

How to sign your Terms & Conditions Electronically

Not everyone has a scanner and printer at home, and of course we will post a set of Terms & Conditions out to you on request if you're unable to print, sign and return to us.

If you prefer, you could try this method to sign and return the Terms & Conditions to us online.

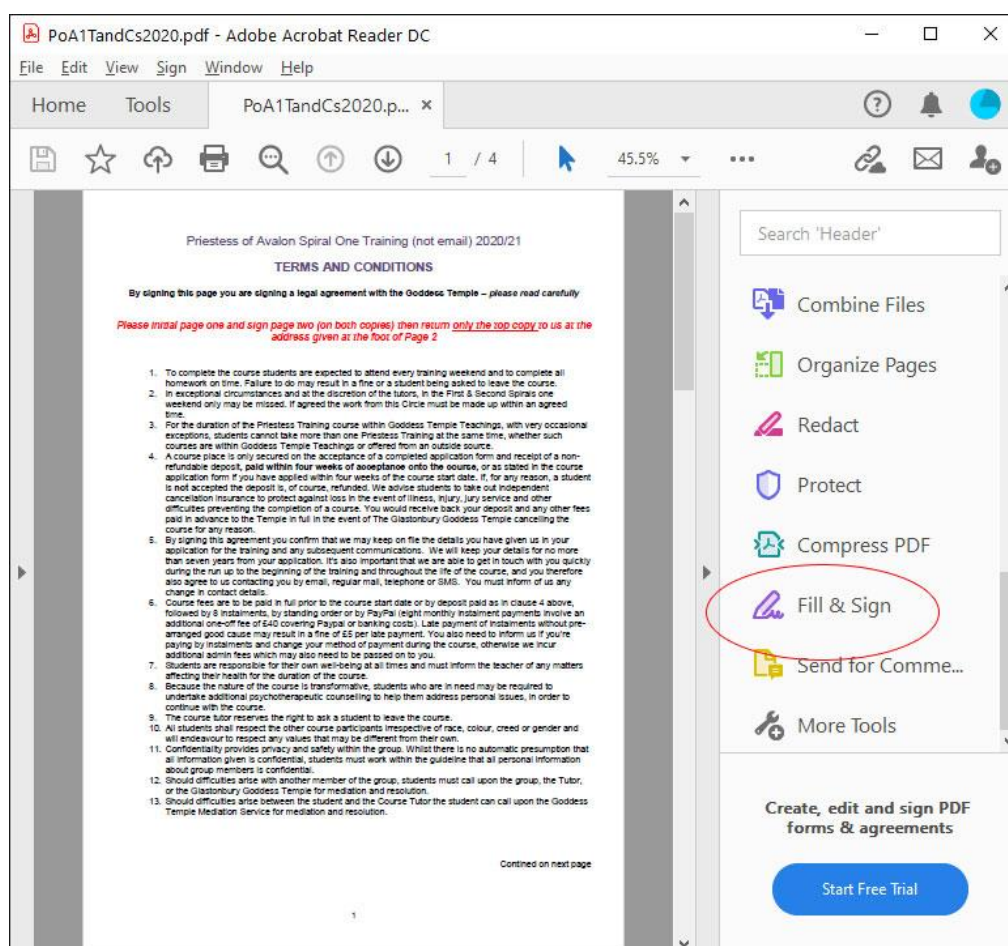
You can download the Terms & Conditions from the menu on your course page, or of course we'll email them to you if you need us to. Once you've done that the document will need to be opened using Adobe Acrobat Reader instead of any other PDF software you might use. If you need to, you can download and install it from here:

