Imperial report instructions

**Main Clan!**

1. Click on Main Clan report – Fill out form completely
2. After completed – under file – click on save – Enter file name –return to original filled out file
3. Return to site – Click on Submit Report
4. When e-mail form appears – click on attachment – input your report file name – click attachment again and add your list of new members!
5. Send – form now sent and you have a saved copy
6. Exit page
7. Click on new online store – Pay registration fee for new members or send check by regular mail to : Imperial Guardian of still – P.O Box 3441 – New Boston,OH 45662

**Outhouse House**

1. After completing form save as – enter your report name!
2. Exit form and go to your private e-mail and compose e-mail – send to your main clan attaching form and new members list!
3. Hillbilly news (Registration fee) should be paid to your main clan who should forward to Imperial!