

DAN E-signature Guide

Instructor Trainer use

1. Open your Internet browser and go to the [DAN Europe website](https://www.daneurope.org) (https://www.daneurope.org) and access to your [MyDAN](#) area.
2. Select **Training Services** section / **eSignature** tab.
3. Choose your language and click the corresponding link

The **DAN E-signature Login** page appears:

PowerForm Signer Information

Please enter your name and email to begin the signing process.

Your Role:

Instructor Trainer *

Your Name:

Your Email:

Please provide information for any other signers needed for this document.

Role:

Instructor

Name:

Email:

Begin Signing

4. Type your Name and Email, type Instructor's candidate Name and Email and then click **Begin Signing**.

5. The DAN Instructor Application form opens. The new DAN Instructor Application form has been designed to have a familiar look and feel. When you first log in to this form you need to get started on giving the consent to use Electronic Records and Signatures.

Please Review & Act on These Documents



Massimiliano Stirparo
DAN Europe Foundation

☒ I consent to use Electronic Records and Signatures

6. After placing the flag click on **Continue**.



Powered by **DocuSign**

To continue you must consent to use
Electronic Records and Signatures.

CONTINUE

OTHER ACTIONS ▾

To be filled in by the Instructor Trainer

Tabs and simple instructions guide you through the signing process, even adopting an electronic signature. Red boxes are mandatory.

7. Fill in your DAN ID, Course Location and Course date.

NEXT

Course information

Name Instructor Trainer: Massimiliano Stirparo DAN N°:

Course location:

Course Date:

Personal data (to be filled in by the instructor candidate):

Upload your own picture (.jpeg format) in your MyDAN area and get a personalised card!

Last Name: _____

First Name: _____

DAN N°: _____

Date of birth: _____

Street Address: _____

City: _____

ZIP/ postal code: _____

Country: _____

Phone (Business): _____

Phone (Private): _____

Email: _____


Please indicate the diving organisation you are affiliated with. This applies **only** to those organisations which have a special training agreement with DAN Europe. After processing your application, DAN Europe is able to communicate, to this diving organisation, that you are certified as DAN Instructor for 1 or more courses.

On the second page when you click on the module you have taught, it shows what need to be filled in.

FILL IN

DocuSign Envelope ID: 74D37D15-C97F-46A6-9C43-D5BF569FAA09

Instructor Application FORM



DAN IQC Module Checklist

Module	Date Enter the Date	Instructor Trainer signature <div style="background-color: yellow; color: black; text-align: center; padding: 2px;">SIGN ↓</div>	Student kit N° (sticker)
<input checked="" type="checkbox"/> Core	<input style="border: 1px solid red;" type="text"/>		<input style="border: 1px solid red;" type="text"/>
<input type="checkbox"/> Oxygen	_____	_____	_____
<input type="checkbox"/> Advanced Oxy	_____	_____	_____

8. Flag the boxes of the courses, this will activate the fields to be filled in.

9. Select the yellow sign field to create and add your signature.

There are three methods to enter your signature:

a. Select one of the available styles

×

Adopt Your Signature

Confirm your name, initials and signature.

Full Name

Initials

[Select Style](#) [Draw](#) [Upload](#)

Preview

DocuSigned by:

Massimiliano Stirparo

0BF4BABB2528475...

DS

MS

[Change Style](#)

By clicking Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I, or my agent, use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN

CANCEL

Initials

DS

MS

Change Style

Adopt Your Signature

Confirm your name, initials and signature.

Full Name

Select Style Draw

Preview

DocuSigned by:

Massimiliano Stirparo

FDECFCFB2FA54EE...

By clicking Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I, or my agent, use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN CANCEL

DocuSigned by:

Massimiliano Stirparo

FDECFCFB2FA54EE...

DS MS

DocuSigned by:

Massimiliano Stirparo

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DS MS

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Massimiliano Stirparo

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DS MS

DocuSigned by:

Massimiliano Stirparo

FDECFCFB2FA54EE...

DS MS

b. Draw your signature

Adopt Your Signature

Confirm your name, initials and signature.

Full Name

Initials

Select Style Draw

Draw your signature



Clear

By clicking Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I, or my agent, use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN CANCEL

c. Upload your own signature

X

Adopt Your Signature

Confirm your name, initials and signature.

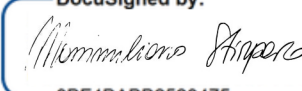
Full Name
Massimiliano Stirparo

Initials
MS

Select Style Draw **Upload**

Preview

DocuSigned by:



0BF4BABB2528475...

