

Catch Return On-line instructions

- 1. Using Microsoft Excel, open the link for the catch return forms.**
- 2. Ignore the password and username box, click cancel!!**
- 3. Fill in your data, the programme will automatically add the totals and weights up for you.**
- 4. Once you have completed you returns, save them to the Desktop of your computer.**
- 5. Right click on the saved file and go to “send to”, then “mail recipient”.**
- 6. Enter “membership@nsaa.org.ok and click send.**
- 7. If you have any difficulty, please e-mail the membership secretary at membership@nsaa.org.uk for assistance.**

