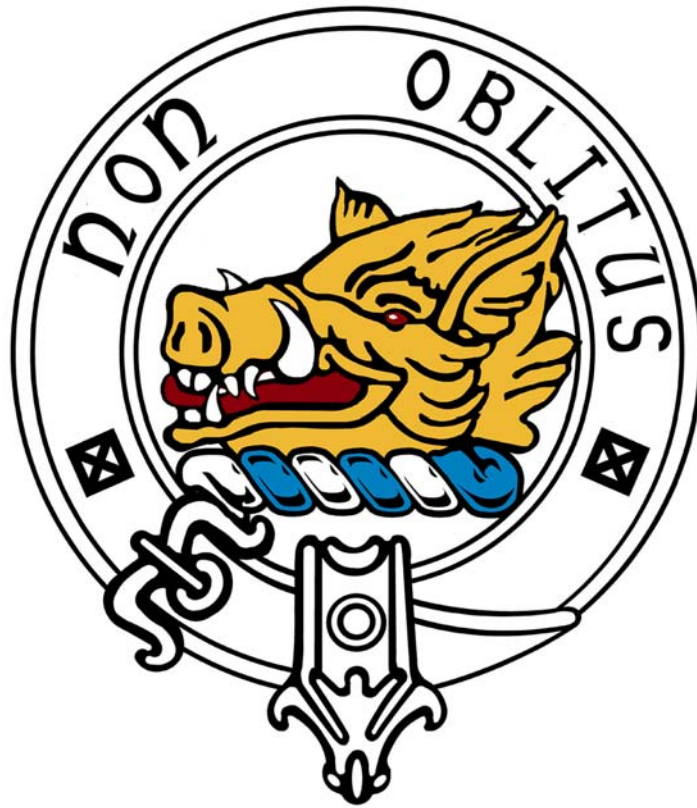


# Clan MacTavish Commissioner and Convener's Handbook



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Clan MacTavish USA

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## Introduction

Congratulations on your decision to accept the appointment of Commissioner or Convener for Clan MacTavish, we hope that you will find convening for the clan to be a positive and rewarding experience! Convening is a fun way to celebrate our MacTavish heritage at various Scottish or Celtic events and meet new friends. We think you will find that there is nothing as exciting as seeing the thrill in the eyes of an individual who discovers, for the first time, that he or she belongs to a Highland clan!

But, like everything else in today's society, we must take responsibility for our actions while we are convening. This handbook has been prepared as an aid to each Commissioner and Convener in putting together a successful display at Scottish functions throughout North America and keeping your members interest level up throughout the year. It also defines our responsibilities and stresses the importance of good communication.

The display you sponsor is a reflection of your tastes, your resources, your personality and your creativity. Many suggestions and recommendations are contained herein that have been collected through experience. Use what you believe will be appropriate in expressing your celebration of our heritage and do not be fooled into thinking you must have everything at once. Most experienced conveners have built their "kits" over several years.

## I. Responsibilities

Organizational Structure:

1. For the purposes of convening, Clan MacTavish USA has the organizational structure depicted below.

### Clan MacTavish USA

Board of Directors (The Chief is a standing member of the Board)



