



## Hints to help complete the PAL Insurance Form

Since the “new way” of applying is markedly different from the previous way, it might help external users to have ‘helpful hints’ for groups that meet weekly or monthly at our churches.

- The application form was clearly developed for those who are holding one-time or “single” events. Holding a community choir practice every Thursday evening from April 4 to October 25? It was not obvious, you put in the first practice, date and times, and then in the text box you say “every Thursday from April 4 to October 25.” Not at all obvious from the form design.
- There is not a “submit” button. It’s labelled as “continue and review”, click on this and it will be submitted.
- If you wanted to print out a copy of the application form; . You can’t do it. You will need to take screenshots for your records.