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. 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.

1. Click Send – Both attachments now sent, and you have a saved copy of both
2. Click on online store – Pay registration fee for new members or send check by regular mail to: Imperial Guardian of still – 798 Glendale, Portsmouth, 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. One time new Hillbilly Registration fee should be paid to your main clan who should forward to Imperial Clan!