

## Completing the Gymsport Committee Postal Voting Form

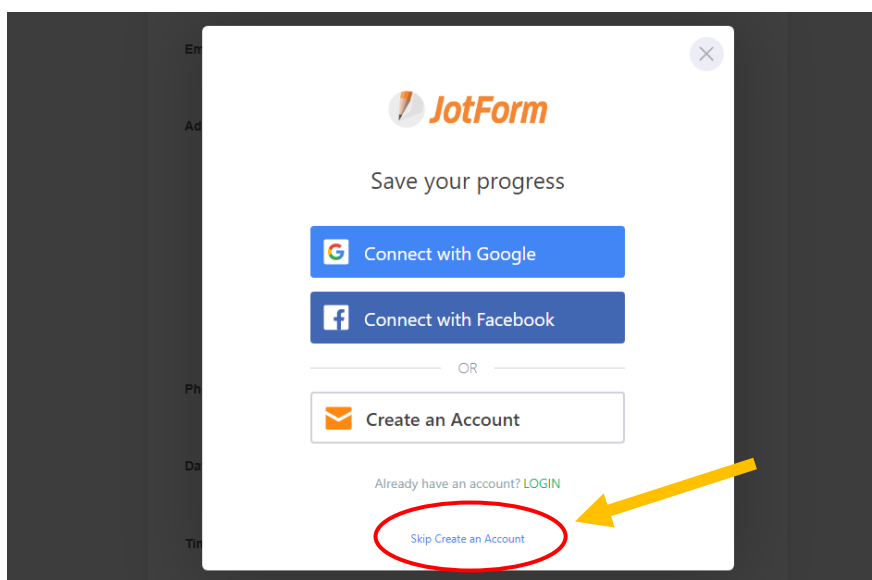
### Instructions:

Delegates completing the form together:

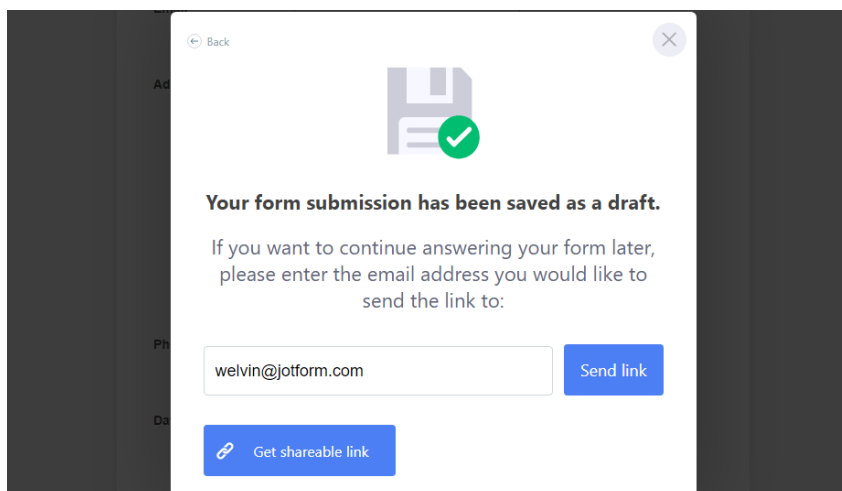
1. Club voting Delegate of affiliated club completes their information and club declaration and signs and dates the form.
2. The form requires two (2) signatures from the affiliated club. If all parties are able to complete the form on the one device at the same time (while socially distancing) the form and voting can be completed and submitted in a single session.

If the required parties are completing the form separately:

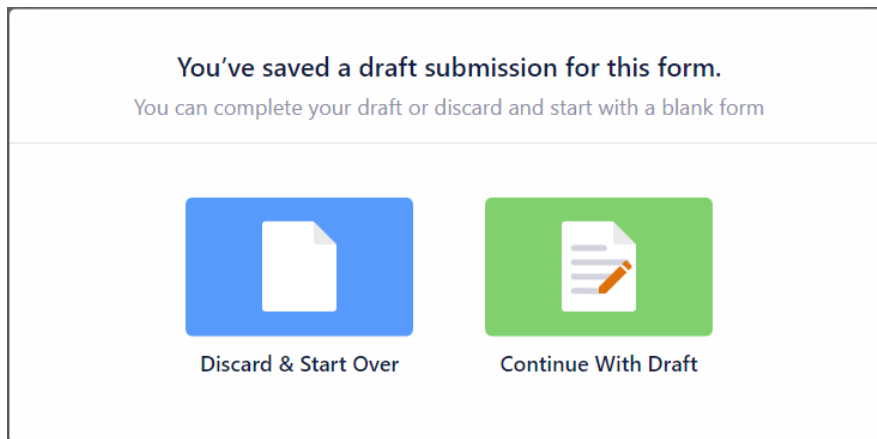
1. Club voting Delegate of affiliated club completes their information and club declaration and signs and dates the form. The form can then be “Saved” and sent electronically to be signed by the other parties.
2. Scroll to the bottom of the form and click “**Save**”. A pop-up window will open:



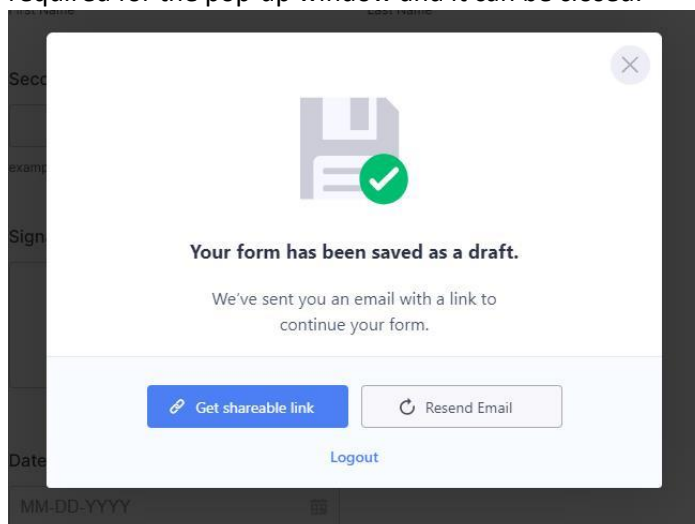
3. Click the “**Skip Create an Account**” link at the bottom of the window. Once the link is clicked, the next window will appear:



4. Enter the email or email addresses of yourself and the email addresses of the other parties required to sign the form 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](mailto:johnndoe@gymnastics.com); [welvin@jotform.com](mailto: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. After each person has completed their part of the form they will need to click **“Save”** at the bottom. The below pop-up window will display when they click save. No further action is required for the pop-up window and it can be closed.



8. The voting delegate can then use the link emailed to them when they saved the form to access the signed form at any time. Once all parties have completed and signed their required section and saved the form the voting delegate will be able to access the voting page, submit the voting preferences and then can click the **“Submit”** button for the Postal Vote to be submitted.