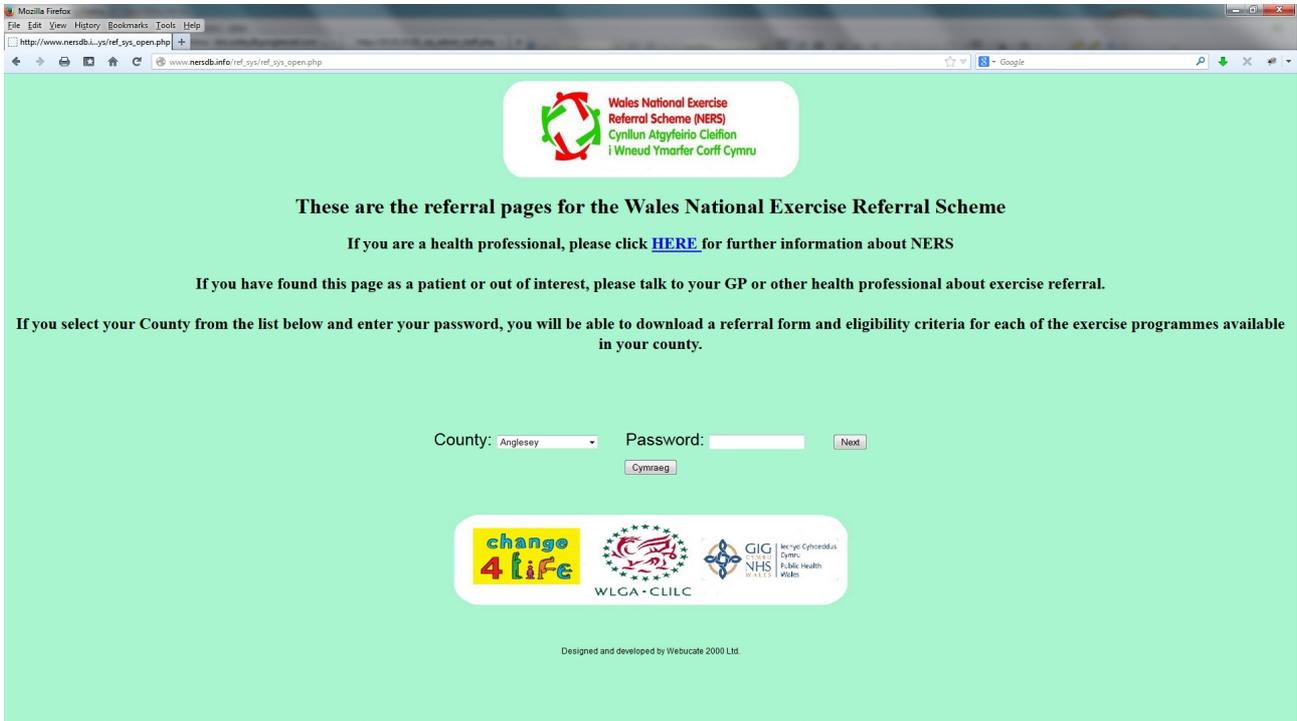


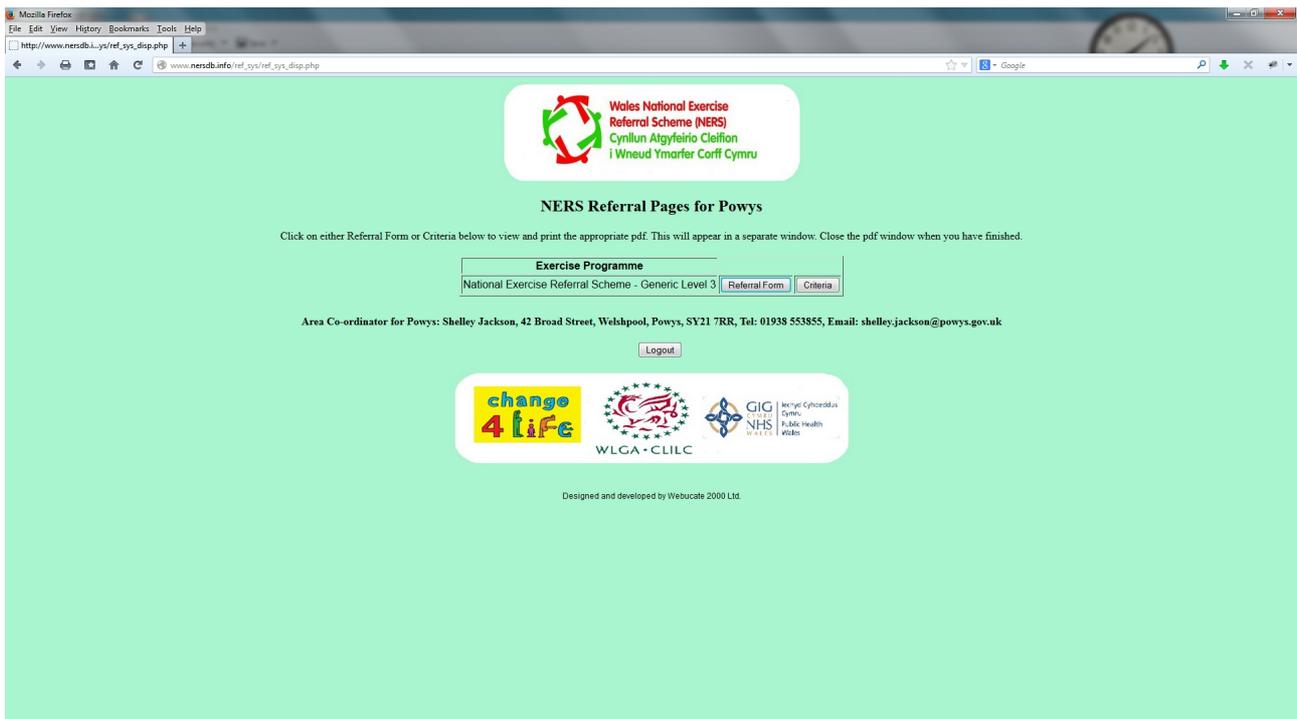
# NERS Referral Form Web Site

## Instructions

To use the system, point your web browser at [www.nersdb.info](http://www.nersdb.info) and then:



- 1) Select your county
- 2) Type in the password webucate
- 3) Click next.



4) You will see one level 3 exercise programme and in due course one or more level 4 programmes. Each programme has two buttons, one which launches the criteria for the programme and the second which loads the referral form itself.

5) Once you have finished printing out the form, close the tab on your web browser and you will return to the list of exercise programmes.



6) Sign the form and post to the area co-ordinator whose address is on the page with the list of exercise programmes.

7) Click logout to take you back out of the system.

The referral form can be used in three ways depending upon your computer system and how you would like to work:

1) Having clicked on the referral form, simply print out the form, complete it using pen and ink and post it off.

2) Having clicked on the referral form, fill the various boxes in on the computer screen then print it out, sign it and send it off.

3) As per 2 but you can save a copy of the form on your computer.

Option 1 is available to all.

Option 2 depends upon how your web browser handles pdf. Firefox currently does not handle pdf forms well but does give you an option of using the main adobe acrobat reader on your computer - you should click on this option if you want to complete the form on-screen.



Option 3 depends upon the security settings on your computer - some are set up to specifically stop you from saving these documents.

Note that as our co-ordinators do not have secure email, we cannot, as yet, accept electronic submission of completed forms.

The web site and the referral forms are available in both Welsh and English. Click 'Cymraeg' on the English page to go to Welsh and 'English' on the Welsh page to go back.