

Fill and sign using Adobe Acrobat Reader

Click on the purple Fill & Sign icon before attempting to complete the form. The Sign option will then appear, click this to add a signature.

The screenshot shows the Adobe Acrobat Reader interface. The 'Fill & Sign' toolbar is visible at the top left. A dropdown menu is open, showing 'Add Signature' and 'Add Initials' options. The form titled 'Contact Details' contains the following fields: 'Applicants Name: Joe Bloggs', 'Date of Birth: 09/06/88', 'Parent / Guardian (if individual under 18):', 'Parent / Guardian Signature:', 'Main Contact Telephone Number: 01782 260800', 'Mobile Number (if different): 01839 838473', and 'Email Address:'. The 'Add Signature' option is highlighted in the dropdown menu.

The signature can be added by using the options shown below (drawing is recommended).

The screenshot shows the 'Sign' dialog box in Adobe Acrobat Reader. It has three tabs: 'Type', 'Draw', and 'Image'. The 'Draw' tab is selected, showing a drawing area with a red 'Sign' button and a 'Clear' button. A signature is being drawn in the drawing area. Below the drawing area, there is a checkbox for 'Save signature' which is checked. At the bottom, there are 'Cancel' and 'Apply' buttons.

Select the signature from the menu and move the cursor over to the signature box and click to place it.

This screenshot is similar to the first one, but the 'Add Signature' option is now selected in the dropdown menu. The signature is visible in the 'Parent / Guardian Signature' field of the 'Contact Details' form.

The screenshot shows the 'Send Email' dialog box. It has a 'Send Using' section with two options: 'Default email application (Mail)' (selected) and 'Use Webmail'. Below this is a 'Select' dropdown menu. At the bottom, there is a checkbox for 'Remember my choice' which is checked, and 'Cancel' and 'Continue' buttons.

When all the required fields are completed and the signature(s) are placed, click the Submit button at the bottom of the form. This will trigger an action to send a copy of the completed form via email and use the default email software that is set up on your device.

Alternatively, you can Save a Copy and manually send it to: info@jackdulsonmemorialfund.org.uk as an attachment via email.