

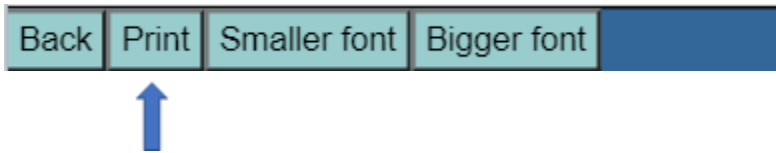
## Submission of BBO convention card

1. Log onto BBO
2. Click tab = Account [usually on the right]
3. Click tab = Convention cards [usually top line]
4. Click on the appropriate convention card

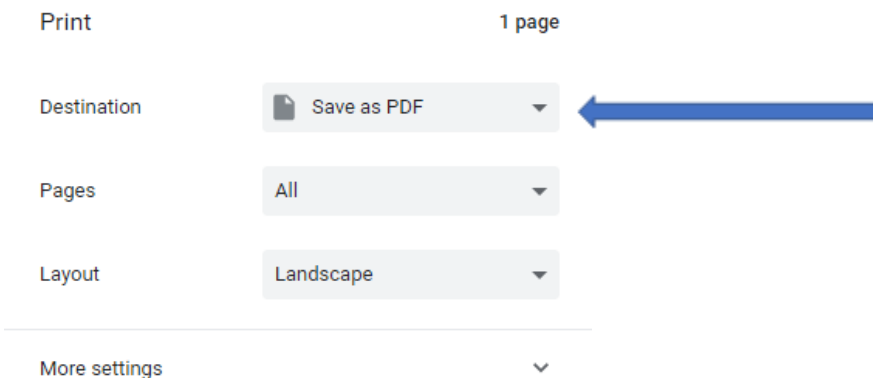
There will be pop-up window that asks what you want to do



5. Choose View  
Now the bbo card is displayed
6. Click on print



New pop-up will look like



7. If some of card is cropped, use “More settings” to reduce scale. Example:

More settings ^

Paper size	Letter	▼
Pages per sheet	1	▼
Margins	Default	▼
Scale	Custom	▼
	97	←

8. Save as PDF

9. Then copy/paste or attach the resulting PDF file into email to AI