

## How to upload your Tav Yarok to the Form

1. **You already have your Tav Yarok** – it may have been sent to you by email or maybe you took a picture of it.
2. **You have to save your Tav Yarok** somewhere on your computer in order to upload it to the shul form:
  - a) *When you find your Tav Yarok on your computer, write down where that file is (e.g., Documents/ or Downloads/)*
  - b) *OR, if you think you won't be able to remember where the file is, RIGHT click on the picture or PDF and click on "SAVE AS" and then save it to your DESKTOP.*
  - c) *If you cannot find your Tav Yarok on your computer, you can go back to the Misrad HaBriut site - <https://corona.health.gov.il/en/green-pass/> - and get another one, then save it somewhere on your computer.*
3. **Now that your file is saved**, start filling out the form - <https://forms.gle/hVtLEqr7cMyYP7fQ8>
4. **When you get to the question that asks you to upload your Tav Yarok**, click on the "Upload" button and a new little window will come up. Find the file, if you remember where you saved it. If you saved it on your desktop, find the word "Desktop" and click on it. Then find the file. Either way, once you find the file double click on it and it will take you back to the form.
5. **Click on "Upload"**
6. You will then see that your Tav Yarok has uploaded.
7. **Need more help?** No problem! Just write to [tavyarok@ksym.org.il](mailto:tavyarok@ksym.org.il)