

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

Sport Canada and Field Hockey Canada require 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 remember that if you are 18 years or younger, you must have your parent or guardian sign as well.

Please find the best solution for your 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 or just take a photo 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 inexpensive 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 by using the prompts from Adobe to use your webcam to take an image of your signature. This method is also easy for you to send to your witness (if 18 or under) 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)

Accommodations will be made for those who prefer to send hard copies. Please contact your High-Performance Manager or your appropriate Field Hockey Canada contact.

If you know of an easier solution for e-signing, please share with the group.