President



Vice President



Secretary ↔ Treasurer

## Clan MacTavish USA Regional Organization



2. The Convener for Clan MacTavish is responsible for coordinating the representation of the Clan at a single or multiple events within a state. Appointment as convener to an event shall be made on an annual basis. Conveners are appointed by the State Commissioner (or the Regional or North American Commissioner if there is no State Commissioner). Any individual that fails to fulfill their responsibilities as Convener may be removed as convener by mandate of the North American Commissioner, Regional Commissioner, or State Commissioner.
3. The State Commissioner for Clan MacTavish is responsible for coordinating the various events within a state where the clan is participating. As such, the State Commissioner coordinates the clan's participation with function Conveners. State Commissioners are appointed by the Regional Commissioner, with approval by the North American Commissioner. Any individual that fails to fulfill their responsibilities as a State Commissioner may be removed from office by mandate of the Regional Commissioner or the North American Commissioner.
4. The Regional Commissioner is responsible for the coordination of all Clan activities within the region. They are responsible for keeping abreast of issues affecting the Scottish Community in general (and the clan in specific) within their region. The Regional Commissioners are responsible for keeping the North American Commissioner apprised of issues that affect the Clan and providing guidance to the State Commissioners and Conveners within their region. The Regional Commissioners are appointed by the North American Commissioner.
5. The North American Commissioner is elected by the general membership and is responsible for appointing Regional Commissioners, State Commissioners, and Conveners, as needed, to help conduct the business of the clan. He or she directs

and supervises the activities of all commissioners and conveners throughout their tenure and will remove or replace commissioners and/or conveners when he or she determines that is in the best interest of the clan to take such action. The North American Commissioner develops and implements commissioner training documents, determines which events the clan will sponsor, and presents an annual report to the Board of Directors at the Annual General Meeting.

6. Clan MacTavish USA is divided into the following Regions:

Region 01 – CT, MA, ME, NH, RI, VT, NY

Region 02 – PA, NJ, DE, MD, WV, VA

Region 03 – NC, SC, TN, KY

Region 04 – GA, FL, AL, MS

Region 05 – OH, MI, IN, IL, WI, MN, IA

Region 06 – AR, LA, KS, OK, CO, MO, TX, NM

Region 07 – CA, NV, UT, AZ

Region 08 – NE, SD, ND, WY, MT

Region 09 – WA, OR, ID

Region 10 – AK, HI

## **II. Privacy Policy**

Clan MacTavish USA respects its member's privacy and, as a Commissioner or Convener for the clan, it is important that you are familiar with our Privacy Policy (see Appendix A) and agree to abide by its terms. It is also important that you assure our new members that we do respect their privacy and, if they agree to share their personal information with other members of Clan MacTavish USA, have them acknowledge this on the "Application for Membership".

In summary, we will only collect, store, and use member information for defined purposes. Any personal information that is collected will only be used to support and enhance member relations. New member information will be shared with the Chief of Clan MacTavish. We do not sell personal information and we will only share personal data outside the clan upon consent of a member, as required by law, or to protect the clan, its members, or the public.

There may be an occasion where Clan MacTavish USA shares member information with pre-screened companies in order to help the clan fulfill its obligations to its members, and then only with partners who share our commitment to protecting our member's privacy and data.

At any time our members may contact our Membership Director with any privacy questions or concerns that he or she may have. A member may ask at any time to see the personal data that he or she has given us and request correction or deletion.

### III. Sponsoring a Tent

As a Commissioner or Convener, the following procedure should be followed to sponsor a tent for Clan MacTavish:

1. Obtain event registration information at least six weeks in advance. Complete a “**Clan MacTavish USA Event Registration Form**” and return it to the Secretary. You may also need to acquire our Association's Hold-Harmless Agreement from the Secretary (see Section VI).
2. Write, call, or e-mail local members inviting them to attend the function and to let them know that you are going to be there. If you do not have a recent membership roster, contact the North American Commissioner who will forward your request on to the Membership Secretary for processing. Be sure to send an invitation to the Chief as well as the Clan MacTavish USA Officers and Directors. The invitation should contain the name of the event, its location, when it is being held and applicable admission costs. It is also a good idea to include an address and telephone number for the sponsor of the event in case there are further questions. Another nice touch is to highlight special activities associated with the event.
3. After the event, prepare a “**Post Event Report**” that includes the membership renewals and new membership applications. Forward the Post Event Report to the Membership Secretary for action.
4. You should also prepare a briefing of the event as soon as it is practical to do so. The briefing should contain any highlights (awards and prizes won by members, people of special interest that came by, etc.) associated with the event, the names of any clan members who helped work the tent and a count on the number of members that stopped by. Include any photographs taken that you wish to share (especially photographs of our newest members – Please be sure to identify all people and scenes within the photographs). This report will be submitted to the Regional Commissioner as well as to the Editor of our newsletter. If available, the report may be submitted in an electronic format. Straight text format would be preferred as it will avoid conversion problems between word processor formats.

