

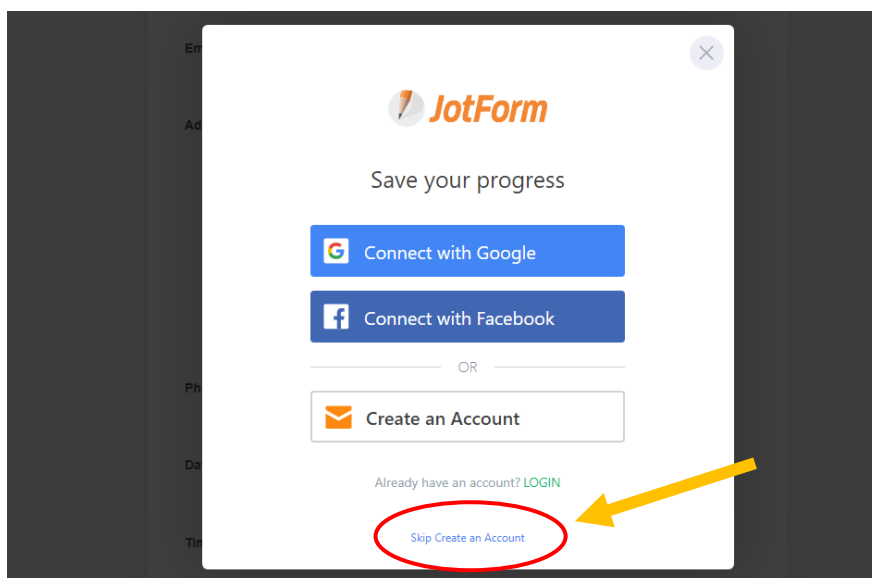
Completing the Gymsport Committee Proxy Nomination Form

Instructions:

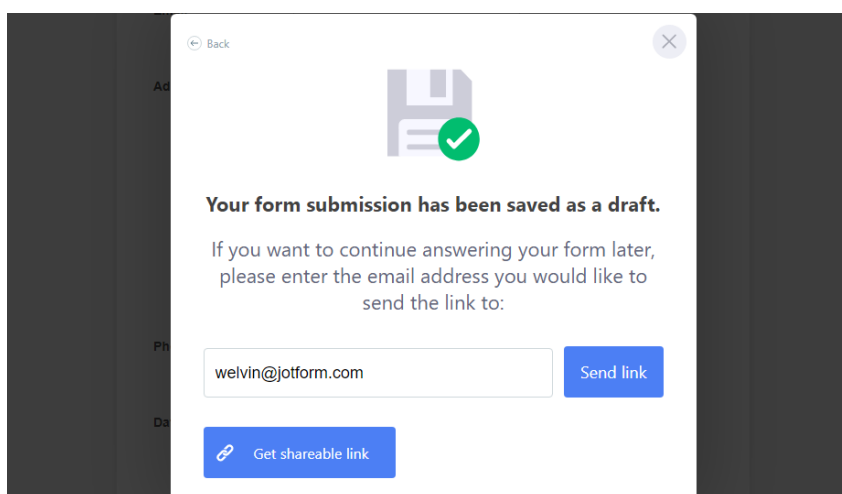
Appointment of Proxy requires the club delegate and the person being appointed as their proxy to sign the appointment form. If all parties are able to complete the form on the one device at the same time (while socially distancing), the form can be completed, signed and submitted.

If parties are completing the form separately:

1. Club Delegate of the affiliated club completes their information and club declaration and signs and dates the form. The form can then be “Saved” and sent electronically to be signed by the appointed proxy. To save:
2. Scroll to the bottom of the form and click “**Save**”. A pop-up window will open:

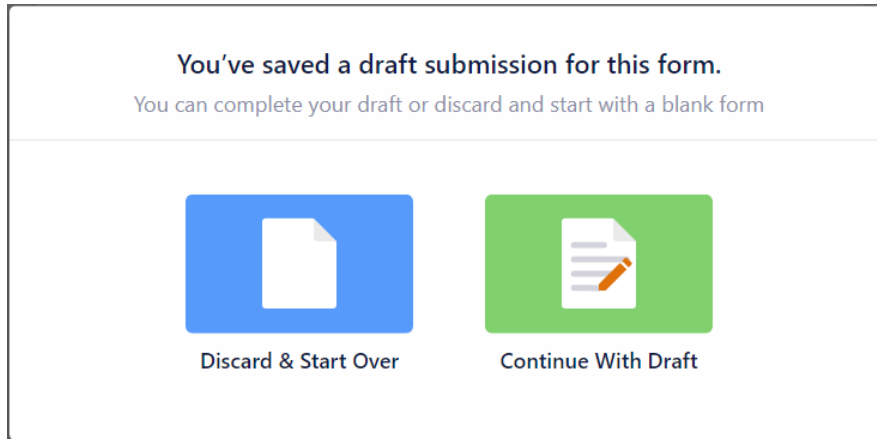


3. Click the “**Skip Create an Account**” link at the bottom of the window. Once the link is clicked, the next window will appear:



4. Enter the email or email addresses of yourself and the email address of the other proxy to be appointed and click the “**Send Link**” button.

- a. To enter multiple email addresses, separate each email address with a semi-colon (;).
 - b. e.g. johnndoe@gymnastics.com; welvin@jotform.com
5. An email containing the link to the form will be sent to each of the listed email addresses.
6. Using this link the “saved” form can be accessed and the form can be signed.
 - a. Clicking on the link will display the below window. Users should click “**Continue With Draft**”.



7. Once the appointed proxy has received the form, they can sign the form and then can click the “**Submit**” button for the Proxy form to be submitted. If the affiliate delegate would like to submit the completed form, the proxy can “save” the form again after signing. Using the original emailed link, the delegate can access the completed and signed form and can submit the form.