



Instructions on Fillable PDF Form

1. Download the form to your computer.
 - a. Click on the icon in the upper right corner. The icon looks like a down arrow pointing into a tray. 
2. A window will pop up to save the file. Please ensure to save the file in a location that is easy to locate. We suggest saving the file to your desktop.
3. Before clicking save, change the file name to HJ <year> Class Roster. (i.e., HJ 2023 Class Roster) Then click save.
4. Go to where you saved the file on your computer. Open the file by double-clicking on the file.
5. Please fill each column with the information it asks for on the next page. Please keep first and last names in separate columns. Column titles with * by it are mandatory columns.
 - a. To fill in information, click in the first space and then type. Then click on the next space.
6. Once done filling information in, go to the upper right corner. Click on the save icon. 
7. Close the file.
8. Go Back to hishealinglight.org. Go to Healing Journey. Leaders. Roster Submission.
9. Fill out information about your class in the boxes given.
10. Click on Upload. Go to where your file is located. Click on it. Click Open.
11. Click Submit.
*Submit/Upload Roster at week 5 on hishealinglight.org.