<https://get.adobe.com/uk/reader/?red=a>

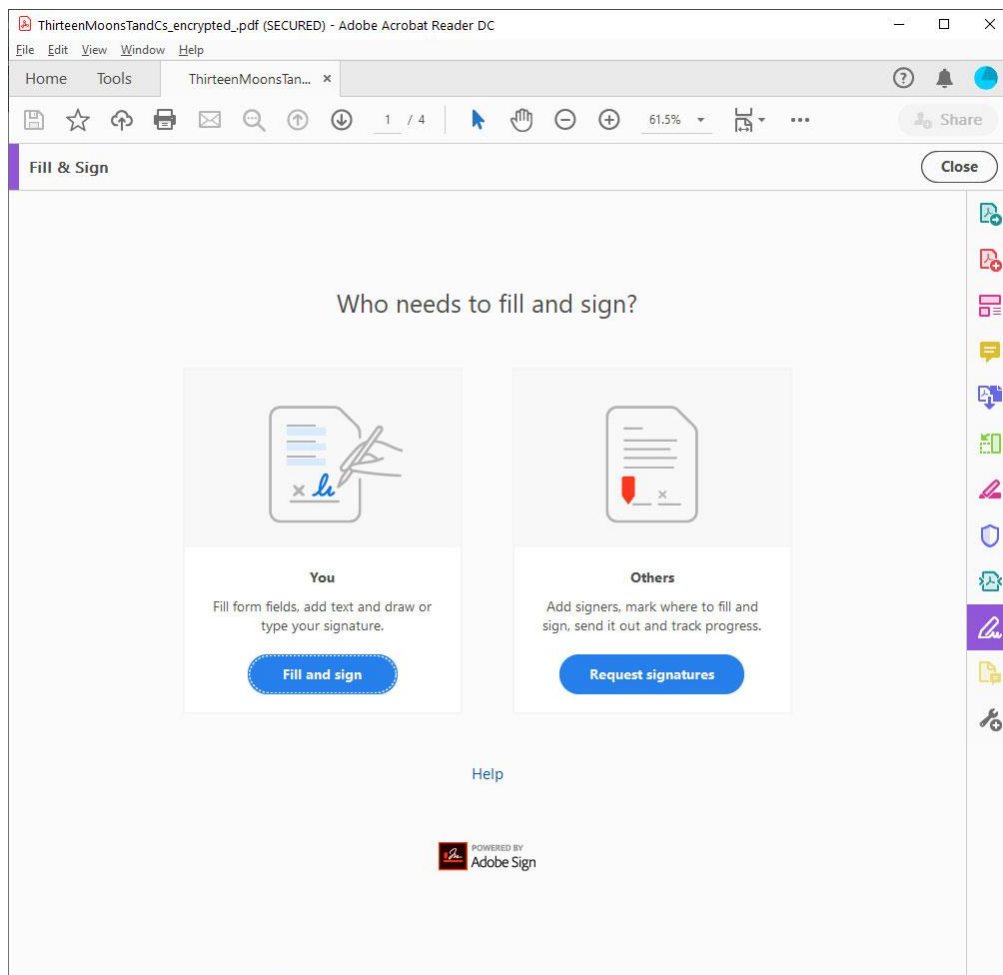
NB A little care is needed if you're downloading – ensure you're getting the free version of Adobe Acrobat (the one called Reader). You may also see optional offers for McAfee software and the Acrobre Reader Chrome browser extension and should untick those if you don't want them!

1. Using Microsoft Windows

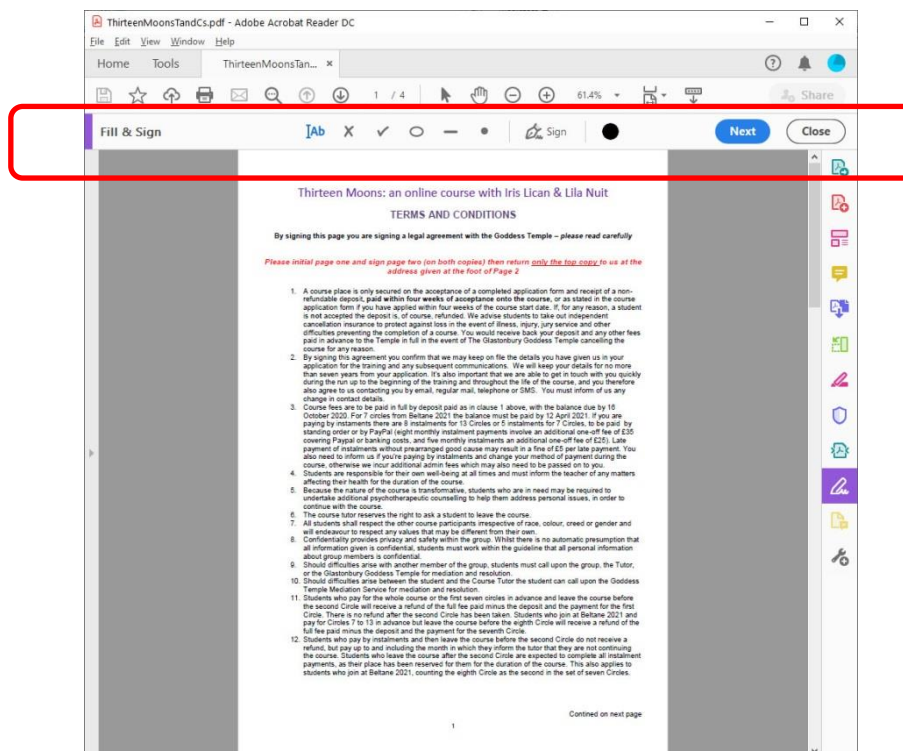
When you have opened the file, look in the sidebar for “Fill & Sign”, highlighted in the image below. You might need to scroll down a bit.