UPLOAD YOUR SIGNATURE ←

* For best results use an image that is 400 x 145 pixels

By clicking Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I, or my agent, use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN CANCEL

10. Select the yellow sign field to add your signature.


NEXT

I guarantee this DAN training program was taught within established standard up-to-date training materials.

X **SIGN** _____
Instructor Trainer Signature

X **Massimiliano Stirparo** **169478** _____
Instructor Trainer Name and Trainer Number (Please Print)

2


 **DAN** Instructor Application Form A

I guarantee this DAN training program was taught within established standards and the applicant received up-to-date training materials.

Firmato con DocuSign da:
X Massimiliano Stirparo Date 13-03-2015
AEED4DA9F49486... Instructor Trainer Signature dd mm yyyy

NEXT

X Massimiliano Stirparo 169478
Instructor Trainer Name and Trainer Number (Please Print)

 ²
Instructor Application Form A

Instructor_Application_Form_2015_ENG.pdf 2 of 2

11. Click **Finish** on the bottom right to send the completed document to your instructor candidate.

FINISH **OTHER ACTIONS ▼**

English (UK) ▼ | Terms Of Use & Privacy ▼ | Copyright © 2014 DocuSign Inc.


Instructor Candidate use


Once filled in by the Instructor Trainer DocuSign will email a link to the instructor candidate where he can access the document.

With one click on virtually any internet-enabled device you can access the document and start the document signing process. Tabs and simple instructions guide you through the signing process, even adopting an electronic signature.

1. Click on **View Documents**

Please review and sign your document



From:  **Massimiliano Stirparo (mstirparo@daneurope.org)**
DAN Europe Foundation

Hello Robert Garnett,

Massimiliano Stirparo has sent you a new DocuSign document to view and sign. Please click on the 'View Documents' link below to begin signing.

[**View Documents**](#)

Alternately, you can access these documents by visiting docusign.com, clicking the 'Access Document' link, and using this security code:

F8EB896407A6482794CF9B76E07501053

This message was sent to you by Massimiliano Stirparo who is using the DocuSign Electronic Signature Service. If you would rather not receive e-mail from this sender you may contact the sender with your request.

If you need assistance, please contact DocuSign EU1 Support (service@docusign.com)

The Global Standard For Digital Transaction Management™

2. When you first log in to this form you need to get started on giving the consent to use Electronic Records and Signatures.

Please Review & Act on These Documents



Massimiliano Stirparo
DAN Europe Foundation

☐ I consent to use Electronic Records and Signatures

3. After placing the flag click on **Continue**.



Powered by **DocuSign**

To continue you must consent to use
Electronic Records and Signatures.

CONTINUE

OTHER ACTIONS ▼

To be filled in by the Instructor Candidate

4. Select the OK button and be sure to upload your picture in your MyDAN area (Registration) to receive the DAN instructor card with your photo.

NEXT

Course information

Name Instructor Trainer: Massimiliano Stirparo DAN N°: 169478

Course location: Roseto degli Abruzzi

Course Date: 25/03/2015

Personal data (to be filled in by the instructor candidate):

Upload your own picture (.jpeg format) in your MyDAN area and get a personalised card!

OK

Last Name: Garnett

First Name: Robert

DAN N°:

Date of birth:

Street Address:

City:

ZIP/postal code:

Country:

Phone (Business):

Phone (Private):

Email: stirparo@gmail.com

Please indicate the diving organisation you are affiliated with. This applies **only** to those organisations which have a special training agreement with DAN Europe. After processing your application, DAN Europe is able to communicate, to this diving organisation, that you are certified as DAN Instructor for 1 or more courses.

5. Fill in all the personal data required and sign, red boxes are mandatory.

NEXT

Phone (Business):

Phone (Private):

Email: stirparo@gmail.com

Please indicate the diving organisation you are affiliated with. This applies **only** to those organisations which have a special training agreement with DAN Europe. After processing your application, DAN Europe is able to communicate, to this diving organisation, that you are certified as DAN Instructor for 1 or more courses.

--select--

☐ Other: _____

I understand my credentials will not be processed until all paperwork is complete.

I have read the current version of the DAN Training Licensing Agreement and agree to abide by its conditions.

A copy of this agreement is available in the DAN Instructor Manual.

SIGN
↓

X

Applicant's signature

Date 09-04-2015

dd mm yyyy

1
 DAN Instructor Application Form A

Instructor_Application_Form_2015_EN.pdf
1 of 5

6. Select the yellow sign field to create and add your signature.
There are three methods to enter your signature:

a. Select one of the available styles

✕

Adopt Your Signature

Confirm your name, initials and signature.


