

## **How to fill out your New Counsellor Application Form**

**Are you a returning counsellor?** If so, your form would have been emailed to you in early or mid January and if you did not get it, please send us an email at [info@trackshoes.ca](mailto:info@trackshoes.ca).

**Are you in grade 8 or lower?** If so, you will be a Peer Counsellor. Download [http://www.trackshoes.ca/pdf/download\\_new\\_peer\\_counsellor\\_application\\_form.pdf](http://www.trackshoes.ca/pdf/download_new_peer_counsellor_application_form.pdf) for further instructions.

Otherwise, please follow the instructions below.

### **If you wish to complete the form electronically:**

1. Click on [http://trackshoes.ca/pdf/new\\_counsellor\\_application\\_form.pdf](http://trackshoes.ca/pdf/new_counsellor_application_form.pdf).
2. Save that file to your computer.
3. Find the file you just saved and open it with Adobe Reader (it has to be opened this way).
4. Fill out the form.
5. Save the completed form.
6. Click the SUBMIT button and follow the prompts. If you don't get prompts, send it as an attachment to [info@trackshoes.ca](mailto:info@trackshoes.ca).

### **If you wish to complete the form by hand:**

1. Click on [http://trackshoes.ca/pdf/new\\_counsellor\\_application\\_form.pdf](http://trackshoes.ca/pdf/new_counsellor_application_form.pdf).
2. Print the file.
3. Fill out the form.
4. Return it to us by scan/email, fax or by regular mail. The information on where to send it is on the bottom of the second page of the form.

Please contact me at [info@trackshoes.ca](mailto:info@trackshoes.ca) if you have any questions.

Thank you

Fiona McDannold  
Registrar