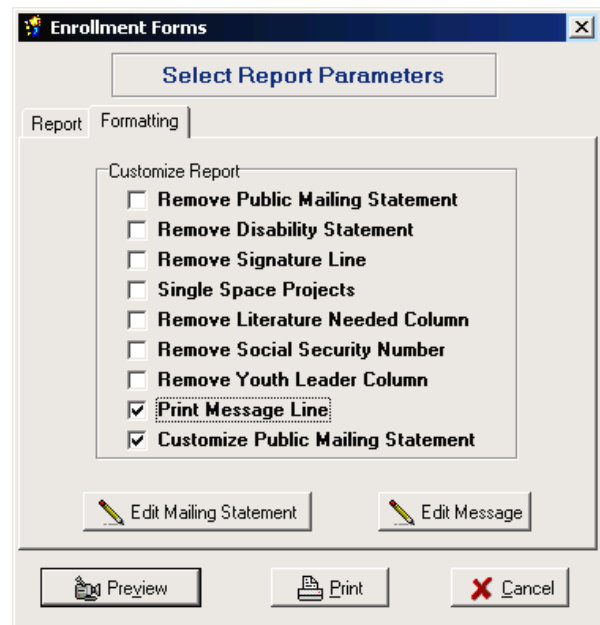


Adding custom messages to enrollment forms

Last year, Martech added a new capability to the enrollment forms—the ability to add a message to your enrollment forms. The original intent was to add a photo/publicity permission line. Since not all states use the same wording, it was left as “add your own.”

- ◆ Choose Special|Enrollment Forms. Under the Formatting tab choose Print Message Line.
- ◆ Click on Edit Message. A customize message box comes up. Just start typing. A maximum of 3 lines will show on your form. It will print in 8 pt. type (pretty darn small).
- ◆ In Iowa, we are going to use the following text: **“I give permission to have my image/voice used by ISU Extension for educational purposes. I understand that my image/voice will be used to help illustrate and explain the educational programs of ISU Extension.”** Once you type that in, it will “stay” as the custom message until you change it to something else.



This year, an additional option for a customized line was added: “Customize Public Mailing Statement”. It defaults to “I do not want University Extension to reveal my name, address, or telephone number as part of a public record.” Since we do not release those names and addresses anyway, it’s sort of redundant.

You can change it to meet your needs. To customize the statement, click on the “Edit Mailing Statement” button as shown above, type in the new text, and Save. It prints in Boldface 10 pt., right above the signature lines.