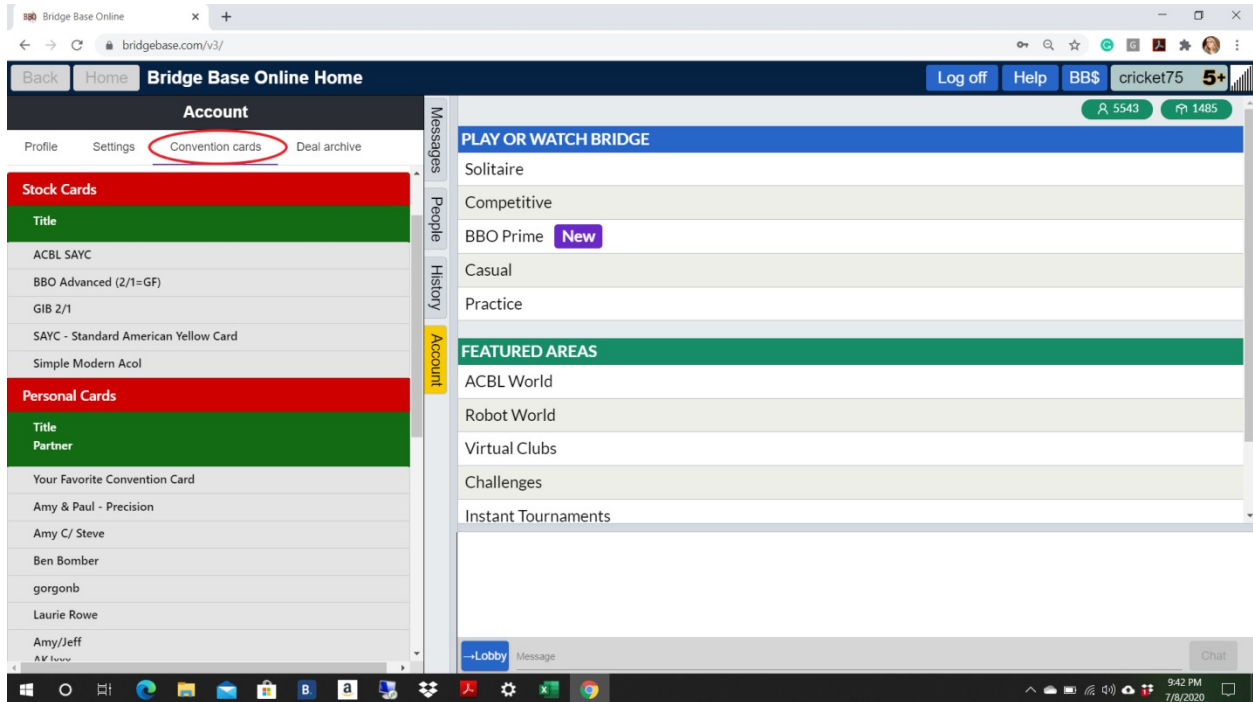


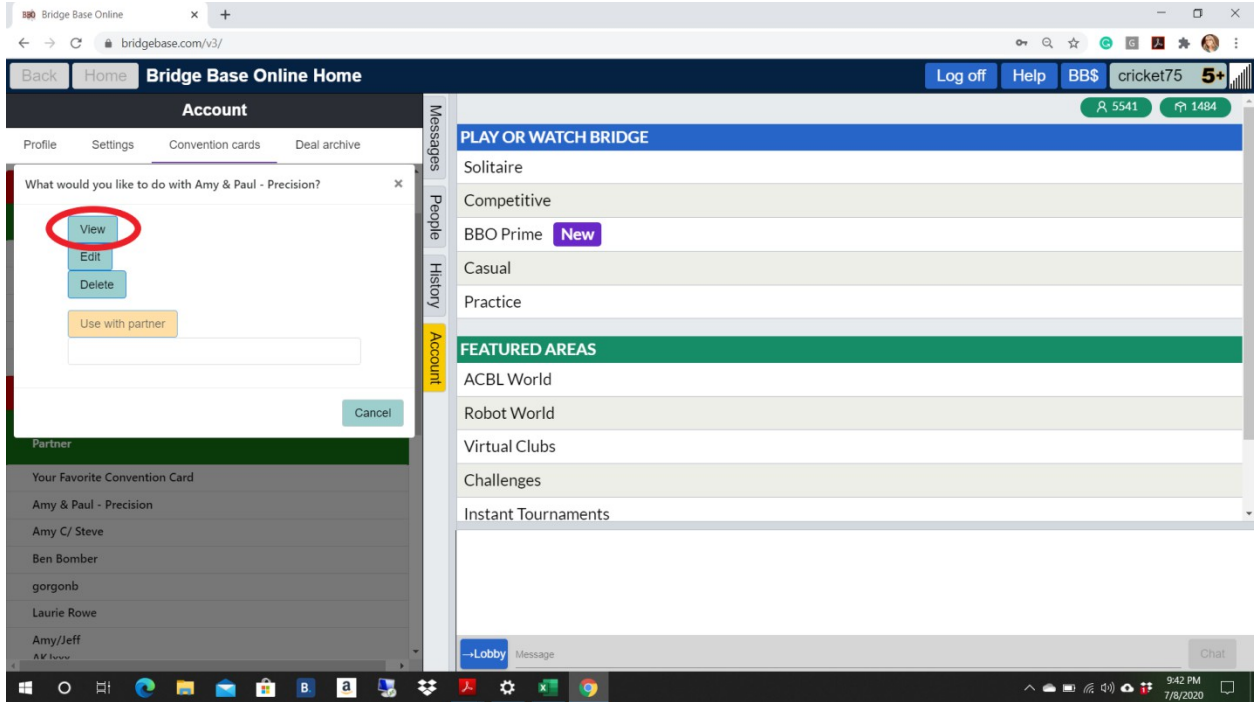
The following is a guide to creating a PDF copy of your BBO convention card (CC).

