <http://get.adobe.com/reader/>.



Choose a blank certificate.

4. If you are using an earlier version of Adobe Reader, you'll need to treat the certificates and coaching forms like letterhead.
 - Print the certificates and handouts you like individually and then reload the printed paper back into your printer with the proper orientation (which differs from printer to printer).
 - Create your custom message for each form in a word processing application, e.g. Microsoft Word. Make sure to match the orientation of the award certificate or handout (landscape or portrait) to your word processing document.
 - Print your customized message on the certificate or handout. Alternatively, you can write by hand on the award to customize it. You might also consider signing and dating the award whether you used a word processing application or handwrite the information.



Add your own message!

That's It! Your award certificate or coach handout is complete and ready for distribution.