You may ask yourself “why does the clan want all of these reports?” Well, sponsoring a tent is not an easy task, and we want to recognize you for your efforts. In addition, the information that you provide is used in tracking the activities of the clan across the United States. The Membership Secretary also forwards a copy of the function reports to the Editor of the *Non Oblitus* for consideration. This gives us the opportunity to officially welcome our newest members as well as recognize you for your accomplishments. Other pieces of information collected from the requests, reports, and event registration materials are used to help keep accurate records regarding expenses, Scottish activities across the country, and membership information. Most importantly,

these procedures have been designed to make optimal use of our limited resources!

#### **IV. Working the Tent**

Our attitude and appearance while at the functions is important to those who visit your tent, or attend Clan MacTavish sponsored functions. First and foremost, adopt a positive attitude when working a function. A positive attitude fosters the feeling of kinship that will be felt by our visitors. You will want to make everyone feel welcome and something as simple as a smile on your face is the best way to accomplish this!

As a Commissioner or Convener, you represent Clan MacTavish USA and, as such, your actions speak volumes. We want to show others that we are proud of our heritage and we want to make the best possible impression on our visitors. The misuse of alcohol can be both a turnoff to visitors as well as a liability issue. Because of this, the Officers and Directors of Clan MacTavish USA have adopted a zero tolerance policy towards the use of alcohol during sponsored public events. There is a time and place for everything and we respectfully request that you do not permit the consumption of alcohol in or around your clan tent during an event.

On the subject of working the tent, it should go without saying that we are hoping to obtain new members at each event we work. As our membership base grows so will our financial resources. We have so much yet to accomplish and our biggest hurdle is our limited budget.

When working the tent, always, always, ask interested individuals to consider becoming a supporting member of the clan. Contrary to what you might think, it is not usually necessary to make a prolonged sales pitch or provide a clan history lesson, most people are just waiting to be asked! The averages are against us if we wait until they have left the function to ask them to become a member. So, don't forget to ask!

Now that we have shared with you the "best kept secret" in obtaining new members, we think that you will find the following items and information to be indispensable when working a clan tent:

##### Items

1. A first-aid kit.
2. A display highlighting the various MacTavish spellings and our associated names.
3. A Clan MacTavish banner to display across the top of the tent (the Clan has these banners in stock – see your Regional Commissioner).
4. Table coverings (clan tartan preferred) along with additional tables and chairs.
5. A map of Scotland.
6. Pens, pencils and paper.
7. Membership Applications (see Appendix B)

8. Clan MacTavish USA Privacy Policy
9. Name tags and badges.
10. A copy of the most recent *Non Oblitus* newsletter.
11. If provided by the event sponsor, a map showing where the clan tents are.

