

Shufu Form 20 Instructions

Step 1: Launch browser (e.g. Chrome, Internet Explorer, Firefox)

- In the navigation bar paste/type the following link or click (hold CTRL) on the following URL: <http://shufujudo.org/>

Step 2: Go to the Promotions Page

- Click on Promotions



Step 3: Find the Form 20 reference

- Scroll down the page about a quarter of the way
- Click on the form 20 reference link; located at 1b

1. Form 20

a. How to submit: Submit *in editable electronic format* so Shufu Rank Chair can sign electronically.

b. Where to find the Form 20 – [Click Here](#)

- <https://www.usjf.com/wp-content/uploads/2018/10/Form20-PromotionFormFields120531.pdf>
- This will launch the PDF version of the Form 20
- At this point the form will not be editable. Proceed to Step 4 to get the form 20 into an editable format.

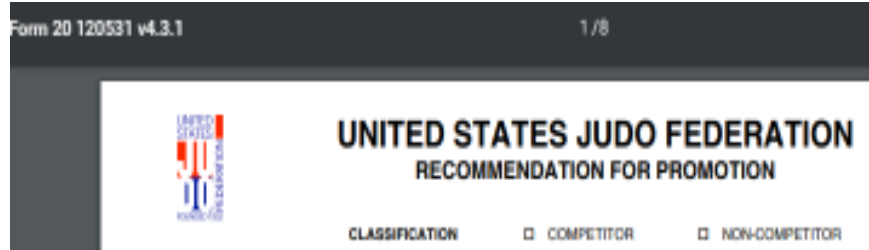
Step 4: Downloading the Form 20

- Once the Form 20 comes up, you need to download it to your

computer before you can add your information.

- For **Chrome**

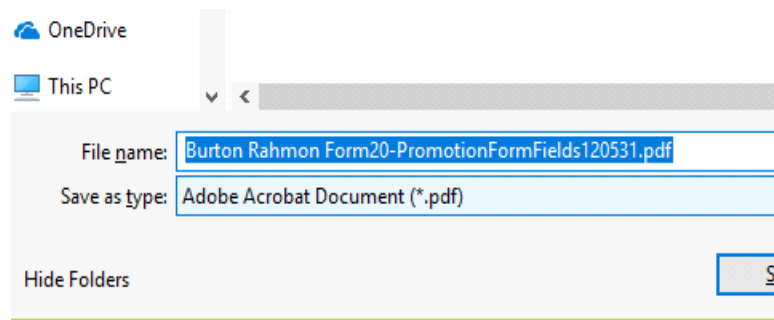
- i. Click on the Download icon in the upper right corner



- ii. If you do not see the download icon in the top right corner, hover the mouse in that area. It will appear.

- iii. Save it locally to your computer

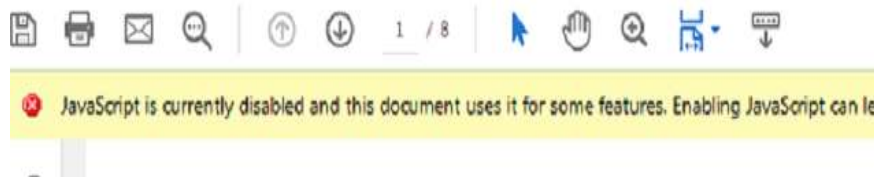
- Appending your Last Name, First Name to the file name



2. For **Internet Explorer**

Note: Some steps may not have to be taken.