1) Open your BBO account

2) In the Account Tab go to convention cards

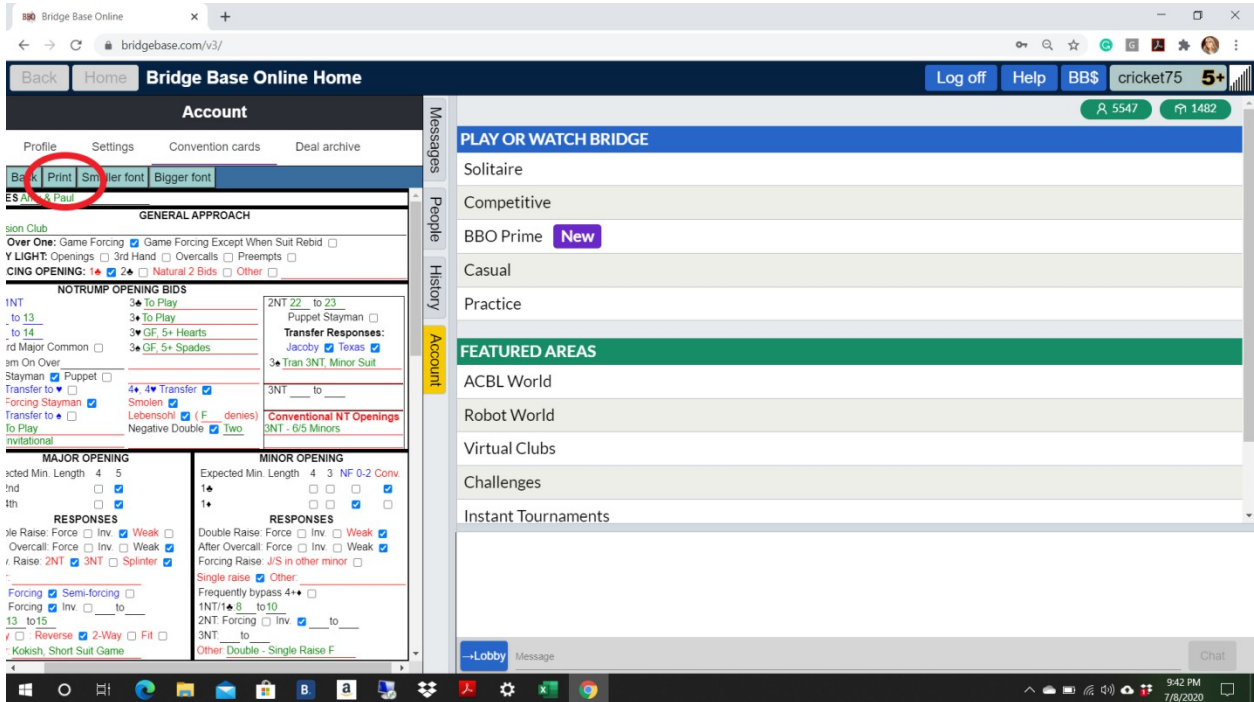


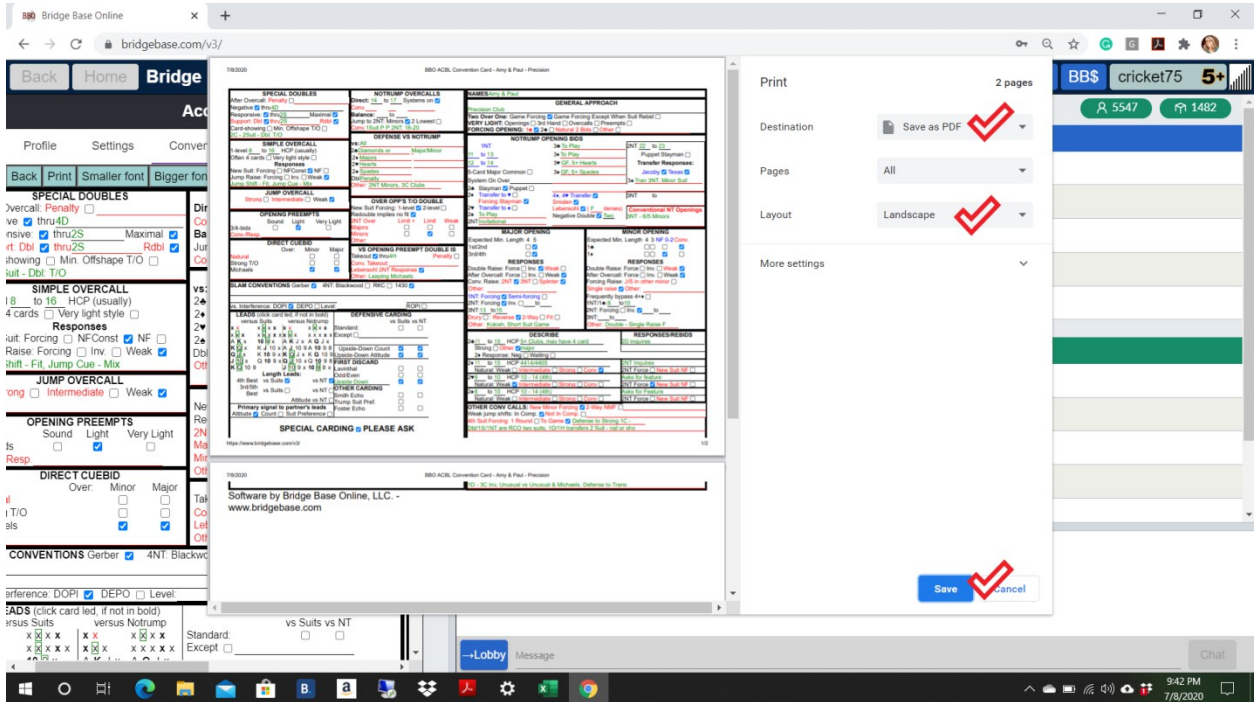
3) Select the card that you wish to print



4) View the card you wish to use

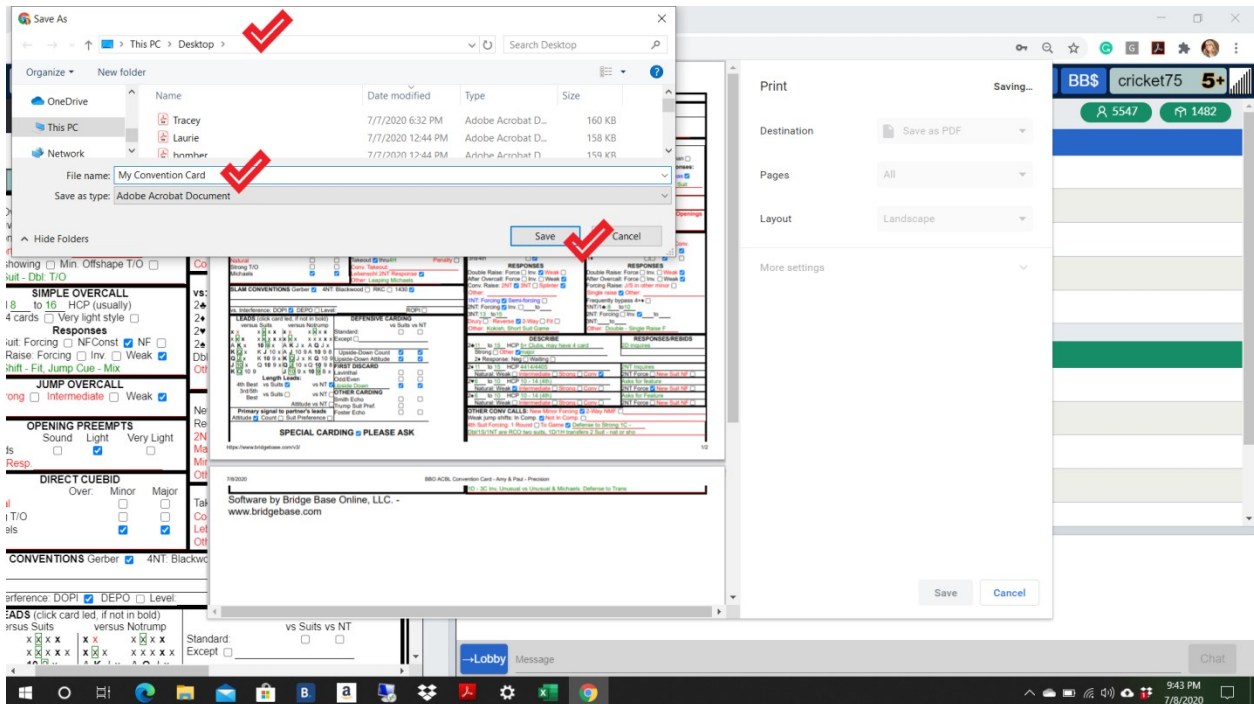
5) After the card loads select print





6) Change the destination to save as PDF

7) Save the card some place where you can find it again



8)Email the coordinator and attach the saved pdf.

When you print to pdf make sure that you can see your entire card. If some of the card is cut off change the setting from portrait to landscape. If you are still having trouble seeing the entire card try changing the font size when you are creating the card.