

Notes on the Completion of LSA Membership/Affiliation Form

Download the form from the website/my e-mail in

Microsoft Word or a compatible word processing programme.

Save the file with a file name using the date of the application

For example

Year = 17:

Month = 12:

Day = 22 and

Your club initials

e.g. Lochaber Squash Club = LSC,

gives "171222LSC.docx"

Insert the cursor at the start of each item you need to enter and type in the information.

Save the completed form as a Word or compatible file,

compose an e-mail and

attach the form to the e-mail

Please do not directly e-mail the form, as I need to copy the form.

Please send the e-mail to

john@johnrmortimer.co.uk

JRM 16 March 2018