- i. If JavaScript message appears

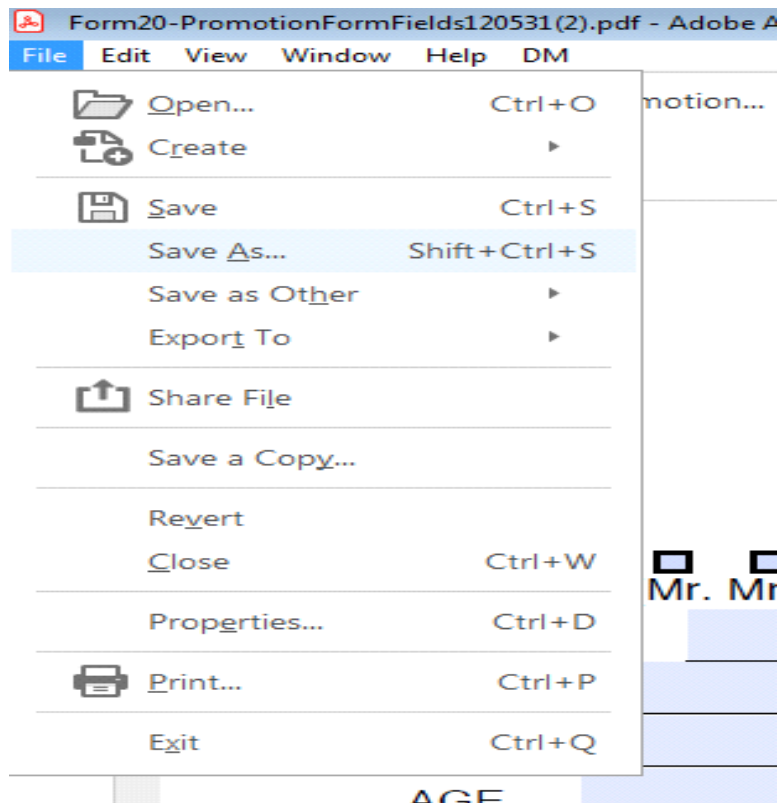


1. Click on **Option** in the upper right corner

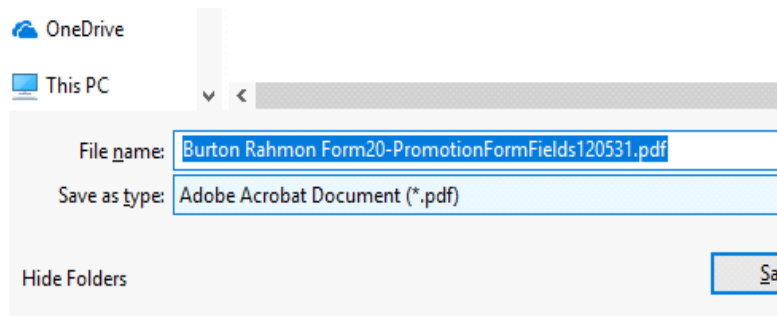
- Select “Always”



ii. On the main menu bar Click File | Save As



iii. Appending your Last Name, First Name to the file name



- For **Firefox**

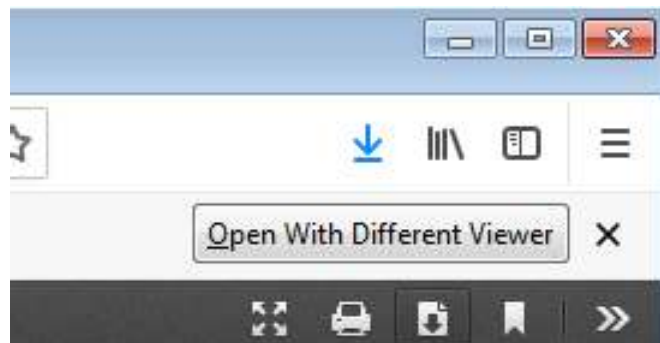
Note: Depending on the version of Firefox, some steps may not have to be taken.

- i. Click on the Download icon in the upper right corner



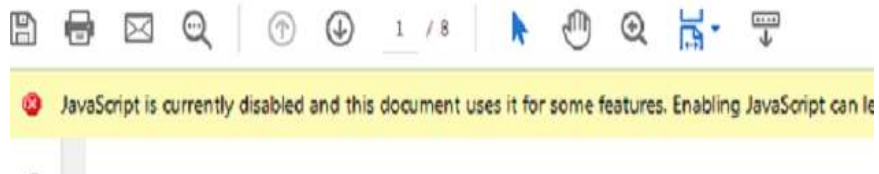
- ii. Click **OK** to save the Form 20 locally