Click on this option then select “You” in the next screen, then click on Fill and Sign:



Now you'll see what looks like the first screen again, but with an extra toolbar along the top:



Next, scroll down until you can see the first signature page and hover over the tickbox next to "I have read and agree to Goddess Temple Teaching's Privacy Policy". When you're hovered in the right place you should be able to see a tickmark appear – click once and it should be added to the document.

Fill & Sign

Care of Students

The Goddess Temple enforces all known health & safety practices that are seen to be correct in the light of current understanding of your course subject. The Glastonbury Goddess Temple or any tutor are not, and will not, be held liable for any assumed damage that is deemed to occur at any time. Students accept that all knowledge is given in good faith. Students understand that they are entering into training in a pioneer field and all such training is given in good faith to the highest known safety standards of known or perceived practices within this discipline. If required, students undertake their own individual practice insurance.

I confirm that I have read, understood and agree to abide by The Glastonbury Goddess Temple course booking terms, conditions and boundaries and that the above information I have given is true and correct. I hereby state that I, or any persons acting on my behalf, will not hold or claim against The Glastonbury Goddess Temple, or any of its tutors or estates for any damages assumed or otherwise for any conditions, be it emotional, mental, spiritual, physical or financial relating to my training at The Glastonbury Goddess Temple.

☒ I have read and agree to [Goddess Temple Teaching's Privacy Policy](#)

Signature

Name (block letters, please)

Date:

For the signature you can choose to type your name and have Adobe transform that into handwriting text (which probably won't look much like your signature), or you can draw your signature using a mouse or on a touchscreen.

In either case, start by clicking the “Sign” button in the new toolbar. To convert typed characters into a signature, just type your name into the box that appears – you can use the “Change style” dropdown on the right for a couple of different typefaces.

If you'd rather draw, first click the “Draw” button on the box and use your mouse, or your touchscreen to add the signature. Once you're happy with the result, click the “Apply” button.

Type Draw Image

Sign

☒ Save signature

Cancel Apply

Finally, if you have a scanner you could simply sign a piece of paper and scan in the result – in that case you'd use the “Image” button in the toolbar.

Next, click next to “Name” on the form and type in your name – you don't need to use block letters if you're typing – and finally add today's date on the next line.

You should also sign the second set of Terms & Conditions in the same way as above – please do ensure you keep a copy for yourself.

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☒ I have read and agree to [Goddess Temple Teaching's Privacy Policy](#)

Signature Jane Doe



Name (block letters, please) Jane Doe


Date: 1 November 2020

Finally, click the “Next” button at the top of the screen (you will be prompted to save the PDF document if you haven’t already done so.

The next screen asks you’d like to send your file:

How do you want to send your file? ×

 Get a Link	<p>Get a link to a read-only copy</p> <p>Create a link to a read-only copy of your completed file to share with others. Recipients can view the file but can't modify it.</p> <p><i>Your file will be uploaded to Adobe Sign. Anyone with the link can view the file.</i></p>
 Request Signatures	

