




## How to Complete Your Fillable PDF Membership Form on an iPad

If you are unfamiliar with this process, I have listed instructions to help you along.

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 an upload icon -  click on it. A window will open asking you to choose a command. Scroll down and click “Import to Acrobat”. 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.
3. Another window will open, asking you to confirm what you would like. Click on “Import to Acrobat”.
4. The membership form will open in a new window.
5. Complete the two pages by checking the applicable boxes and type in your information. At the bottom of the second page, please click on your choice of payment.
6. After completing the form, click again on the icon -  in the upper right-hand corner. A window will pop up, prompting you to invite people by email. Enter [pembrokeactivlivingcentre@cogeco.net](mailto:pembrokeactivlivingcentre@cogeco.net) in the “Subject and message” will read Fillable Membership Form 2021 2022 final(2).pdf
7. In the box “Enter a personal message”, “enter your name and membership form completed.”
8. Once done, click send in the upper right-hand corner.

Suppose you chose not to complete online scroll down, find the printer icon  or chose your printer model (if you have installed your printer for air print). Complete the form in writing, indicating your payment method on the second page and if paying by cheque, enclose it as well and mail.