Full Name

Initials

[Select Style](#) [Draw](#) [Upload](#)


Preview

DocuSigned by:



2910EE502DBC471...

DS



[Change Style](#)


By clicking Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I, or my agent, use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN

CANCEL

Initials

DS



Change Style

ic representation of my signature and initials for all
ntracts - just the same as a pen-and-paper signature

Adopt Your Signature

Confirm your name, initials and signature.

Full Name

Robert Garnett

Select Style Draw Upload

Preview

DocuSigned by:
Robert Garnett
2910EE502DBC471...

By clicking Adopt and Sign, I agree that the signature and initials are for the purposes when I, or my agent, use them on documents or initial.

ADOPT AND SIGN CANCEL

DocuSigned by:
Robert Garnett
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Robert Garnett
2910EE502DBC471...

DocuSigned by:
Robert Garnett
2910EE502DBC471...

DS
RG

DS
RG

DS
RG

DS
RG

DS
RG

b. Draw your signature

×

Adopt Your Signature

Confirm your name, initials and signature.

Full Name

Initials


Select Style

Draw

Upload

Draw your signature

Clear



By clicking Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I, or my agent, use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN

CANCEL

c. Upload your own signature



Adopt Your Signature

Confirm your name, initials and signature.

Full Name

Robert Garnett

Initials

RG

Select Style

Draw

Upload

Preview



UPLOAD YOUR SIGNATURE

* For best results use an image that is 400 x 145 pixels

By clicking Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I, or my agent, use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN

CANCEL


I understand my credentials will not be processed until all paperwork is complete.
I have read the current version of the DAN Training Licensing Agreement and agree to abide by its conditions.
A copy of this agreement is available in the DAN Instructor Manual.

X

DocuSigned by:
Robert Garnett
2910EE502DBC471...
Applicant's signature

Date **09-04-2015**
dd mm yyyy

1

 DAN Instructor Application Form A

7. Upload the documents indicated and sign. (Please try not upload more than 5Mb if possible)


Please attach to this application:

- Copies of:
 - Scuba Diving Instructor card (or equivalent) or certificate (showing current teaching status)
 - Current CPR Training Card or certificate

I guarantee this DAN training program was taught within established standards and the applicant received up-to-date training materials.

Firmato con DocuSign da:
 X Massimiliano Stirparo Date 13-03-2015
AEED4DA9F49486... Instructor/Trainer Signature dd mm yyyy

X Massimiliano Stirparo 169478
Instructor/Trainer Name and Trainer Number (Please Print)

2
 **DAN** Instructor Application Form A

8. Select the **yellow INITIAL** field to create and add your initial




DocuSign Envelope ID: C75AC8F5-064F-4B90-B242-0899E6DF725A

DAN Instructor Licensing Agreement

This agreement is made this 13-03-2015 between Divers Alert Network (DAN)
 and Robert Garnett (the Instructor).

DAN hereby grants a license to the Instructor to teach DAN courses, subject to the following terms and conditions:

Initial

-  RG
- The Instructor shall abide by the rules and regulations and follow the course outline set forth in the most recent edition of the DAN *Instructor Manual* for each course the instructor is certified to teach. Any information imparted to participants not contained in these Manuals shall be consistent with DAN's current published positions on the subject matter in question. Any questions in this regard should be addressed to the DAN Training Department prior to dissemination.
 - The Instructor's activities will at all times be conducted in a professional manner and shall promote the interests of DAN and will encourage all students to become DAN Members.
 -  The Instructor agrees to abide by all of the points addressed in the Code of Ethics listed in the most recent edition of the DAN Instructor Manual.
 -  All compressed gases, cylinders, and components used during the course shall be handled in strict compliance with the standards of DAN, the Compressed Gas Association (CGA),

9. Click **Finish** to send the completed document to the DAN Training dept.

Robert Garnett Instructor Name (PRINT)	DocuSigned by: Robert Garnett 2910EE502DBC671 Instructor Signature & Date	13-03-2015
Contrada Padune 11 Address	Roseto degli Abruzzi City	
64026 ZIP	Italia Country	

DAN Europe FORM B – Instructor Use 3/3

FINISH

IMPORTANT

If all the information reported are ok, DAN Training will process the Instructor application in 24/48 hours.

The registration cannot be processed if:

- 1) The DAN Instructor candidate has not an active DAN membership
- 2) The Instructor Trainer did not indicate a valid student kit number
- 3) The application form is incomplete

DAN Europe Training send instructor certificates and cards with priority post in to make sure that students receive the credentials as soon as possible.