

THE PARENTS' ARTS SOCIETY

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TONBRIDGE SCHOOL

Instructions for use of the School's Website for printing off application forms and finding out information about the Parents' Arts Society

1. The site is password protected in order to prevent "spammers" from getting into the system. When you first 'click' on **programme details**, or **application forms**, you will be asked for a password.
2. In answer to the question "what is the name of your Chairman?", please type in the password, **Tennant**.
3. Once you have done this the system will remember that you have entered the password correctly, and you will be able to review the programme, look at the details of specific events, and view the application forms.
4. You can then print off the application forms you need, fill it in and send it off with your cheque to the committee member coordinating the events.
5. For your application to be successful, the committee member coordinating the event will need to have received your application form and cheque. Please include a stamped addressed envelope.
6. There is a separate list of lectures on the website. There is no need to book for these, they are free to members, and guests are welcome to attend for a nominal fee of £5, which can be paid on the night. Drinks and sandwiches are available in the Lowry Room from 7.30 p.m., and the lectures start at 8.00 p.m.
7. We do hope you find this new system convenient and trouble free. If you have any problems, do please contact either David Tennant (dht@tonbridge-school.org) or Maddy Bowman (mab@tonbridge-school.org) and we will do our best to help. Good luck!