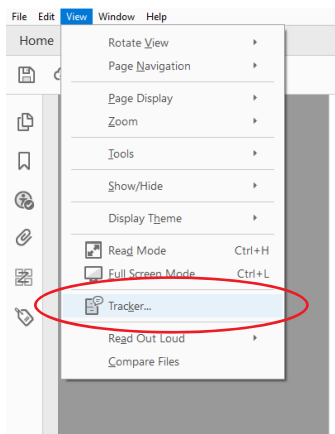
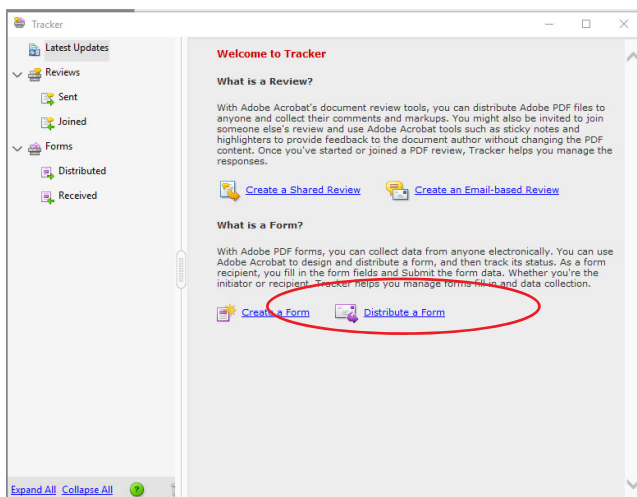


Distributing the forms for data collection:

1. Download the form and save to your computer from the [UC CalFresh Website](#)
 - a. Forms can be found under the PEARS Tab in Program Activities
2. Open Adobe
3. Using the toolbar in Adobe, click on “**View**” and choose “**Tracker**” from the dropdown menu



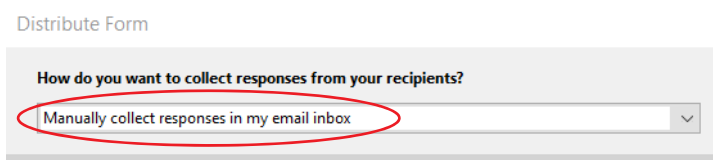
4. Click on the “Forms” and choose “Distribute”



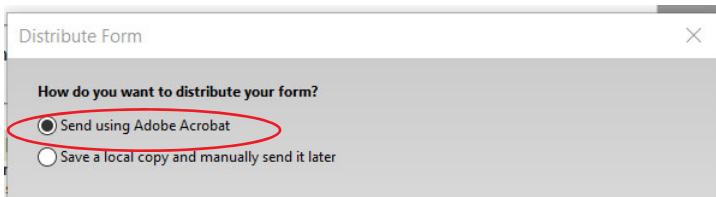
5. This will start a setup wizard to distribute your form
 - a. Locate the form you wish to distribute by clicking on Browse and click “next”



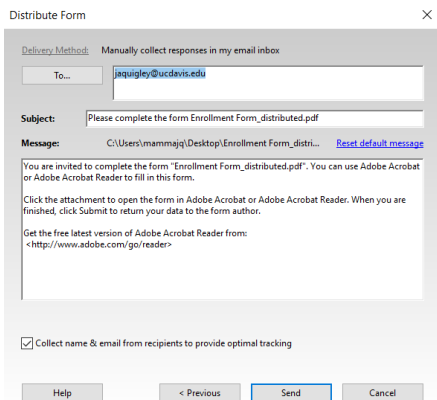
6. Choose to collect responses via email



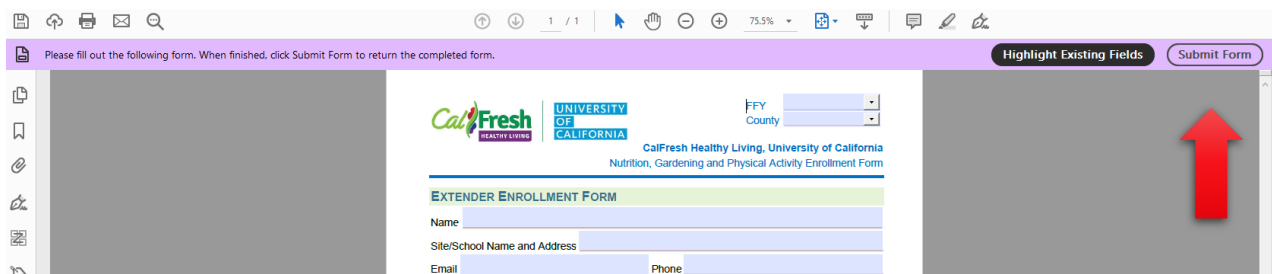
7. Send using Adobe Acrobat



8. Enter email address for your extenders/teachers and click send



9. Extenders will receive the form and be able to complete and submit this form back to you when finished



10. Responses will come back to the email box of the sender or distributor of the form

11. When you double click the attached file it will open up the tracker tool again to help you keep track of your responses

From	Received Date	Federal Fiscal Year	County	Name	Site/School Name and Address	Email	Phone	Number of c
jq	8/6/2019 11:24:31 AM	2020	ALAMEDA	Jen	ABC Elem 5th Street	jaquigley@ucdavis.edu	555-555-5555	0

a. This tool gives you the ability to filter by a specific field like the site name, export, add other forms collected and archive forms in one place.

b. The Export will go into a CSV or comma delimited file that can be opened in Excel.

From	Received Date	Federal Fiscal Year	County	Name	Site/School Name and Address	Email	Phone	Number of children age 04Classroom or Group 1	Number of children age 517Classroom or Group 1	Number of children age 04Classroom or Group 2	Number of children age 517Classroom or Group 2	Number of children age 04Classroom or Group 3	Number of children age 517Classroom or Group 3	Number of children age 04Classroom or Group 4	Number of children age 517Classroom or Group 4	Number of children age 04Classroom or Group 5	Number of children age 517Classroom or Group 5	Number of children age 04Classroom or Group 6	Number of children age 517Classroom or Group 6	Number of children age 04Classroom or Group 7	Number of children age 517Classroom or Group 7	Number of children age 04Classroom or Group 8	Number of children age 517Classroom or Group 8	Primary Curriculum	Additional Curriculum	
Enrollment Form_distributed2 (002).pdf	jq	8/6/2019 11:24	2020	ALAMEDA	Jen	ABC Elem 5th Street	jaquigley@ucdavis.edu	555-555-5555	0	25	0	0	0	0	0	0	0	0	0	0	0	0	0	0	CATCH/3-5: Activity Box	Go Glow Grow

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