## Information

12. You should assemble your tent as early as possible. If you have the time and the function permits early setup, you might want to assemble the tent the day before the function. Set out the display before the function opens each morning. You should not tear down your display any earlier than 1/2 hour before the function closes. Always try to arrange for someone to help you during the set-up and tear down stages.
13. If you do not have access to a tent (some functions have tents available for rent and some functions require that you use their tents), a lightweight fly-tent or pop up tent can be purchased from a local retail store. The tent and any other items you display are generally purchased at your expense and remain your property.
14. Please try to keep the display tent neat and orderly. A cluttered appearance may mean the difference between someone stopping or just passing by.
15. Be safe. Be sure to take a close look at your setup. Guide wires should be clearly marked; flagpoles, overhead items, and other heavy objects should be double-checked to make sure that they have been properly secured. Such simple precautions may prevent harm to an unsuspecting visitor.
16. While at a clan function, we should be dressed in the tartan of the clan. If you are just starting out, it is fine to have a Glengarry or Balmoral with the clan badge on it. However, if you have the full outfit of kilt, brogues, sporran, etc., please wear it. Just so that you will know, wearing more than one tartan simultaneously or the mixing of different setts (e.g. hunting with modern or dress) is considered to be in poor taste.
17. For women, you may want to wear sash of the clan tartan. The bow and sash should be worn on the right shoulder. For those who can afford a kilted skirt, that's great, please wear it.
18. Most functions have a "Parade of Tartans". No matter how big or small the function, the clans are expected to participate. At the minimum, it is a good idea to carry a sign or banner with the name **Clan MacTavish**, well displayed, in front of the participants. You may invite as many members as you wish to participate in the parade, however, keep it in mind that all should be dressed in the clan tartan, whether it be a scarf, a shawl, or the full regalia. (You should also be aware of any limits placed on the parade by the function's sponsor. Some permit only men to march and others permit no more than two representatives from each clan.) Please do not have people participate who are not wearing something

- representative of the clan. Have everyone march behind the banner or sign. For the Convener, blue jeans, cut-offs and shorts are not really appropriate.
19. Remember that, as the Convener, you are responsible for letting the Membership Secretary know when you need additional applications, listings, handouts and forms. Please check your supplies at least two weeks before a sponsored event.

## V. Common Practices

1. All membership applications and funds received for membership and renewals must be sent directly to the Membership Secretary. Cash received for memberships should not be sent through the mail, nor should it be deposited in a private checking account. Instead, please substitute a money order. Checks and money orders should be made payable to **Clan MacTavish USA**.
2. There is an official **Check/Cash Log** for all events where the Clan will be handling money. Any persons handling money at an event must be listed on this log. The Check/Cash Log is to be mailed in along with membership applications and check(s)/money order to the Membership Secretary.
3. All entry fees to functions are typically paid directly by the Commissioner, Convener, or members who have expressed an interest in sponsoring a specific event, unless other arrangements have been made by the Clan.
4. Please remember, in an effort to save time and reduce confusion, all function expenses should be pre-paid by the Commissioner or Convener. This includes equipment rentals.
5. If you as a Commissioner, Regional Commissioner, or Convener visit a function which is being convened by another individual, as a matter of diplomacy, you are a visiting dignitary. The other individual is still responsible for the tent and how it looks. You may make suggestions; however, you are a guest to his/her tent.
6. As a Commissioner, you are responsible for the activities within your geographical area. All Commissioners and Conveners should notify the North American Commissioner directly of all activities you will be sponsoring. (This helps the Clan maintain an up-to-date listing of Scottish Events.)
7. Be friendly to everyone, the whole purpose is to promote pride in our Scottish heritage. Be as helpful as possible.
8. If you are planning to sell clan merchandise at the tent, check with the event organizers that this is acceptable beforehand. Some events prohibit the sale of merchandise from the clan tents, so please check first. (Vendors typically pay hefty fees for the right to sell goods at a function, which we do not pay. A tent that looks too much like a vendor's booth might cause considerable embarrassment.) If sales are prohibited from the clan tent you can provide interested visitors with a list of merchandise available along with ordering information. Please do not sell food, drink, or non-clan related merchandise from the tent.

## VI. Special Activities

Planning special activities is a way to keep your members active and enhance their “clan experience”. Special activities are a great way to nurture friendships, enlist help at future events, and to tap the creative ideas and resources that your members have to offer! The following are just a few ideas that have been tried with great success. This is by no means a comprehensive list and we encourage you to develop activities that work for you and your members.

### **Sponsor a Lunch**

One method of promoting kinship and excitement between both clan members and potential members is to supply a picnic lunch during a Scottish function. We all know how aggravating it is to stand in lines to purchase food at the vendor's booths, and any opportunity to avoid a line is more than welcome.

