

How to complete and send in the CPC 2023 registration form:

**Mail:**

1. Print out the form, fill it out, and mail it to The Arc:

The Arc of Greater Williamsburg  
150 Strawberry Plains Rd, Suite D  
Williamsburg, VA 23188

1. You can pay the fee with the PayPal link on The Arc's website or send a check made out to The Arc of Greater Williamsburg with your application.
2. To pay via the PayPal link, click on the "Donate" button at the top right of our website, then click on "Donate/Pay Now" and it will take you to the PayPal page.

**Computer:**

1. Click on the "Click Here to Register" button and the pdf version of the CPC 2023 Registration Form should open. If you are on a laptop or desktop computer and you have Adobe, you should be able to edit the pdf directly.
2. When you are done entering all of the information on the form, save the form to your computer and email it to Sue Norton at [sue.norton@thearcgw.org](mailto:sue.norton@thearcgw.org).

**iPhone:**

1. Screenshot the pdf form and the screenshot will show in the bottom left corner of your screen.
2. Tap on the screenshot and crop the image to only be the registration form.
3. After the form is cropped, go to the bottom of the screen where you will see writing utensils lined up. There is a "+" icon in the bottom right of the screen. Tap the "+" and select "text".
4. You will then be able to add text boxes to the screenshot and type your information.
5. After you have finished adding the information to the screenshot, tap on the box with an arrow pointing upward in the top right corner of the screen and hit the mail icon.
6. Email the edited screenshot to Sue at [sue.norton@thearcgw.org](mailto:sue.norton@thearcgw.org).

**Android:**

1. If you are using an Android, you will need a pdf conversion app or website to fill out the form.
2. Upload the pdf to the pdf conversion app or website and convert the pdf to a Word or Google document.
3. Open the file in whichever mode you chose and edit the document there.
4. Once you have filled out your information, save the document to your phone and send it to Sue at [sue.norton@thearcgw.org](mailto:sue.norton@thearcgw.org).