

## Main Clan and Outhouse 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. Right click – copy your report – go to your email – email to: [hillbillyimperial@gmail.com](mailto:hillbillyimperial@gmail.com) attachment – (R)click – paste  
Next copy your new member list and attach also to this email.
4. Click Send – Both attachments now sent, and you have a saved copy of both
5. Click on online store – Pay registration fee for new members or send check(**must be made out to: The Grand and Glorious Order of the hillbilly Degree**) by regular mail to: Imperial Guardian of still – Mike Basye, 2241 Bishop Hill Rd, Chillicothe, OH 45601

### Outhouse House

1. After completing outhouse designated only report 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. Onetime new Hillbilly Registration fee should be paid to your main clan who should forward it to Imperial Clan!