

Instructions for Membership Toolbox template downloads

1. Choose the template you would like to use and click on the template name. This will open the template in your web screen.
2. Using the toolbar at the top of the screen, choose **File - Save As**. Choose the location you would like to save the template to.
3. After saving the file, open **Word** and go to **File - Open** and choose the file you just saved.
4. You will notice that several areas are in **Red**. These are the areas that you will need to place your chapter's information. When you have completed filling in your chapter's information, save the file. You will then be able to use the template over and over by simply just adding the recipient's information. If you are using an email template, follow these instructions, and when you wish to use the email template, just copy and paste into your email screen.