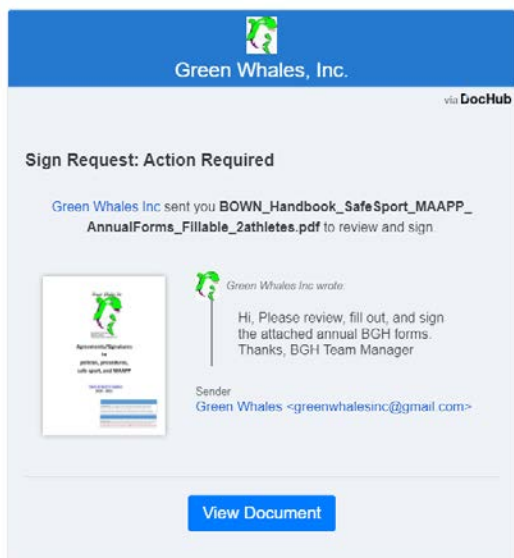


BGH Annual Forms

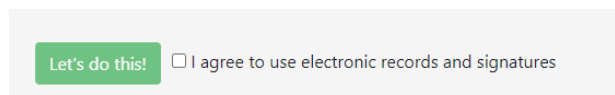
Every year we go through our annual registration process which includes completing the team’s annual forms. We have moved these forms to DocHub to allow the parent/guardian and the athlete(s) to digitally fill out and sign their forms. Once that is complete the Head Coach/Head Deck Coach and the Team Manager also sign the form. These are kept on file and referred to throughout the year.

Please use these instructions if you have questions about how to fill out the forms.


Step 1: Team Manager will generate and send the DocHub email to the parent/guardian. The email subject will start with “BGH ACTION NEEDED” and looks very similar to this.



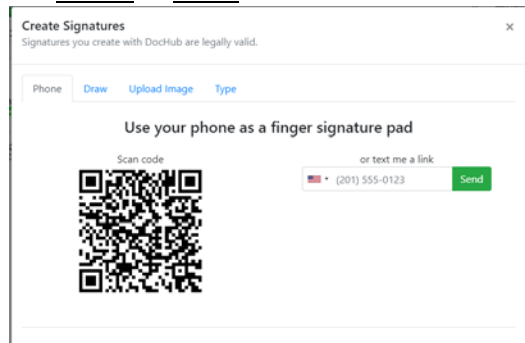
Step 2: Parent/Guardian clicks on the “View Document” button. A window displays show who is responsible for filling out the form. Before getting started the parent/guardian needs to select the “I agree...” box and then the “Let’s do this!” green button.



Step 3: Parent/Guardian reads the full document and reviews it with their athlete(s).

Step 4: Once everything is filled in, the athlete(s) digitally sign and so does the parent/guardian. Select the  **Sign Here** button.

Step 5: Each signature can be created using their phone through the bar code, draw it, upload an image of their signature, or Type it. **It is prepared that you either use the Phone or Draw method.**



Step 6: Once the parent/guardian and athlete(s) have added their signatures you are ready to select the “Finalize” button at the top of the screen.

You’ll be prompted with the “Confirm Finalizing Document” popup. Select the “Finalize Document” button.