

KANSAS SQUARE DANCE CALLERS ASSOCIATION  
Instructions for the “FILLABLE” Membership Form

1. In the Google Search box, enter
  - a. [Wesquaredance.com/KSDCA/forms/](https://www.wesquaredance.com/KSDCA/forms/) “KSDCA Web Site”
2. Select KSDCA Callers Association
3. Select KSDCA Information, then select Forms, then select Membership Form – MS Word Format Fillable
4. This will download the fillable form to your computer where you may fill it out.
5. In the lower left corner of your computer will be the (KSDCA-Members....docx ^) downloaded fillable form
6. Click on the (^) up arrow and then select “OPEN”
7. KSDCA Web Site Form or the Form sent to you via email, all the same from here on.
8. The fillable form will come up in WORD. Before you can use the form, you need to select the [ENABLE EDIT] at the top of the screen. You are now ready to fill out your form. If you do not do the [enable edit] your form will not be activated with choices for filling out the form.
9. Here is a list of the FILLABLE areas of the form:
  - a. Name: Choose Name or Type it in
  - b. Spouse/Partner: Choose Name or Type it in
  - c. Address: Choose Address or Type it in
  - d. City, State, Zip: Choose City, St, Zip or type it in
  - e. District
  - f. Club Name: (Choose an Item)
  - g. Average # Dancers: (#)
  - h. Level: (Lev)
  - i. Date: on Signature line
10. Anywhere there are “( )”, just left click between the parentheses and put an “X” in it.
11. You can type your name and the date in the form, and we will accept it as an electronic signature, then email it to the secretary. You can then send your dues via USPS to the secretary. Dues are do Jan. 31, 2024.
12. You can also fill in all of the fields, print your form off and enter your signature, then send it to the secretary along with your dues.
13. Any questions, please feel free to contact the secretary.