### **Sponsor a Clan Dinner**

As a special treat for members, you could also host an evening barbecue or plan a dinner at a local restaurant after the function's close. Be sure to tell people about the event so they stick around for the dinner.

### **Sponsoring a Clan Picnic**

A clan picnic can be held at anytime during the year. Like any other picnic associated with an extended group of attendees, it involves making arrangements for the gathering, giving ample notice, and getting together. An occasional picnic can be used as an opportunity to get to know your members better while providing a chance to help plan for the next Scottish event in your area (you might be surprised by the ideas that are generated in this informal setting!).

### **Sponsor a Formal Clan Dinner**

A more formal Regional clan dinner can also be held. It is recommended that formal activities like this be held in conjunction with large Scottish Highland events. This is a great time to highlight the musical talents of members in your area or even hire a musician for the evening. All clan members within the region should be encouraged to attend and pay their fair share but, due to the cost, it is a good idea to plan no more than one such function per year.

## VII. Hold Harmless Agreements and Insurance Issues

Remember that as Commissioners and Conveners, **you are not to sign a Hold Harmless agreement** other than the Clan MacTavish USA agreement that will be sent to you by the Secretary. Some Highland functions require that a clan sign a “Hold Harmless Agreement” before they may participate. If you are asked to sign a similar agreement, please forward it to the Regional Commissioner for approval. If you were to sign one, and a guest was injured in your tent and made the decision to litigate, **you and Clan**

**MacTavish USA could be held liable** while the sponsoring organization would be exempt... even if it were at fault.

The following is an example of a hold harmless agreement that should **NOT** be signed:

The \_\_\_\_\_ Organization agrees to release and hold harmless the \_\_\_\_\_ Games Association, the city of \_\_\_\_\_ and all sponsors and officials, including their agents and employees, from all claims, suits or any other actions for personal injuries, including death, and damages to property, real or personal, caused by the Organization and/or its members arising out of the Organization's involvement in the \_\_\_\_\_ Games while members/visitors of the Organization are within their respective area of operation/responsibility (i.e. Clan/Society Tent).

\_\_\_\_\_  
Signature of Authorized Agent

\_\_\_\_\_  
Date:

Clan MacTavish USA has developed its own Hold Harmless Agreement which it transmits to the sponsoring organization. This form has been developed to comply with the actual insurance clauses that govern our clan tent at the festivals.

Basically, the Clan MacTavish USA Hold Harmless Agreement recites that you, as a clan association representative, will hold harmless or exempt to sponsoring organization from personal injury or property damage sustained in the area immediately under the tent, unless injury therein is caused by an action which begins outside Clan MacTavish's tent. Third parties, other than the sponsoring organization, will still be liable for whatever negligence they may cause that would injure you or damage your property.

***Therefore, for your own protection, you should make sure you have the proper insurance to cover your own health, dental, personal property liability and/or accident insurance for your activities at the event.*** Check with your agent. Guests and visitors may be and usually are covered by insurance procured by the sponsoring organization. It is important, therefore, to establish what insurance the sponsoring organization has. This is done by the Commissioner or Convener requesting a written description of their coverage for the event. This point is noted in the form attached herewith entitled "**Clan MacTavish USA Event Registration Form**".

## VIII. Handouts and Follow Up

As a rule, Clan MacTavish does not offer handouts at the clan tent. You will be asked to provide individuals with membership applications, clan history, genealogical information, etc. at various events. The most commonly requested information is

provided in the New Members Package that is mailed out by our Membership Secretary. We prefer that you make an effort to get the interested individual to join us as a supporting member. We have been quite successful in obtaining new members in the past by letting them know that they will receive a New Members Package which will contain information pertaining to our clan's history, our clan lands, our associated names, the Chief of our clan, and access to our Clan Genealogist.

