



EDUCATION DAY

Fillable Form Instructions

Contact us at: 1-855-434-KIDS (5437) (Toll Free), 701-242-7744
or by email secretary@marketplacend.org

Marketplace for Kids is working hard this year to save some trees by going paperless. Please follow the instructions below to help us work towards this goal.

Go into www.marketplacend.org and select your Region

You will launch into the Education Day website where you will find:

- Countdown to Registration Information
- Class List and Descriptions
- Education Day Schedule
- **Getting Registered** – Where all the Fillable Forms are located

TO USE REGISTRATION FORMS 1 – 4 (5 where applicable)

- Click form to open (i.e. Registration Part 1 Teacher/Group)
- Click on first highlighted box
- Enter requested information
- Press Tab key to move forward or Shift-Tab to move back OR use your mouse and click each field
- Repeat until form is completely filled out

TO SAVE REGISTRATION FORMS

- Right-click mouse button
- Select “Save as” from dropdown menu
- Go into folder you wish to save files in
- Click Save
- Close completed form by clicking X beside the form name on top of screen to return to the website
 - If you click the Region tab it will close the website so just go back in

TO SEND COMPLETED FORMS

- Email forms to secretary@marketplacend.org

Thank you for helping us go paperless!