POWERED BY  Adobe Sign

Create Link

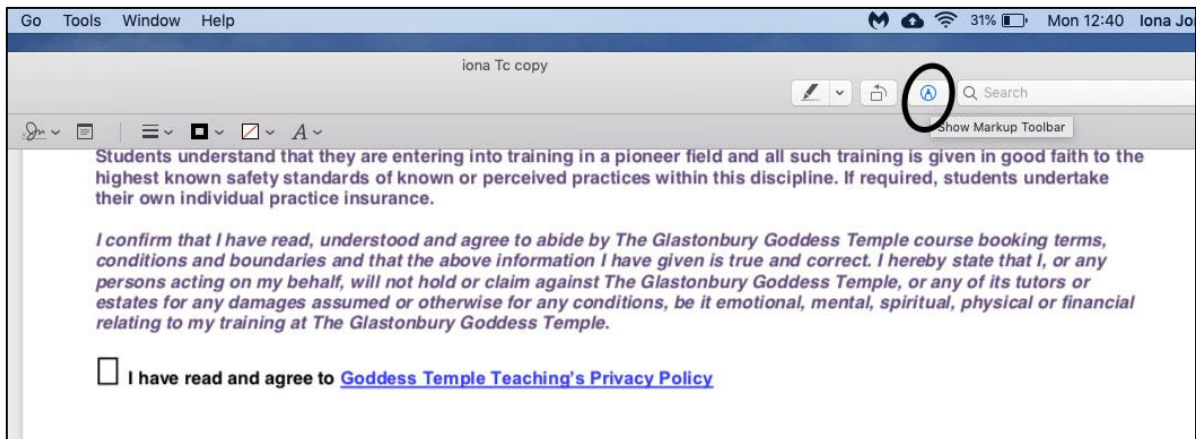
Select “Get a Link” and click “Create Link”. You’ll receive a link and it is already copied to your clipboard so all you need to do is create an email addressed to admin@goddess temple teachings.co.uk and copy the link straight into it.

We don’t recommend using the “Attach link to Email” button on the Adobe box as there are so many different kinds of email account – it’s easier simply to create a anew email addressed as above and simply right-click on your mouse and the link will be added. A few words to explain to admin what you’re sending and you’re done!

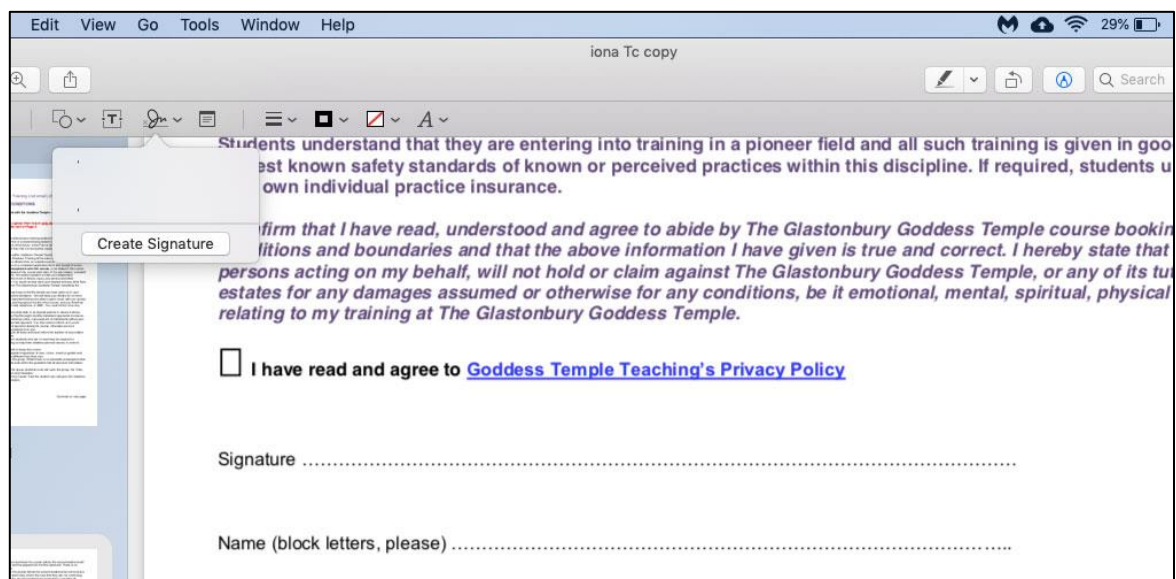
Admin will simply click on the link to find and download your signed Terms & Conditions – the file is read only and encrypted so no changes can be made by us.

