

1. Click on this link to be taken directly to the 2015 4C & 4S Schedules www.methodist.org.za/finance/2015

The screenshot shows a website with a red navigation bar containing the following links: Our people, Our work, Our structures, Our heritage, Resources, FAQ, and Events. Below the navigation bar is a white box with the heading "2015 4S and 4C schedules". Underneath the heading is a "SHARE" button and a list of instructions for finding circuit or society schedules. The instructions are: 1. click on the appropriate district link below - this will open up a folder on Google Drive; 2. click on the correct circuit folder; 3. download the appropriate 4S or 4C documents to your desktop (to download, click on the download link [the downward-pointing arrow] at the top of the page, otherwise the document will try to open in your browser window, which will make completing and saving it difficult.); 4. enter the password you have been given by your district treasurer to open and complete the forms. Below the instructions is a bulleted list of districts: District 1: Cape of Good Hope, District 2: Grahamstown, District 3: Queenstown, District 5: Kimberley, Namibia and Bloemfontein, District 6: Northern Free State and Lesotho, District 7: Natal Coastal, District 8: Natal West, District 9: Central, District 10: Highveld and Swaziland, District 11: Limpopo, and District 13: Clarkebury.

2. When you click on your district number it will show all the Circuit numbers in the District.

The screenshot shows a Google Drive folder view for "District 08 - Natal West" containing 37 items. The folder is displayed as a table with two columns: "TITLE" and "LAST MODIFIED". The items listed are:

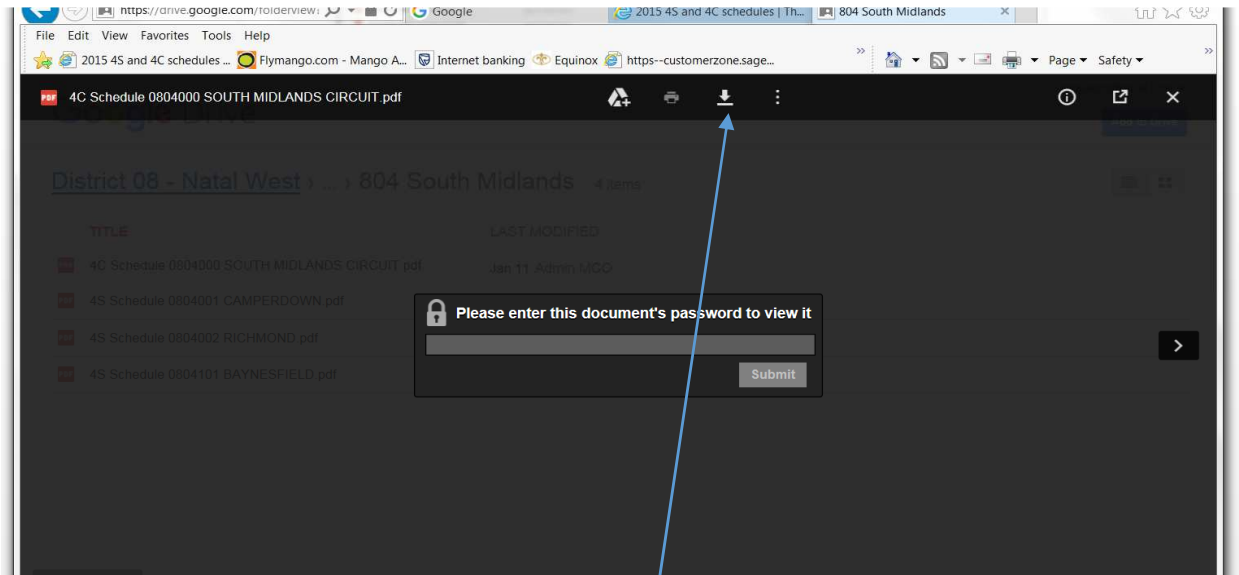
TITLE	LAST MODIFIED
800 District 8 Natal West	Jan 13 Admin MCO
801 Pietermaritzburg	Jan 13 Admin MCO
802 Pietermaritzburg & Howick	Jan 13 Admin MCO
803 Southdale	Jan 13 Admin MCO
804 South Midlands	Jan 13 Admin MCO
805 Edenvale	Jan 13 Admin MCO
806 South Coast Renishaw	Jan 15 Admin MCO
807 Harding	Jan 13 Admin MCO
808 Port Shepstone	Jan 13 Admin MCO

3. Click on your Circuit and it will show the 4C and all the 4S Schedules to be completed.

The screenshot shows a Google Drive folder view for "District 08 - Natal West > ... > 804 South Midlands" containing 4 items. The folder is displayed as a table with two columns: "TITLE" and "LAST MODIFIED". The items listed are:

