General Membership Application Instructions and Notes:

- 1. The information provided on this application will not be generally distributed and will only be used by Clan MacLaren for official Society business. Your privacy is very important to us.
- 2. Please provide Full Names. Given that we have many people with the same names (MacLaren, Lawson, Low, etc.), providing your full name will help keep our membership records organized.
- 3. You may also include your common name(s) (i.e., nick name) in parentheses. Name tags are usually supplied at the Annual General Meetings and it's nice to have the name you answer to on them.
- 4. Please provide all the requested contact information, even in the case of unlisted telephone numbers. Contact information will never be distributed on any list.
- 5. The Scottish Family name is the MacLaren family name that appears in your ancestry. Give the name as it is spelled by you or your ancestors.
- 6. Supporting members must be recommended by a member in good standing and endorsed by a Council member.
- 7. Family Wood Badge applications should include the Ticket and Patrol information for both spouses.

New Membership Application with Fill-able Fields Instructions and Notes:

- 1. This version includes Fill-able Fields in the PDF document. After downloading, fill the data fields using an electronic device (computer or tablet or smart phone), <u>save</u> the completed application locally, before emailing, or printing and then mailing, the completed application to the CMSNA Treasurer. Failing to save will result in the loss of data entered.
- 2. The application includes a link to a CMSNA website page at which the new member applicant can pay their initial membership dues via PayPal.
 - PayPal enables the ability to make electronic payment for the new memberships. An account with PayPal is not needed and the membership fee may be paid with Debit or Credit Cards. Should the new applicant wish to donate to CMSNA, those donations must be made via the <u>donation link</u> at the CMSNA website, and may NOT be made via the filled application in the same payment transaction as the membership fee.
- 3. Printed completed applications and paper payments (checks or other means) remain welcome.

Important Words of Caution:

- 1a. The application should be <u>completed and saved locally before</u> clicking the link to PayPal or printing the document. Failure to do so may lose the input data.
- 1b. The applicant should be aware of where they save the document. Different platforms (PC, Tablet, Smart Phones) and Browser software (Edge, Chrome, Firefox, Opera, Brave, etc.) will interact with the downloaded file and updated application in different ways.
- 1c. CMSNA strongly recommends the <u>payment link on the application be opened in a New Tab or Window by pressing Ctrl-then Click or Right-Click, Open Link in New Tab.</u>
- 2a. To match the Application to a PayPal payment, the same email address <u>must</u> be on both the application and on the CMSNA web page that initiates the transaction.
- 2b. At the PayPal website when making the payment, if the applicant has or uses a different email address to login to PayPal, they may use that email with PayPal.
- 3. All combinations of interactivity can not be anticipated, and users should have a good understanding of the system they are using. The application form performs differently on different platforms. PC's are very stable and user friendly. Some but not all Tablets have been tested, performance and document attributes may vary. A few Smart Phones have been tested, the user-friendly performance of the document varies.
- 4. The application must only be opened with PDF reader applications or browsers that support PDF read only operations. Modifications made to the application via a PDF editor application or an operating system that modifies the application may cause the application to be rejected or cause difficulty completing the application.