How do I upload a trips file to Formulator Web?

There are several steps, but they are all pretty simple:

IF	the file you want to upload is named anything other than **trips** (e.g., trips2009-q4) change the file name to simply **trips**
GO TO	www.drf.com and log into your account
ACTIVATE	Formulator Web
CLICK	help in the top-right corner of the screen
CLICK	import notes
CLICK	the box labeled horse notes (memo.txt), and change to trip/card notes (trips.txt)
CLICK	select
NAVIGATE	to the **trips** file on your hard drive, highlight it with a single click, and then click open
CLICK	the upload button
WAIT	for the DR F website to say complete (this may take a minute or two)
CLICK	done

You are done! Racing Flow notes will now appear with every running line in the time range covered by the **trips** file.