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

View Use with partne			
			Cancel
 Choose View Now the bbo Click on prin 	o card is display	ed	
Back Print Sn	naller font Big	gger font	
New pop-up will loc	ok like		
Print		1 page	
Destination	Save as PDF	-	
Pages	All	-	
Layout	Landscape	v	
More settings		~	

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

Paper size	Letter	-
Pages per sheet	1	•
Margins	Default	•
Scale	Custom	*
	97	
	97	

- 8. Save as PDF
- 9. Then copy/paste or attach the resulting PDF file into email to Al