- iii. Click on the Blue down load icon in the upper right hand corner



- iv. Select the Form 20

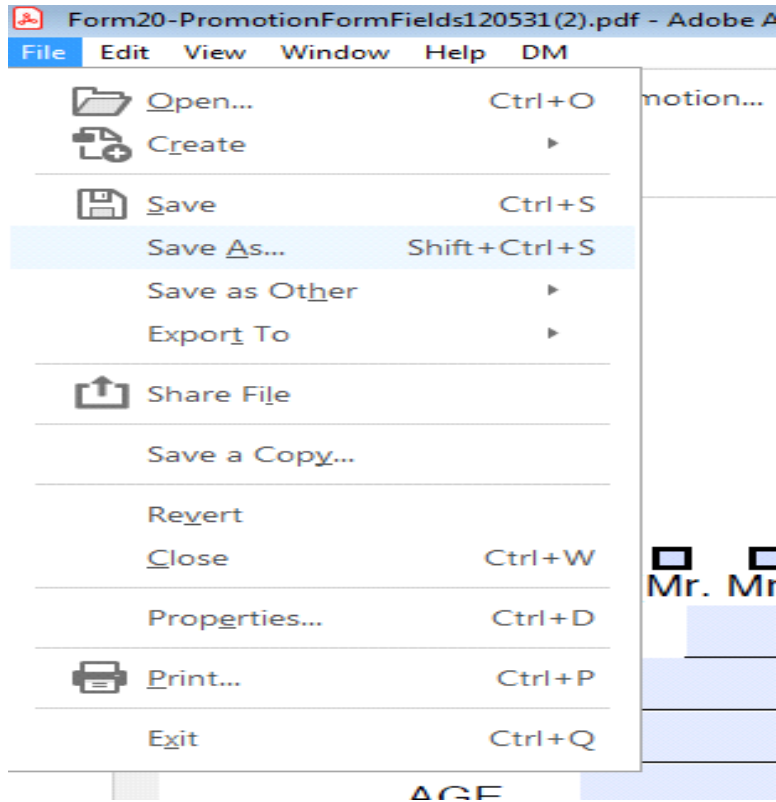
- v. If JavaScript message appears



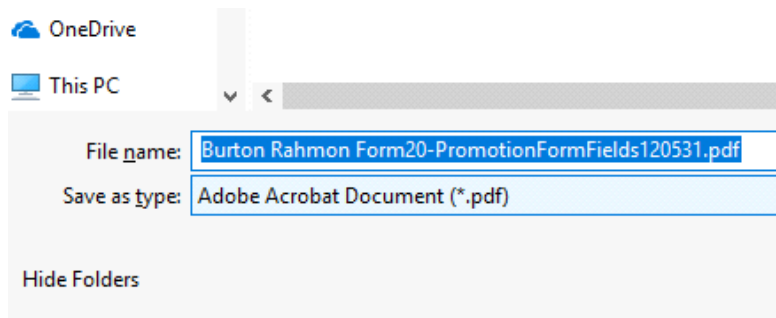
- Click on **Option** in the upper right corner
 - Select "Always"



vi. On the main menu bar Click File | Save As




vii. Appending your Last Name, First Name to the file name



Step 5: Filling out your Form 20

- Open up your locally saved copy of the Form 20
- This saved copy should be editable.
- If it does not come up or is not editable, you will need to at least download Adobe Reader
 - You can download it here for free: <https://get.adobe.com/reader>
 - Editable version should look like this:



UNITED STATES JUDO FEDERATION RECOMMENDATION FOR PROMOTION

CLASSIFICATION COMPETITOR NON-COMPET

NAME (Mr. Mrs. Ms. Miss Dr.) LAST FIRST
 _____ _____ _____

ADDRESS _____
 CITY _____ ST & ZIP _____
 PH _____ EMAIL _____
 AGE _____ DOB _____ HEIGHT _____ WEIGHT _____
 OCCUPATION _____ FIRM _____

(2) P
*Copy of
REQUI*

(3) JUDO AFFILIATIONS

AFFILIATION	BEGINNING	PRESENT
DOJO		
YUDANSHAKAI		
INSTRUCTOR		

RANK	DATE
8 DAN	
7 DAN	
6 DAN	
5 DAN	
4 DAN	
3 DAN	