2. Using a Mac

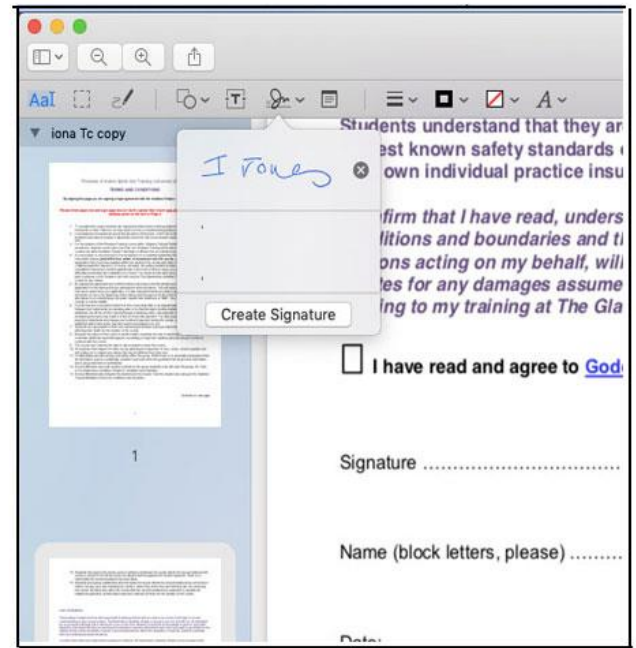
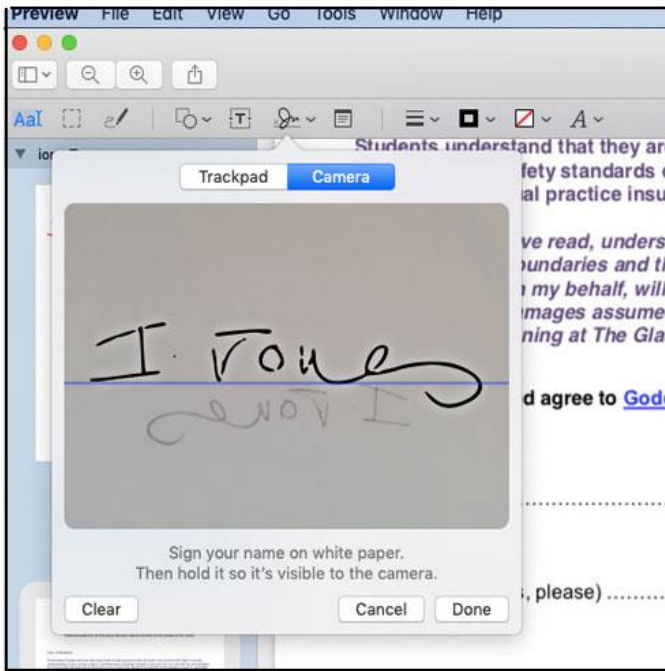
- Open Terms and Conditions PDF and click the 'A' button in the right hand corner, next to the search option.



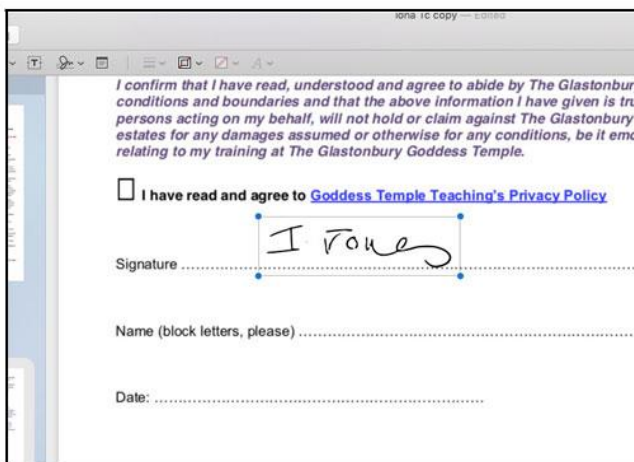
- Click on the signature button on the left hand side and press 'Create Signature'



- Click on the camera option and hold a piece of paper up to the computer's camera with your signature on. This will then save and you can click on it and it will appear on the PDF.



- Double click on the spreadsheet and then you can type your name and date in the appropriate places. Don't forget an 'X' to say you have read the terms and conditions.



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their own individual practice insurance.

*I confirm that I have read, understood and agree to abide by The Glastonb
conditions and boundaries and that the above information I have given is
persons acting on my behalf, will not hold or claim against The Glastonbu
estates for any damages assumed or otherwise for any conditions, be it ei
relating to my training at The Glastonbury Goddess Temple.*

☒ I have read and agree to [Goddess Temple Teaching's Privacy Policy](#)

Signature *I. Jones*

Name (block letters, please) **Iona Jones**

Date: **9 November 2020**