

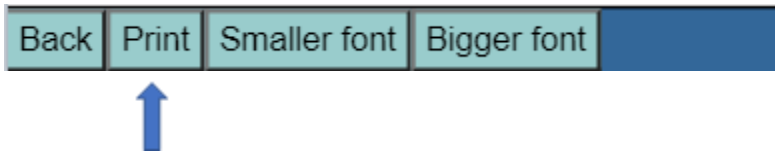
## Submission of BBO convention card to USBF

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

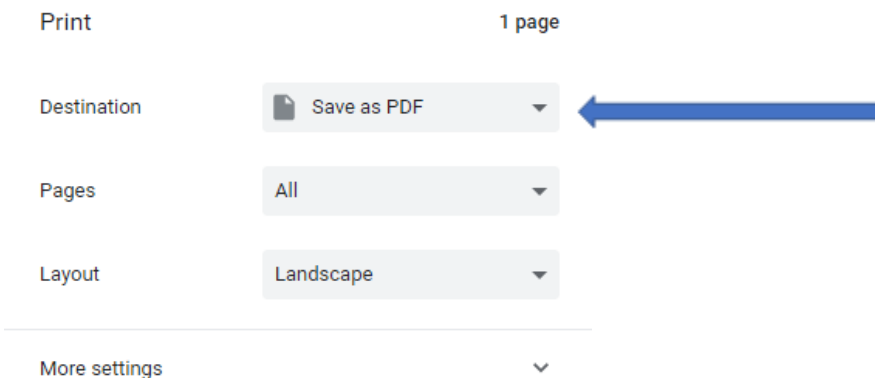
There will be pop-up window that asks what you want to do



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 changes the scale to 97 but a smaller number may be required to see the entire card:

More settings ^

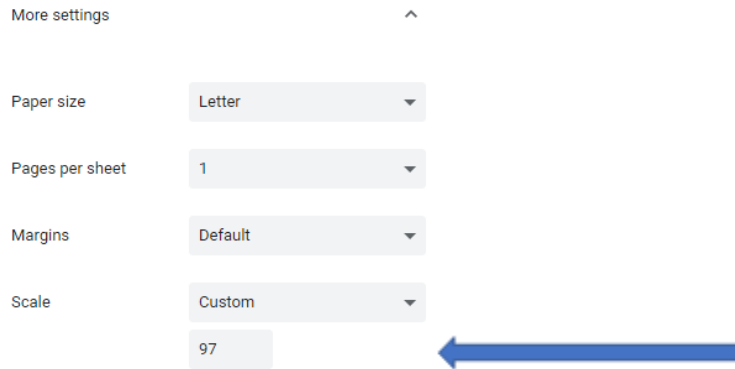
Paper size Letter ▾

Pages per sheet 1 ▾

Margins Default ▾

Scale Custom ▾

97 ←

A screenshot of a settings menu. At the top, it says "More settings" with an upward-pointing arrow. Below are several settings: "Paper size" set to "Letter", "Pages per sheet" set to "1", "Margins" set to "Default", and "Scale" set to "Custom". Under "Scale", the value "97" is displayed. A blue arrow points from the right towards the "97" value.

8. Save as PDF
9. Confirm the entire card is visible [borders all around]. If not, reduce the scale a little bit more.
10. Then copy/paste or attach the resulting PDF file into email addressed to [al@usbf.org;jan@usbf.org](mailto:al@usbf.org;jan@usbf.org)

WARNING: If changes are made to the card, you will need to resubmit updated PDF to USBF.