

Application Instructions

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

1. Download the file entitled “2022 Yacht Club Application Form.xlsx” to your computer either by using the link on the membership application webpage or by following the download link sent you in an email by the Membership Director., and
2. Once you open the file from your computer, you will notice 5 tabs on the bottom; specifically, “Commodore’s Letter”, “Application”, “Volunteer Participation Form”, “Fees”, and “Invoice” . 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. **‘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.
 - d. **Fees’ Tab:** This sheet is protected and will not allow any entry. It is for informational purposes only;
 - e. **‘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
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. Send an email to cfbtycmembership@gmail.com and attach the file you just saved.

Once you have submitted your application, it will be reviewed by the Membership Director 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 Director will always be available for help.