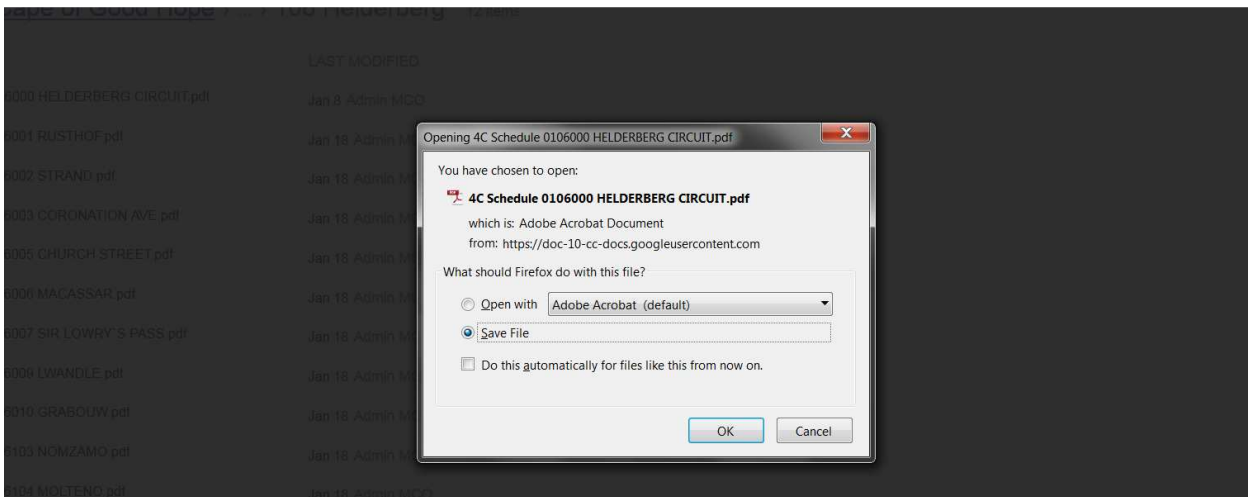
TITLE	LAST MODIFIED
4C Schedule 0804000 SOUTH MIDLANDS CIRCUIT.pdf	Jan 11 Admin MCO
4S Schedule 0804001 CAMPERDOWN.pdf	Jan 12 Admin MCO
4S Schedule 0804002 RICHMOND.pdf	Jan 12 Admin MCO
4S Schedule 0804101 BAYNESFIELD.pdf	Jan 12 Admin MCO

4. Click on the pdf schedule that you want to download. A black screen will be displayed.



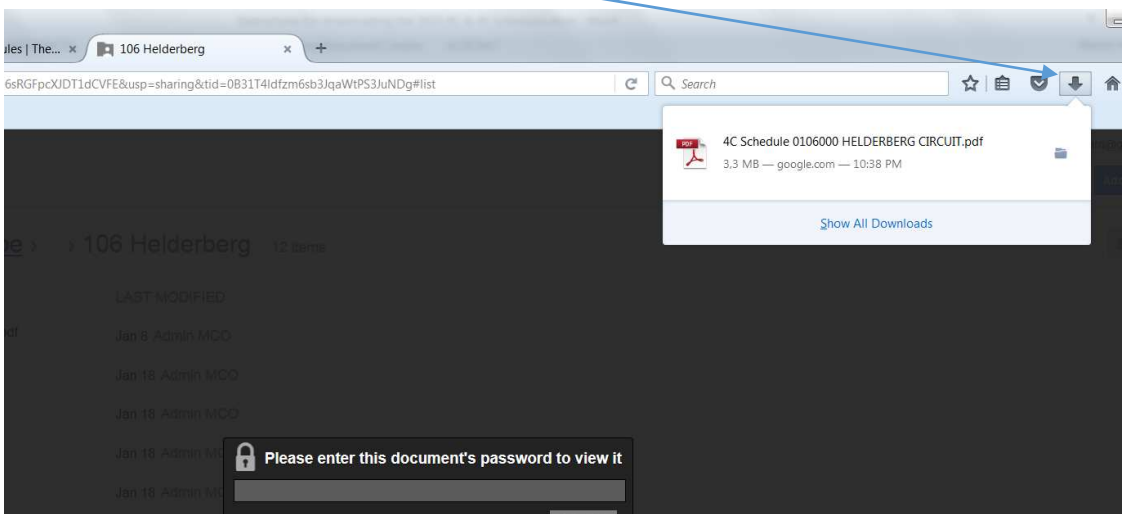
5. **Do not enter the password yet!** First click the download arrow to download the pdf document.

6. A message box will appear asking you to either open or save the file.



7. Click on Save and the file will start to download.

8. Once downloaded, click the download arrow, select the pdf and open it by entering the password!



9. Once the PDF has opened, go to **File & Save As.** (This will prompt you to save the PDF where you want to.)
Now you can start working on the Schedule!

NB: For the best results, please ensure that you have the latest version of Adobe Reader installed on your computer