



How to Complete Your Fillable PDF Membership Form on a Computer

If you are unfamiliar with this process, I have listed instructions to help you along. If you do not have Adobe Reader installed on your device, a message will pop up, prompting you to do so. It is a free application.

1. Click on the "Membership Form" link provided in the email.
2. A window will open showing you the membership form. In the upper right-hand corner, you should see a download icon -  - click on it. Or click on "Fill & Sign in Acrobat"
3. The membership form will open in a new window.
4. Complete the two pages by checking the applicable boxes and typing in your information. At the bottom of the second page, please indicate by clicking on your choice of payment.
5. After completing the form, click on "File" in the upper left-hand corner, then "Save as". A window will pop up, prompting you to save it in a folder, or you may choose "Desktop". Save it as "Your name membership form" as an example mine would read – "Arlene Ling membership form".
6. Open up your email - To – pembrokeactivelivingcentre@cogeco.net
7. Attach your membership to the email
8. Once done, click send.

Instead, you may print out the form out by clicking the printer icon  found in the upper right-hand corner. Complete the form in writing, indicating your payment method on the second page and if paying by cheque, enclose it as well and mail.