

Application Instructions

For those that are unfamiliar with Microsoft Excel, the following is offered to guide you through the process:

1. Save the attached file entitled “2019 Yacht Club Application Form Final.xlsx” to your computer (***it is important to save it to your computer and open it from there instead of opening the file directly from your email program***), and
2. Once you open the file from your computer, you will notice 5 tabs on the bottom; specifically, “Commodore’s Letter”, “Application”, “Fees”, “Invoice”, and “Volunteer Participation Form”. If you do not see these tabs, ensure that the file view is ‘maximized’. An explanation of these tabs is as follows:
 - a. **‘Commodore’s Letter’ Tab:** This tab contains a message from the Commodore.
 - b. **‘Application’ Tab:** Select this tab and simply enter in all of the requested information. All of the instructions are located on the sheet. As well, the sheet is protected and will only allow you to enter data into the appropriate places;
 - c. **‘Fees’ Tab:** This sheet is protected and will not allow any entry. It is for informational purposes only;
 - d. **‘Invoice’ Tab:** This sheet is protected and will not allow any entry. It will automatically calculate your total membership fee based on the information that you provided. Any errors that you made will show up on this sheet in bold red text. A correctly completed application will show no error messages, and
 - e. **‘Volunteer Participation Form’ Tab:** This sheet is protected and will only allow you to enter data into the appropriate places. The instructions for completion are on this sheet.
3. Enter all of your application information into the ‘Application’ sheet;
4. Complete the two areas of interest on the ‘Volunteer Participation Form’ sheet;
5. Check for any errors on the ‘Invoice’ sheet, note your total amount owing and print out this sheet if you wish;
6. Save this file using your surname. For example, simply select ‘save as’ and re-name it “Bloggins.xlsm”, then
7. Send an email to 2019membershipatcfbtyc@gmail.com and attach the file you just saved under your name.

Alternatively; if you are uncomfortable using Microsoft Excel, you may complete your application using the file entitled “Yacht Club Application Form.docx” which is a Microsoft Word document. This form will not show an invoice (which will be provided to you after your application has been reviewed).

In both cases, once you have submitted your application, it will be reviewed by the Membership Officer for any errors. Properly completed applications will receive an email confirming the fees which are due. You must abide by the CFB Trenton Yacht Club Constitution and By-Laws regarding payment of fees.

Should there be any concerns or issues, the Membership Officer will always be available for help