If the individual does not seem interested in becoming a supporting member, or states that he or she does not have the money at that time, request that they supply you with their contact information and let them know that you will follow up with them after the event. Post event follow up may be conducted via phone, letter, or e-mail (in order of preference). Post event follow up does not have to be in the form of a serious sales pitch. It is recommended that you introduce yourself, ask them how they enjoyed the event, see if you can answer any questions that they may have about Clan MacTavish, and then ask if they have given anymore thought to becoming a supporting member of the clan. You can always remind them that they are naturally a member of the clan but by becoming a supporting member they will be helping us share our heritage with others while we preserve our history for future generations.

#### **IV. Optional Items for the Clan Tent**

This section lists items that our veteran Commissioners, Conveners, and Officers have found useful as they attended various games. Use this information to make sponsoring your tent easier.

Some items which you may want to include in your tent, but are not absolutely necessary, include:

1. Refreshments for guests and visitors.
2. A cap badge, picture, or drawing of the Clan MacTavish crest.
3. Pictures of our Chief, the clan lands, and past gatherings.
4. Samples of the different clan tartans: dress, modern, ancient, and hunting.
5. A business card, if you have one.
6. A catalog of clan merchandise available for purchase and order forms.
7. The following books can be recommended:

*The Clans, Septs and Regiments of the Scottish Highlands* – Frank Adam

*Surnames of Scotland* – George F. Black

*Burke's Peerage, Baronetage & Knightage 107<sup>th</sup> Ed.* – Charles Mosley

*So You're Going to Wear the Kilt* – J. Charles Thompson

Other items that can be of use at the tent:

1. Duct Tape, Bungee Cords, Rope, Tie Straps, Stakes, Hammer, Scissors, Various Tools, Safety Pins, Rubber Bands, Velcro, File Boxes, Paper Towels, Kleenex, and Wet Wipes
2. As previously mentioned, you should have a good first-aid kit on hand at all times. You might also want to include insect repellent and sun block if you think they might be needed.

## **X. Closing Comments**

After reading this handbook you may feel a little overwhelmed, a feeling that we have all shared at some point! We hope that you will not be discouraged by what you have read thus far and accept the challenge at hand. As previously mentioned, convening for your clan can be one of the most rewarding experiences of your life. As with anything, you will get out of it what you put into it, perhaps more. Remember, Highland events are all about celebrating our Scottish heritage, family, and having fun. If you keep a smile on and ask interested visitors to consider becoming a supporting member of our clan, you will do just fine!

Again, we congratulate you on your appointment as a Clan Commissioner or Convener; we are all very much looking forward to working with you. The importance of your role within Clan MacTavish cannot be overstated and we wish you great success and happiness in your endeavors. If you should have any questions at anytime, please let us know!

## **XI. Appendix**

Appendix A:

### ***Clan MacTavish USA Inc.***

#### **Privacy Policy**

Clan MacTavish (Clan) respects its member's privacy. Across our Clan, around the world, we will only collect, store and use your information for defined purposes. We use your information to support and enhance our relationship with you, for example, to process your membership, share Clan news and provide service to you. We do not sell your personal information. We only share your personal data outside the Clan with your consent, as required by law or to protect the Clan, its members or the public, or with companies that help the Clan fulfill its obligations with you, and then only with partners

who share the Clan's commitment to protecting your privacy and data. At any time you may contact the Clan with any privacy questions or concerns you may have. You also may ask at any time to see the personal data you have given us and request correction or deletion. We strive to protect the security of your personal data by use of appropriate measures and processes.

### Use of Personal Data

Collection of personal data will be relevant to the purposes for which they are used, for example, the mailing of newsletters and dues invoices, to contact members for state and regional activities, and to inform members of any activity the Clan deems relevant to its purpose. Personal data will be used only for purposes specified at the time of collection, and the data should not be otherwise disclosed without the consent of the member or other legal authority. From time to time the use of personal data may change as the administrative needs of the Clan evolve but, the safeguard of personal data will remain consistent with the intent of this policy.

