

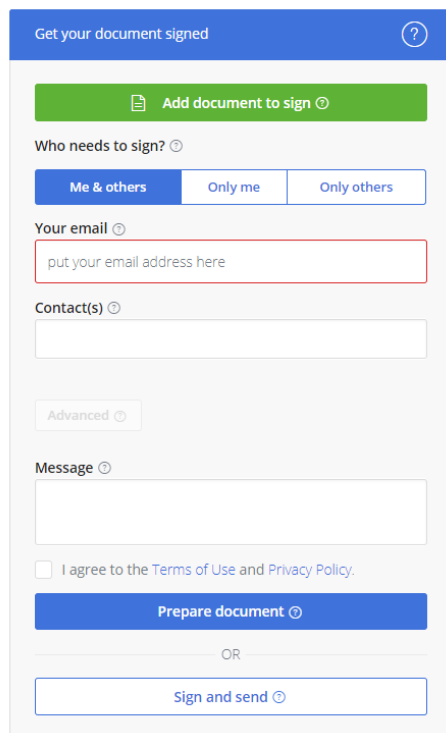
Using SignRequest for Club Documents

You'll find **How To videos** on the SignRequest website, but these steps will explain how to get your club documents digitally signed and verified.

Setting the document up for signatures

Note, the free version of SignRequest will only allow you to process one document at time so for affiliation forms you will need to do this process twice.

- Club affiliation form
 - Club constitution form
1. Club Secretary (or other committee member) creates a signrequest.com account using their personal email address.
 2. Click on green “**Add document to sign**” button and upload the document to be signed as prompted.



The screenshot shows the 'Get your document signed' interface. At the top is a blue header with the text 'Get your document signed' and a help icon. Below this is a green button labeled 'Add document to sign'. Underneath is a section titled 'Who needs to sign?' with three radio button options: 'Me & others' (which is selected), 'Only me', and 'Only others'. Below that is a text input field for 'Your email' with the placeholder text 'put your email address here'. This is followed by a 'Contact(s)' text input field. There is an 'Advanced' section with a dropdown arrow. Below that is a 'Message' text input field. At the bottom of this section is a checkbox labeled 'I agree to the Terms of Use and Privacy Policy.' Below the checkbox is a blue button labeled 'Prepare document'. Below this button is the text 'OR' and then a white button with a blue border labeled 'Sign and send'.

3. Who needs to sign? Ensure “**Me and others**” box is selected
4. Put the email addresses for each of the other committee members who need to sign the form in the **Contacts** box – recommend copying the email address rather than typing it in to make sure it's correct! You can place multiple addresses in this box.

5. Write a message in the message box to ask your committee members to sign the form
6. Read and agree to the terms of use and privacy policy
7. Click the **sign and send button**
8. The document will load on your screen. Scroll to where the signature is required.
9. Select the pen tool – left most tool.



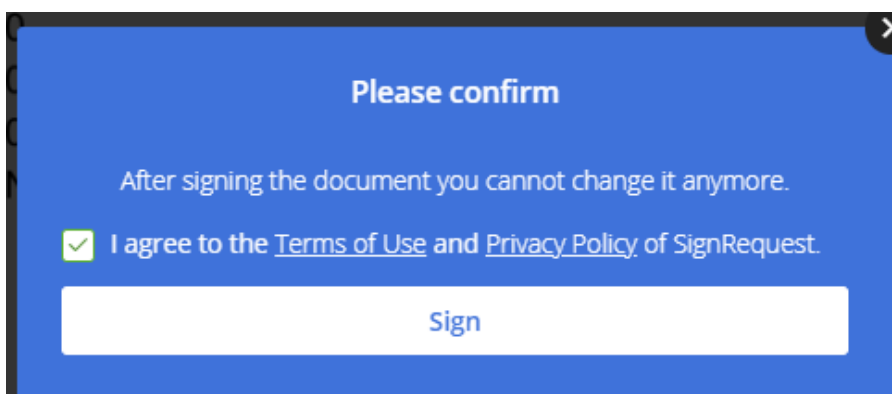
10. If this is the first time you are using the application, you will need to DRAW your signature, otherwise you can use a saved signature.



11. Press the blue Save and insert button, bottom right of box
12. Then position your cursor on the date field and press the text tool and type in the date.

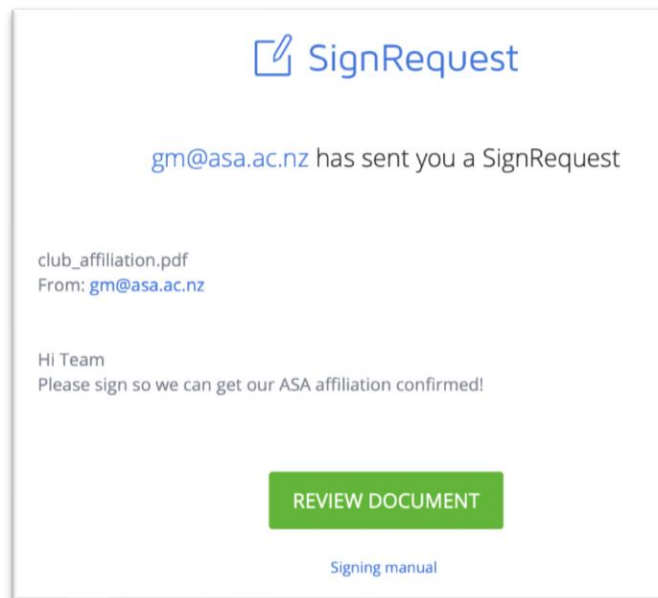


13. Press the Green Finalize button – top right of screen
14. Press the Sign button and **PLEASE NOTE that you can not edit the document after you have signed it. If you do, it invalidates your signature and we cannot accept the document.**



Authorisation by other committee members

15. Sign Request will then manage the procedure of collecting the signatures from your committee members. They will receive an email in the order that you entered their contact information.



16. Each committee member needs to review the document, and perform steps 9-14
17. When everyone has signed the document, SignRequest will send you an email with the signed document and a document log.
18. Please wait until you have both the signed affiliation application and the signed constitution and then email these 2 documents to gm@asa.ac.nz. DO NOT EDIT the signed documents before sending to ASA as this will invalidate the signatures.