



# Noronto Reunion 2018

## **Guide to Using PDF Registration Form**

The PDF Registration Form has been created with a number of advanced features which may or may not be supported by the programs on your computer capable of opening PDF files. All features are supported by **Adobe Acrobat** or **Adobe Acrobat Reader** which are recommended for use with the Registration Form.

**Adobe Acrobat Reader DC** available as a free download from <https://get.adobe.com/reader/>

### **Manual Entry — Filling Out the Form by Hand**

A copy of the Registration Form may be printed and completed by hand. Please return all three pages of the completed Registration Form with payment(s) to the Registrar.

### **Electronic Entry — Filling Out the Form Electronically**

## **DOWNLOAD to Fill Out Electronically**

***Do not fill out the Registration Form without downloading to your computer***

The Registration Form was designed to be completed electronically. This is best accomplished by downloading the Registration Form PDF file and opening it with **Adobe Acrobat Pro** or **Adobe Acrobat Reader**, which will support all of the advanced features of the form.

### **Using PDF Applications**

If using **Adobe Acrobat Pro** or **Adobe Acrobat Reader**, you can type into all text fields and use the check boxes. In addition, the form will automatically calculate and total fees on page 3 of the Registration Form.

Some other computer programs may allow you to type in a text field, but may not let you use the check boxes and/or the auto-calculations of fees on page 3 of the Registration Form. If auto-calculation is not supported, all values and calculations must be manually entered.

For Macintosh users, please note that *Preview* does not support the auto-calculation features of the Registration Form. The use of **Adobe Acrobat Pro** or **Adobe Acrobat Reader** is strongly recommended.


***Remember to save any changes you make or they will be lost.***


From the *File* menu, select either *Save* or *Save as...*


In the past, we have occasionally received blank registration forms because changes were not saved.


## Page 6 Auto-Calculation

For PDF applications and that can handle the auto-calculations fields:

 Enter values into fields indicated by the red boxes. Totals will be automatically tabulated and will not exceed the weekly maximum.

 Entry in these fields is limited to the amount specified.

 The field for the Activity Fee Subtotal must be calculated and entered manually. We do not charge more than the full weekly rate per person (\$20.00) or the weekly Family Maximum (\$40.00).

 Auto-calculation fields – values for these fields will be automatically calculated. Manually entered values will be discarded.

**Registration:** For insurance purposes, everyone in your group must be registered; no charge for children under 3.

\* **Family Maximum:** Parents (two adults) and children aged 3 - 17 years only:  
 • Adult children (18 years and older) are not included in the family maximum and must register separately as adults.  
 • No fees for children aged 3 years and younger.

_____	people for 1 day @ \$18.00 each	= \$ _____
_____	people for 2 days @ \$26.00 each	= \$ _____
_____	people for 3 days @ \$34.00 each	= \$ _____
_____	people for 4 days @ \$40.00 each	= \$ _____
_____	people for 5 days @ \$44.00 each	= \$ _____
_____	people for 6 days @ \$48.00 each	= \$ _____
_____	people for 7 days @ \$52.00 each	= \$ _____
_____	<b>Family Maximum</b>	\$120 / week = \$ _____

**Registration Subtotal:** \$ \_\_\_\_\_

**Reunion Activities Fee: Applies to all Registrations**  
 Per person: \$4.00/day, \$20.00/week \* **Family Maximum** \$8.00/day, \$40.00/week **Activities Fee Subtotal:** \$ \_\_\_\_\_

**Accommodation:**

_____	nights @ \$10/night or \$50/week	= \$ _____
_____	nights @ \$20/night or \$80/week	= \$ _____
_____	nights @ \$30/night or \$100/week	= \$ _____
_____	nights @ \$10/night or \$50/week	= \$ _____
_____	Family rate (min 3 people, max 6)	\$175/week = \$ _____
_____	Family rate (min 3 people, max 4)	\$175/week = \$ _____
_____	no. of persons	= \$ _____

**Accommodation Subtotal:** \$ \_\_\_\_\_

**Meals:** If vegetarian, vegan, or gluten-free options required please indicate per person on registration form.

**Weekly Meal Plan:**

_____	Adults (18-59)	\$75 = \$ _____
_____	Students (12-17) and Seniors (60+)	\$60 = \$ _____
_____	Juniors (9-11)	\$45 = \$ _____
_____	Children (5-8)	\$35 = \$ _____
_____	<b>Family Maximum</b> (See above criteria):	\$200 = \$ _____

**Individual Meals:**

_____	Lunch: Adult	@ \$7 = \$ _____
_____	Child (Age 5-17)	@ \$5 = \$ _____
_____	Supper: Adult	@ \$10 = \$ _____
_____	Child (Age 5-17)	@ \$8 = \$ _____

**Meals Subtotal:** \$ \_\_\_\_\_

**Totals:**

Registration:	\$ _____
Activities Fee:	\$ _____
Accommodation:	\$ _____
Meals:	\$ _____
<b>SUBTOTAL:</b>	\$ _____
<b>Plus HST (@ 13%):</b>	\$ _____
<b>TOTAL PAYMENT:</b>	\$ _____

**Registrar use only:**  
 Cash \_\_\_\_\_ Cheque \_\_\_\_\_  
 e-Transfer \_\_\_\_\_

**Please choose one of the following payment methods:**  
**By Cheque** (mail to Christine Adamson at address\* below):  
 A) **Full payment. Submit one cheque** (if desired, cheque may be post dated **July 16, 2018**).  
 OR B) **Payment by instalment** (requires two cheques):  
 • one cheque now for half of payment;  
 • one cheque for remaining half of payment post dated **July 16, 2018**.  
**Cheques payable to: Community of Christ**

**By Interact e-Transfer** (send completed registration form to Christine Adamson at address\* below):  
 Send e-Transfer payment to — Name: **Community of Christ**  
 Email for e-transfer payment only: **norontoreunion@gmail.com**  
 Text Your Name and Answer to Security Question to: **289-314-3158**

\*Send all completed three-page registration forms to: Christine Adamson  
 #401 - 135 Stephen Drive, Etobicoke, ON M8Y 3N5 Email: register.reunion@gmail.com

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## Registration and Payment

Registration forms that are completed electronically may be sent with payment to the Registrar either electronically by email or printed and sent by regular mail. Please check your completed form (if completed electronically, be sure to save your changes, close the file, and then reopen it and ensure that all fields entries are saved) before sending the completed form to the Registrar.

All completed (three pages) registration forms with payment should be sent to our Registrar:

**Christine Adamson**  
**#401 - 135 Stephen Drive**  
**Etobicoke, ON M8Y 3N5**

or

**Email: [register.reunion@gmail.com](mailto:register.reunion@gmail.com)**

Cheque payments should be sent by Canada Post to the Registrar at the address above. All cheques must be made payable to **Community of Christ**.

Interact e-Transfer payments **ONLY** should be sent to:

Name: **Community of Christ**  
 Email: **[norontoreunion@gmail.com](mailto:norontoreunion@gmail.com)**  
 Text: **Your Name and Answer to Security Question to: 289-314-3158**

**DO NOT SEND REGISTRATION FORMS TO THIS EMAIL ADDRESS**