### Access of Personal Data

The Clan limits access of member's personal data to those who specifically need it to conduct their duties as defined by their position within the Clan, for example, the Chief will have access to all members data, a Commissioner will have contact data of those members within their region, the Clan Secretary will have contact data for all members, and the Membership Secretary will have all data for all members.

All companies doing business with us that require personal data, such as mailing lists, must share our commitment to protecting member's privacy and data.

### Security of Personal Data

All personal data will be protected by reasonable security safeguards against such risks as loss, unauthorized access, destruction, use, modification or disclosure. Data stored in electronic devices, such as computers, shall have reasonable safeguards against unauthorized access. All record keepers will be accountable for complying with this Privacy Policy. Any who violate these principles are subject to disciplinary action, up to and including dismissal.

Appendix B:

## *Clan MacTavish USA Inc.*

### APPLICATION FOR MEMBERSHIP (Please print clearly)

Name: \_\_\_\_\_  
          Title          First                  Middle                  Last  
Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Spouse's Name: \_\_\_\_\_  
                  Title      First          Middle          Last if different  
Current Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: Home (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Work (\_\_\_\_) \_\_\_\_ - \_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

E-Mail 1: \_\_\_\_\_ E-Mail 2: \_\_\_\_\_

What Surname do you think connects you to this Clan? \_\_\_\_\_

Relative that had that name: Self \_\_\_ Other \_\_\_\_\_

Scottish Interests/Affiliations: \_\_\_\_\_

---

Would you be interested in volunteering your time for Clan projects etc.? Yes \_\_\_ No \_\_\_

All of your personal information will be safeguarded. We will use this information within the administration for the purposes of our day-to-day business. The Chief will have access to your information. We do not release any information to any entity outside Clan MacTavish except when ordered by a U.S. court or when necessary to complete an order placed by, or complete a direction, given by you.

I will allow Clan MacTavish USA Inc., to share my name, address, phone number and email address with other members of Clan MacTavish USA Inc. Yes [ ] No [ ]

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**INSTRUCTIONS**

**Only Commissioners or their designated Conveners may fill out this form.**

**All spaces must be completed or marked n/a. If the applicant does not know the answer please mark as "unknown."**

**Senior applicants must be 65 years of age or older.**

**You must provide a safe and restricted place, such as file folders or accordion folders, (recommended), with a flap that may be secured. Do not leave applications lying on a table or in the open where information may be read by anyone who cares to look. This is a requirement of the Privacy Act and a breach could expose Clan MacTavish USA to federal penalties.**

**Each form must be signed by the Commissioner, or in his absence at the Games, the person assuming responsibility for the "tent."**

**All applications are to be mailed with the dues collected to the Membership Secretary:  
Clan MacTavish USA  
Membership Secretary  
P.O. Box 681  
Waynesburg, PA 15370-0681**

**OFFICIAL USE ONLY**

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

Region: \_\_\_\_\_ Membership Type:  Charter - \$30  Senior - \$20  Life - \$300

Amount paid: \$ \_\_\_\_\_  Cash  Check # \_\_\_\_\_  Other \_\_\_\_\_

Misc Information: \_\_\_\_\_

Commissioner Signature: \_\_\_\_\_ ID #: \_\_\_\_\_

**PLEASE MAKE CHECKS OUT TO CLAN MACTAVISH USA**

**MEMBERSHIP SECRETARY USE ONLY**

Source of application: \_\_\_\_\_ Mailed by: \_\_\_\_\_

Date entered: \_\_\_\_\_ Date Transmitted: \_\_\_\_\_

Date Welcome letter: \_\_\_\_\_ Date New Member Packet: \_\_\_\_\_

ID #: \_\_\_\_\_ User Name: \_\_\_\_\_ Password: \_\_\_\_\_