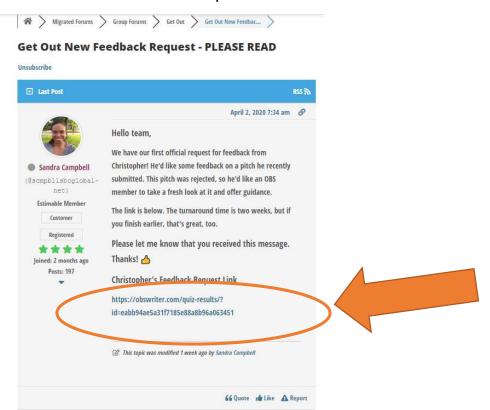
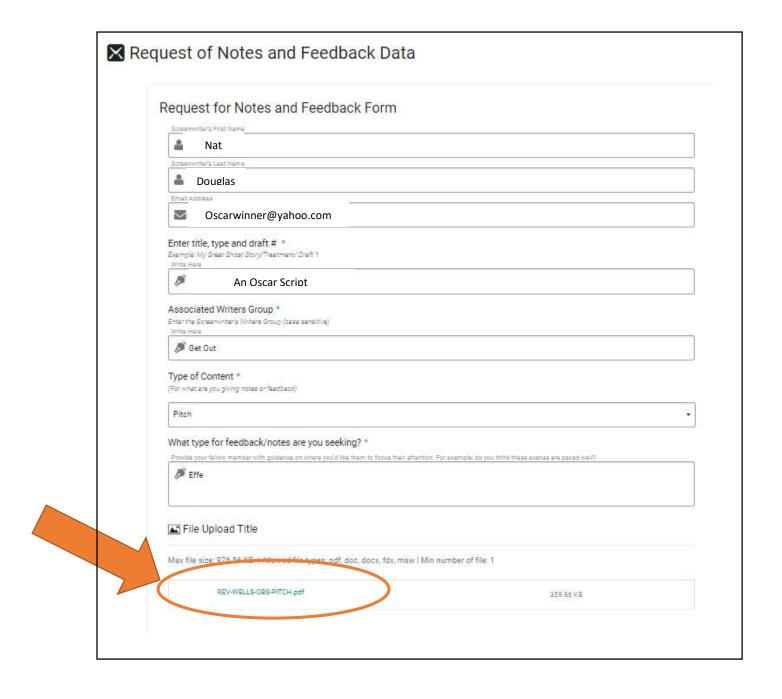
**Step One**: Our Moderator (Sandra) will post in the Group Forum that there is a new request for feedback.



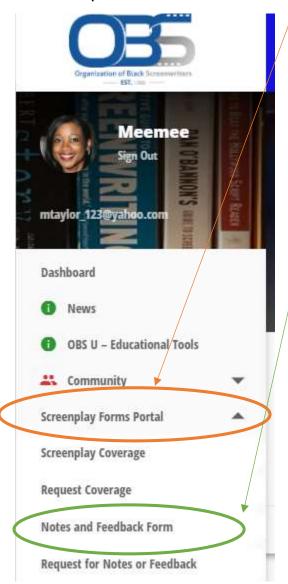
## Step Two: Click the link in her post.



**Step Three**: After you click the link, it will open the *Request of Notes and Feedback form*. Scroll to the end of the page where it says "File Upload Title" and click the link. This will open the document that you are going to review.



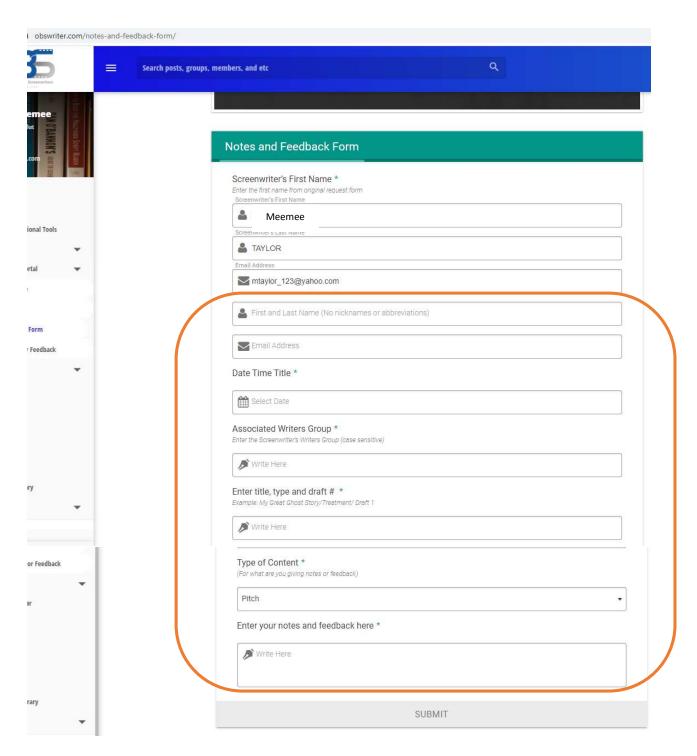
**Step Four:** After you have finished reviewing the submitted materials, go to the OBS Website, click on "Screenplay Forms Portal." It will show you several options. Click on "Notes and Feedback Form".



**Step Five**: The form will automatically populate your first and last name and email address. You will fill in the following information:

- In the following "First and Last Name (No nicknames or abbreviations)" space you will type in the requester's full name.
- In the blank "*Email Address*" space, you will type in the requester's email address which you can get from the form discussed in Step Three.
- For "Date Time Title" add the current date.

- For "Associated Writers Group", type in "Get Out."
- "Enter title, type, and draft#" Type in the name of the project.
- "Type of Content" there's a scroll down box. Select the appropriate choice.
- "Enter your notes and feedback here" Enter your comments here. Then hit Submit!



**Step Six:** That's it! An email will be sent to the requester, letting him/her know about your feedback. And you will receive 15 points. Congrats!