

2011 FIELD SCHOOL APPLICATION submission instructions

Please fill it out and return the Archaeology Field School application via e-mail to:
btrail2@unlnotes.unl.edu

I recommend the following to insure your data transfer correctly. Once the application is filled out
Click the:

Submit by E-mail

button at the top of the page. A window will probably pop up that provides
My e-mail address and name insert your e-mail address and name.

click send

The next window that will pop up is:

Select Email client

I recommend that you select the second option which is the:

Internet Email.

(Even if you are using Outlook or one of the other services
Please choose the **internet email** option. The desktop email application
doesn't work. I frequently do not receive the emails sent via this method

Once you click the:

OK

button, the next window that will likely pop-up is a:

Send PDF Data As

Save the document in a convenient location on your computer, such as the desktop, The
file must be saved as a PDF. Change the name to:

Your last name - FS application - or something similar.

Once saved go back to e-mail and attach the PDF file to an e-mail addressed to :
Btrail2@unlnotes.unl.edu.

I will respond generally within 24 hours (Monday - Friday) confirming receipt of your application.
If you do not receive a confirmation e-mail please send an e-mail or call to check on the status of your
application.

If you have any questions or problems please let me know.

Thank you,