

# INSTRUCTIONS

## A. COMPLETING FORMS

**Step 1:** CHOOSE ONE FORM ATTACHED: EITHER: "NON-FAMILY" OR "FAMILY"  
Open Spreadsheet. CLICK: **ENABLE EDITING**  
COMPLETE THE **YELLOW HIGHLIGHTED** AREAS.

**NON-FAMILY MEMBERSHIP:**

Enter name of member (Choose either: Charter \*, Senior \* or Weekday)

Fill in QTY = 1; (or 2 in the case of Weekday, if a couple are joining)

\* Charter or Senior Members are allowed "ADD-ONS" (Spouse, Intermediates, Juniors). Fill in Names of "ADD-ONS" (in the spaces provided) and QTY - 1, 2, 3 etc.

**FAMILY MEMBERSHIP:**

Enter name of " Head of Family" (Choose either: Charter or Annual)

Bottom of the Form ... fill in names of all immediately family members (age 10+)

**Step 2:** TO PURCHASE FIVE PAKS, STORAGE, ETC.  
Simply Fill in "QTY" in yellow box

**Step 3:** Press ENTER to automatically show your totals.  
Review "Amount due".  
Click: FILE / "SAVE AS" and name it "Your Last Name" ( eg: HATCH)

**Step 4:** Create a New Email To: [Eastbournegolfclub@gmail.com](mailto:Eastbournegolfclub@gmail.com)  
Subject: Membership Form  
Attachment: Attach your saved excel file (eg. HATCH)

## B. PAYMENT

Please e-transfer Funds to:

eastbournegolfclub@gmail.com

Security answer: **golf2021**

Question can be: Answer provided?

**NEED HELP ... call our HELP DESK A technician will assist you.**

Barbara Hackett 416 565 9142;

Or email [Eastbournegolfclub@gmail.com](mailto:Eastbournegolfclub@gmail.com)