

ASSEMBLY INSTRUCTIONS FOR NAA NATIONAL RECORD CERTIFICATES AND FAI WORLD RECORD DIPLOMAS

STEP 1. Check to ensure that your certificate assembly kit includes:

- 1 wood plaque
- 1 piece of plexiglass
- 4 silver tacks
- 1 NAA National Record Certificate or FAI World Record Diploma

In addition, you will need:

- A hammer
- Safety glasses (recommended)



STEP 2. Check the back side of the plaque to ensure the keyhole slot is positioned correctly for hanging according to certificate orientation. NAA National Record Certificates are oriented vertically (portrait) and FAI World Record Diplomas are oriented horizontally (landscape).



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- STEP 3.** Peel back the protective paper from one side of the plexiglass. Be careful to avoid leaving fingerprints on the plexiglass.



- STEP 4.** Place the diploma face-down on the exposed plexiglass.



- STEP 5.** Flip the diploma and plexiglass over and peel the protective paper from the upward-facing side of the plexiglass.

- STEP 6.** Check to ensure that all sides of the diploma are aligned with the plexiglass.

- STEP 7.** Locate the score marks indicating correct placement for the tacks on each corner of the plaque.



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- STEP 8.** Align the holes in the corners of the plexiglass with the score marks on the plaque.



- STEP 9.** Gently hammer one tack through the hole in the plexiglass, affixing the plexiglass and diploma to the plaque. Do not hammer with too much force, as it may cause the plexiglass to crack.



- STEP 10.** Repeat step #9 three times to secure the remaining corners. Once the diploma is assembled, use glass cleaner to remove any fingerprints from the outside of the plexiglass.

