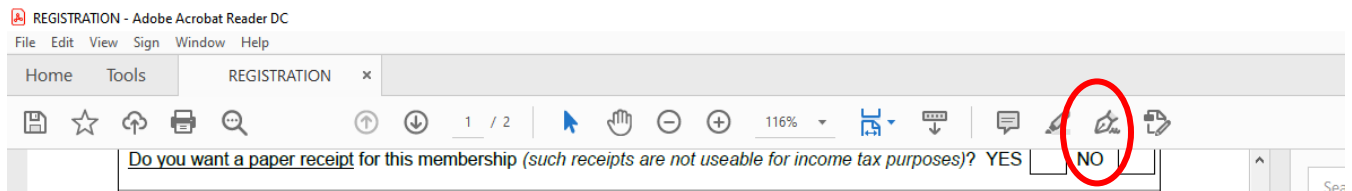


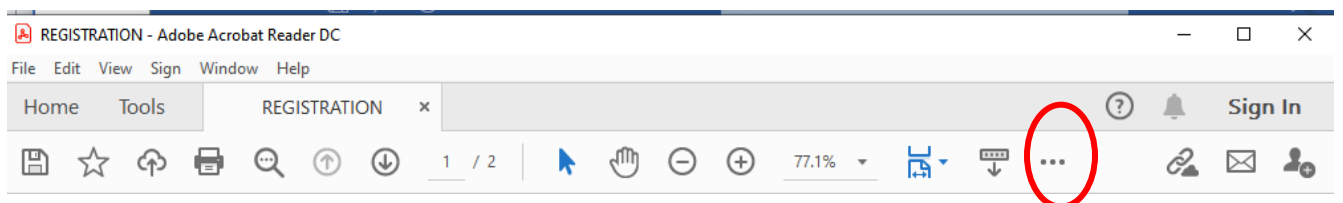
## FILLING OUT THE ANNUAL MEMBERSHIP FORM

Thank you for helping us conserve paper by filling this form electronically. If you have any questions or problems, you can email the Club Membership Coordinator at [joycemembership@shaw.ca](mailto:joycemembership@shaw.ca)

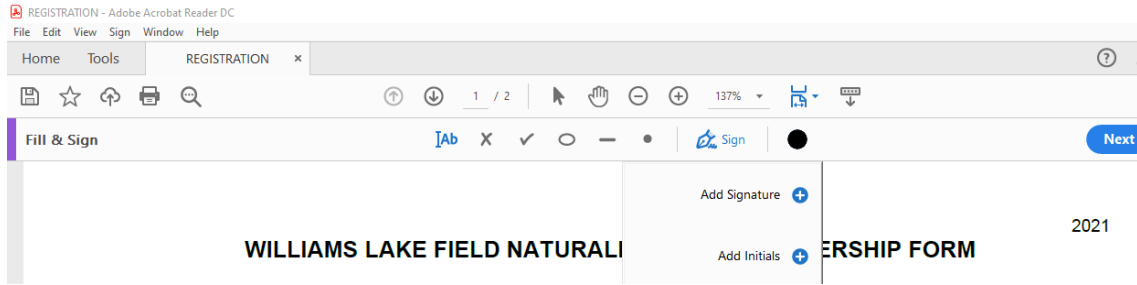
1. To edit the form, you will need to open the form on the website, then save it (download it) to your computer.
2. Once you've saved it to your computer, open the form with Adobe Acrobat.
  - Right click on the file, move your mouse to "Open with" and click on Adobe Acrobat Reader.)
3. Next, click on the icon that looks like a fountain pen (the Sign icon).



Depending on the size of your window, the Sign icon may be hiding under three dots on the upper right. Click the three dots and you will see it.

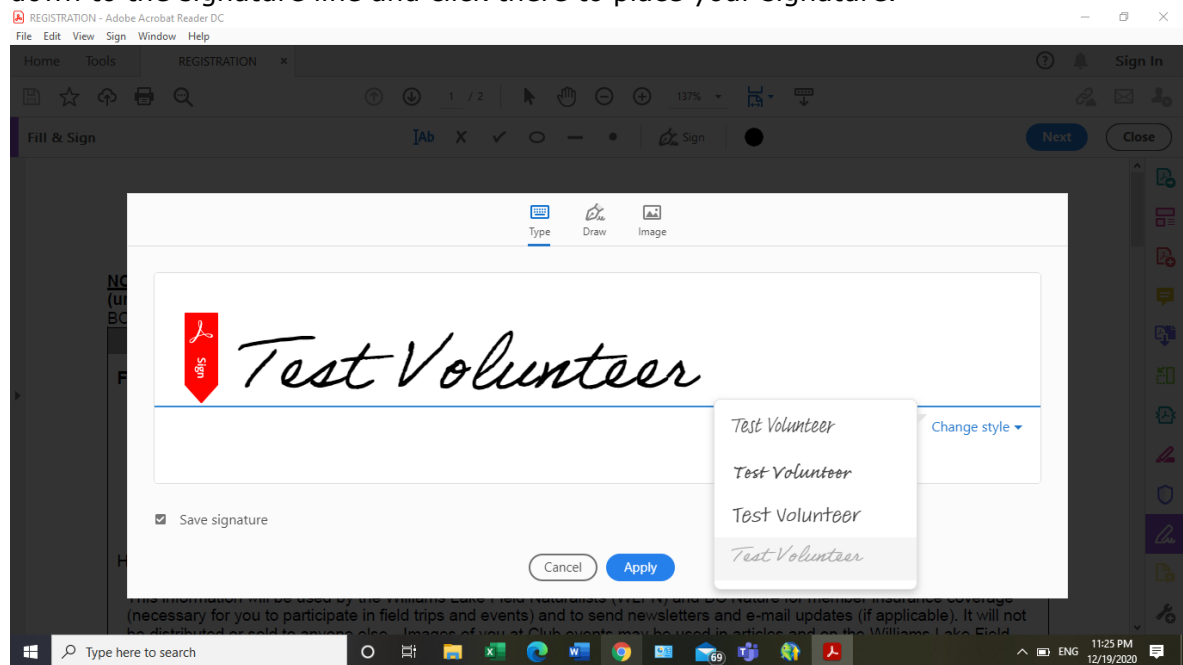


4. Once you've clicked the Sign icon, your cursor will change to a text box, and you'll see that you have the option to add a signature. We'll come back to that once you've filled in the form.



To fill in the form, scroll through the form and place your cursor on a line. Click twice to create a box, then type your response.

5. Now you're ready to sign. Click on "Add Signature." A new dialogue box will open up. It's simplest to type your name. If you wish to change the style, click the small drop down arrow on the right. When you're happy with it, click "Apply." This dialogue box will close, and you'll see that your cursor is now attached to your signature. Scroll down to the signature line and click there to place your signature.



- 6.
7. The form is complete! Save your changes, then attach it to an email and send it to [joycemembership@shaw.ca](mailto:joycemembership@shaw.ca)