

## Instructions for WVARC Membership Form: wvarc\_form\_20210907.pdf

This page of instructions shows how to complete the WVARC membership electronically. After filling out the form it can be saved and printed as necessary. The information should remain in the fields just as they were saved.

Open the file: wvarc\_form\_20210907.pdf. A browser or Adobe Reader should be able to open it. It may work on smart phones & tablets, but display may be congested. When the file opens a number of fillable fields are shown with a blue background. The New membership button is the default. The PayPal fields at the bottom defaults to No. If Paypal is used applicant pays any fees. All other fillable fields should be blue and empty. Normal Annual Dues are currently \$15 and \$16 if paid by Paypal. Late year dues for new members paying after November 1<sup>st</sup> are \$7.50 & \$8.00 if paid by Paypal. To complete the form enter your information in the blue fields. The area at the bottom of the form is for the office to complete, so do not fill in those fields. However, if you pay using PayPal, select Yes for this box when you get to that point in the form. Notice if you hover the mouse cursor over a field a short help message will appear. When the cursor is in a field the blue color disappears. The tab key will move to the next field. Shift-Tab key will go to the previous field. Clicking on a checkbox will place an X in the box or clear the X from the box. The SpaceBar will also check/uncheck a check box.

There are four different types of fields on the form:

1. Radio buttons: round shape, e.g. Membership type at the beginning.
2. Check boxes: square shape, e.g. New to Hobby check box.
3. Text fields: rectangular, e.g. First Name field towards the top of the form.
4. Select Box: rectangle with a downward arrow on right side, e.g. ARRL Member box.

Completion Steps:

1. Starting in the first section of the form, click the button next to the membership type: New, Renewal, or Complimentary. Only one of the three can be selected. Note that Complimentary is only valid for the current year and is for those that pass the Technician license.
2. If you have been a Ham for less than two years, click the box next to New to Hobby.
3. Fill in the First Name, Last Name, Address, City, State, Zip Code, +4 (Optional), Email, Phone, and Birthday (Optional) fields.
4. Fill in your Callsign and select your License Class and ARRL Member status from the drop-down menus. Click the down-pointing arrow to see the choices. Click on the desired choice to enter the information.
5. Enter the Names and Call Signs for Family Members.
6. Click on the boxes next to the areas you are interested in. If your radio interests are not in the list, enter them in the Other field.
7. If you pay with PayPal, click the down-arrow in the PayPal field and select Yes. Otherwise just leave it as No. Other fields in the Office Use Only field are for club record keepers. You don't fill any of the other boxes in this section.
8. Save, print, and/or email the form as desired. Information entered should print and save normally. Receiver of the email can also edit the form upon receipt.

If you have problems with the form or notice errors or have suggestions for improvement, please email Bill Powell, W9WRP, [w9wrp@arrl.net](mailto:w9wrp@arrl.net).