

# Instructions for downloading and completing the 2022-2023 Membership Form

## *Please Read*

Until we resume our in-person monthly Guild meetings the easiest way to renew memberships is electronically. In an attempt to give members options, the 2022-23 form can be completed and returned to the Guild via snail mail or electronically, as described below. The first time you do anything new, it can be a bit of a challenge, but due to COVID, many forms have “gone electronic” so the steps may already be familiar. If you have trouble with any part of the process let us know! Nothing is more frustrating than suffering in silence and we are here to help. Remember, quilters are smarter than the average bear and sometimes success is all in the way you hold your tongue 🤪

### **To complete the membership form using a computer and return the completed form by email:**

- Download the PDF file to your computer, then open it with your PDF reader\*
- Right click on the link to the PDF file, select “Save Target as...” (NOTE: if you open the PDF in an internet browser window, just click “Download” to save the PDF to your computer)
- Select a location to save the file where you can find it again.
- Open the file with your PDF reader\* (See note below\*)
- Once the form is completed, click “Save As” to save your completed form to your computer. If this is not obvious, look for a small arrow indicating a dropdown menu in the upper right hand corner. “Save As” should appear as one of the menu options when you click on the arrow.
- Email your completed form as an attachment to [bbgg.membership@boundarybayquiltersguild.com](mailto:bbgg.membership@boundarybayquiltersguild.com)

\*For PC/Windows/Android device: use Adobe Acrobat or Adobe Reader

\*For Mac or Apple device: use Preview

### **To fill out the membership form and send by mail:**

- Download and print the PDF form from your computer
- Fill out using **INK** only, and be sure to print clearly
- Mail your membership form to:

**Boundary Bay Quilters’ Guild**  
**Suite 171 – 5148 48th Avenue, Delta, BC V4K 5B6**

- If you would like your membership card mailed to you, please include a self-addressed stamped envelope and include it along with your completed form and your cheque (if choosing not to pay using e transfer or Square).

Membership cards can be picked up from the following members:

- Tsawwassen/Ladner/South Delta – Dawn Fielden 604-948-0692
- Richmond – Jean Vanderwel 604-271-2853 or 604-880-0906 cell