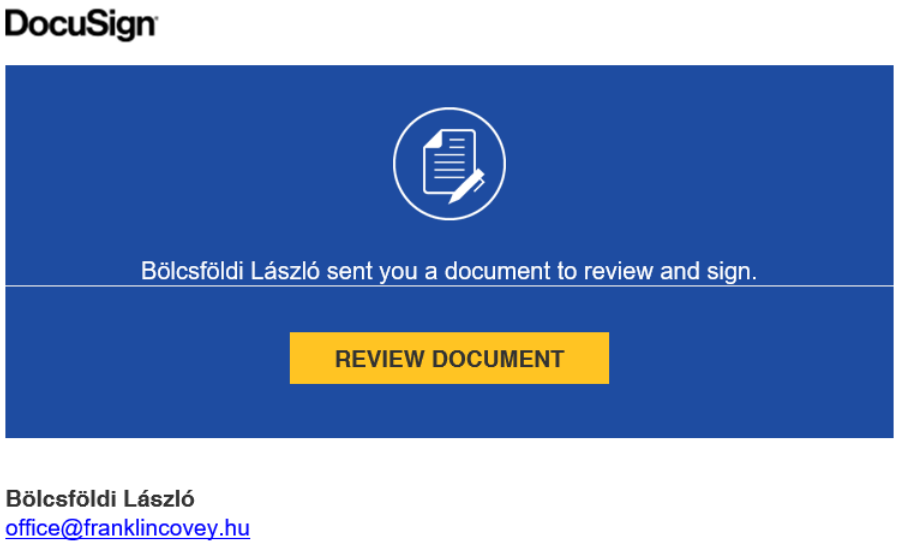
DocuSign Guide

1. We are sending an e-mail from our DocuSign account to each participant.

sender: DocuSign NA4 System dse_NA4@docusign.net
subject: Your Adult Training Contract has arrived
If you are unable to find the e-mail in your inbox, please check your spam folder.



2. Click on "***Review Document***".

3. Check the box in the top left corner of the page. By checking it you agree to use electronic records and signatures.
4. Click on "***Continue***".
5. Please fill in the fillable cells, choose from the dropdown lists and check the applicable boxes.
6. Finally, sign the contract at the bottom of the form. DocuSign will automatically offer a design for your signature. In case you wish to choose a different style, click on "***Change Design"*** and pick the signature you prefer.
7. Click on "***Apply and Sign***".

After both parties have signed the contract, they will receive an e-mail from DocuSign with the signed contract in pdf format. You will be able to download and save the contract.

Thank you for your cooperation!