

## How to use DD1 form

Go to [www.manitobastatecouncil.ca/Forms\\_and\\_Pubs.aspx](http://www.manitobastatecouncil.ca/Forms_and_Pubs.aspx)

Scroll to bottom of page

Right click on Form DD-1 – electronic fill in

Click ‘save as’ and save the file on your computer

Open the file you just saved and enter all the information for that month

When done, Left click on ‘File’ at the top left corner and then click on ‘save as’ and name the file as “council # and Month”. That way you never overwrite the original file. You can do this for each month throughout the year.

If you have events that occur each month, you can save as the original file and then just enter the new information each month. Don’t forget to save each month with a different name.

When your DD-1 form is completed for that month, you can print it or better yet email to the District deputy.