



CALIFORNIA'S
COALITION
for ADEQUATE
SCHOOL HOUSINGSM

How to Download and Complete the Adobe PDF Registration Form on the C.A.S.H. Website

1. Go to www.cashnet.org.
2. Scroll over "News & Events."
3. Select "Meetings, Workshops, & Conferences" from the drop-down menu.
4. Click on the event you want to register for.
5. Click "Printable Registration Form." This will automatically launch Adobe Acrobat and bring up the registration brochure.
6. The registration form is on page 2 of the brochure.
7. Place your cursor in the box representing the workshop(s) you are planning to attend. Click inside the box to create a checkmark.
8. Place your cursor in the "Name" field and type in the appropriate information.
9. Use your tab key to move between fields on the registration form. Information can be typed directly in the fields.
10. Enter your 10-digit phone and/or fax numbers without characters or spaces. These numbers will be formatted automatically once you move to the next field.
11. If you are paying by credit card, click the box next to the credit card you will be using. Enter the account number in the appropriate field, and use the pull-down menus to select the month and year of your card's expiration date.
12. If you would like your credit card receipt sent to you via email, click the box next to "Please email my credit card receipt."
13. Once you have completed the registration form, you can print it directly from your computer and return to C.A.S.H. by fax at (916) 448-7495 or mail at 1130 K Street, Suite 210, Sacramento 95814.