

# **Getting Listed on TMUG's Registry of Macintosh Consultants— Instructions and Application Form**

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## **Introduction**

This document describes terms and conditions for a consultant's use of the TMUG's registry of Tucson Macintosh consultants (the "registry"). This document also contains the application form that you fill out to become a listed consultant. To become a consultant, you will need to print this document, fill out the application form, and physically transmit it back to TMUG.

As background for this document, see the users guide to the registry in the PDF document entitled "User's Guide to TMUG's Registry of Macintosh Consultants" available on TMUG's web site through URL <<http://tmug.com/consultant.php>>. All provisions of that Users Guide are incorporated in this document by reference.

## **Who can be Listed in the Registry?**

Persons determined to be of good character who are TMUG members and who are knowledgeable in one or more areas of how to use the Macintosh computer are eligible for registry listing.

## **What Does a Listing Cost?**

Registry listees must purchase a Consultant's Membership in TMUG. In addition, a registered consultant must provide a link to TMUG's web site on his/her web site, if any.

Consultant's Membership in TMUG currently costs \$60/year. If a person is already a TMUG member and wants to be listed in the registry, he/she will be upgraded to hold a Consultant's Membership after filing the Consultant's Membership application at the end of this document. No additional fee over the regular membership dues already paid will be charged until his/her TMUG dues come up for renewal. At that time, the full Consultant's Membership fee will be charged.

## **What Do I Get for My Fee?**

A Consultant's Membership includes a listing in TMUG's web page of Tucson Mac consultants at TMUG's web site. In addition, consultants receive an institutional listing repeating their registry information in TMUG's on-line newsletter for the duration of their Consultant's Membership.

Consultants may have their listing updated to reflect changes in their consultant information by sending email to <<mailto:registry@tmug.com>>.

## **Revocation of Consultant's Membership**

Before accepting an application for Consultant's Membership or at any time thereafter, the TMUG Board of Directors ("BoD") reserves the right at its sole discretion (1) to refuse a Consultant's Membership application, or (2) to call for changes in the copy for the registry web-site or TMUG's newsletter, or (3) to call for changes to the link to TMUG's web page on the consultant's web site. The BoD also reserves the right at its sole discretion to cancel the consultant's web-site and newsletter privileges and revert him/her to a plain, regular TMUG membership. In the event the BoD cancels a Consultant's Membership, TMUG will refund 50% of the dues paid for the Consultant's Membership.

## Application for Registry Listing

To become listed in the Consultants Registry, fill out and submit the application below. Note that applications for Consultant's Membership must be made in writing and physically submitted to TMUG. They cannot be accepted via email or telephone.

*Privacy notice:* None of the information that you provide in your application will be sold or transferred to any other party with the exception of the registry-listing information you provide, which will be published as your consultant's listing on the web and in TMUG's Newsletter.

To become listed, follow the step-by-step procedure below. Before you start to fill out your application, we suggest that you look at the registry's web page at

<<http://tmug.com/html/consultant.html>>

(also available as a link on the TMUG web site) for examples of others' registry listings. For further information or questions, contact the registry administrator by email at

<<mailto:registry@tmug.com>>.

### Step 1 Establish your TMUG membership status

If you are not currently a member of TMUG, you need to fill out a TMUG membership application. Go to the TMUG web site and call up the printed version of the TMUG membership application at this URL: <<http://tmug.com/html/flyer.pdf>>.

Print page 1 of the application and fill out the Membership Form at the right of the page. Enter the amount of TMUG's Consultant's Membership dues (currently \$60) in the place provided in step 2 below, and go to step 2.

The rest of this step's instructions are for current TMUG members. Enter below two items of information from your TMUG membership card:

- (1) your TMUG member number \_\_\_\_\_, and
- (2) the expiration date of your membership \_\_\_\_\_.

If you are within one month of the expiration of your membership or if your membership has expired, you must renew your membership with this application. Enter the amount of TMUG's Consultant's Membership dues (currently \$60) in the place provided in step 2 below and check here \_\_\_\_\_. Then go to step 2.

If you are currently a TMUG member and your dues are paid up and you do not need to renew yet, enter \$0 (zero) in the place provided in step 2 below, and go to step 2.

### Step 2 The Amount of your Consultant's Membership Dues Check

This is the amount of your Consultant's Membership dues check: \$\_\_\_\_\_ (should not be blank)

### Step 3 Provide your Consultant's Information

Prospective Consultant's Membership holders must supply to TMUG the following information which will appear in your registry listing. Please print legibly.

- Name of your business: \_\_\_\_\_
- Name of contact person: \_\_\_\_\_
- Telephone number(s): \_\_\_\_\_

