

## **E-Signing your documents.**

Sport Canada and Field Hockey Canada accept (and prefer) e-signed documents.

Please remember that a typed initial or a typed signature is not acceptable. The signature must either be an image of your handwritten signature or a signature generated by your cursor.

Please also remember that you must have a witness sign your Athlete Agreement and if you are 18 years old or younger you must have your parent or guardian sign as well.

Please find the best solution for your computer, device or operating system.

Here are some tips for e-signing:

### **Inserting a signature:**

Sign your name on a piece of blank paper. Scan it with a scanner or just take a snapshot of it. Save it as an image in PNG or JPG format. An image of your handwritten signature works best on Word Documents. You can convert PDF documents into Word documents by using the web site

[www.smallpdf.com](http://www.smallpdf.com) .

You can also use the image of the signature in the below method.

### **Use a desktop software**

The most popular and easiest to use software for e-signing is Adobe Acrobat Reader. You may already have it on your computer, if not, it is easy and free to download. Once you have Adobe Acrobat Reader on your computer you will be able to sign the document, with an image (from above) or with a cursor or by choosing signature font. This method is also easy for you to send to your witness to sign.

### **Cursor signature.**

Use this web site to convert the PDF documents into a document that accepts an e-drawn signature (works with newer MAC's and PC's).

<https://www.pdfFiller.com> Follow the prompts, don't forget to save it!

Here is a video that will help with the first 2 methods [https://www.youtube.com/watch?v=6m\\_S5dFjDGg](https://www.youtube.com/watch?v=6m_S5dFjDGg)

Please send e-copy documents to your High Performance manager of the designated Field Hockey Canada member of staff.

Hard copies are still accepted. Please send to 3800 Wesbrook Mall, Vancouver, BC, V6S 2L9.