

## Homestudy Formatting Options

Coaches participating in homestudy modules are asked to send the files back to their homestudy tutors with the original program (using Microsoft Word, and Excel when applicable). This is to ensure formatting consistency, and to enable to tutors to be able to provide feedback within the document, for the benefit of the coach. Any conversion of the program may result in the formatting not being affected.

If this is not possible, coaches have the following options.

1. After filling out the document, save it as a PDF and email to the tutor. The tutor will not be able to mark within the document, but feedback will be provided in the body of the return email. In this case the coach must have Adobe Reader on their computer, it is free to download.  
<https://get.adobe.com/reader/>
2. If you have a tablet there is a Microsoft Word app that is available for download at no cost.
3. Print the document, and fill it out by hand. Mail it into the ViaSport office. This option will take longer to receive feedback and for it to appear in the locker.  
ViaSport address: 1351 – 409 Granville St, Vancouver, BC, V6C 1T2