## Saving a Participant Form to ServiceReef

How to load a required form to ServiceReef





**Step 2** Select a specific opportunity



**Step 3** Click "Participants" tab



Required Forms Show/hide forms

Name

Adult Re



Step 4

Find participant, click "Actions", click "View/Upload Forms"



Due Date Date R

Mark Received

7/10/2015



## **Step 5** Click "Mark Received" next to form

NOTE: You must load your forms on the forms tab to reference them here.



## **Step 6** Upload form and note the date

NOTE: Don't forget to save!

Form	Participant	Project	
Adult Release Fo	m		
File or Document	Choose File no file selected		
Received Date	07/13/2015		
	Save Changes Cancel Changes		