



Loan Form Application User Guide

The Applicant Club is the club that wish to take the player on loan and they must initiate the loan registration application process.

To initiate the registration process, go to the relevant [men's](#) or [women's](#) registration pages on the England Rugby website. Here you can select the applicable button to start the loan application process.

1. This brings you to the PowerForm Signer Information page, on the DocuSign website. Here you will outline the application workflow, defining who needs to view and sign the application.

As the applicant club's representative, you must complete your name and email address; the player's name and email address; and the name and email address of an official at the player's current club (the club with whom the registration is held).

Once all fields are completed please click the "Begin Signing" button at the bottom of the screen.

PowerForm Signer Information

Fill in the name and email for each signing role listed below. Signers will receive an email inviting them to sign this document.

Please enter your name and e-mail to begin the signing process.

Your Role:
Applicant Club

Your Name:

Your E-mail:

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

Role:
Player

Name:

E-mail:

Role:
Current Club Registrar

Name:

E-mail:



2. After clicking “Begin Signing” you will be brought to the below page.

Please enter the access code to view the document

An e-mail has just been sent to your e-mail address with a special validation code in it. To proceed to sign your documents please open your e-mail and enter the code into the box below. Keep this browser window open while you get your e-mail.

Access Code

[Show Text](#)

[VALIDATE](#) [I NEVER RECEIVED AN ACCESS CODE](#)

3. You will have been sent a validation code via email. Please type this code into the Access Code box and click “Validate” which will take you through to the Registration Form.

RFU



Signing validation code: bb4e8323

[Continue or Review Application](#)

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4. The “Start” navigation arrow will assist you throughout the application. Once clicked, it will show you all the information you need to fill in. All fields outlined in red are mandatory fields, you will not be able to complete the application without these fields being filled in.

5. Once all fields are complete, the last step is to sign the document. Simply click the “sign” button.



6. By clicking the “sign” button you will be asked to “adopt your signature”. You have the option to select a signature style, draw with your mouse or sign with your initials. The preference is that you adopt a signature with your full name. Once you have chosen your preference, click “adopt and sign” which will place your e-signature on the application form.

Select the Sign field to create and add your signature

Adopt Your Signature

Confirm your name, initials and signature.

* Required

Full Name* Initials*

[SELECT STYLE](#) [DRAW](#)

PREVIEW [Change Style](#)

Joe Bloggs JB

By selecting 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](#)

FINISH MORE OPTIONS

7. Once you have clicked “Finish” you will be brought to a partially completed copy of the application form. You can choose to download or print the form if you wish, however once all the required signers, including the RFU Registrar, have signed the form, it will be processed on GMS and you will all be sent a completed copy with the signatures via email. You will also be sent an automatic confirmation email from the GMS.

Your document is now complete. [CLOSE](#) [MORE OPTIONS](#)

DocuSign Envelope ID: 28F72725-485D-4801-A629-0AF80518FBEC

RFU

Adult Registration Form
Edition 24 – valid from August 2018

Registration type: Standard (7 day) or Expedited (24 Hours)

Section 1

Applicant Club: Rugby Football Union

Section 2

Player's Full Name: Joe Bloggs Known as: _____

RFU Player ID (if known): _____

Email: JoeBloggs@RFU.com

UK Home Address: 200 Whitton Road, Twickenham

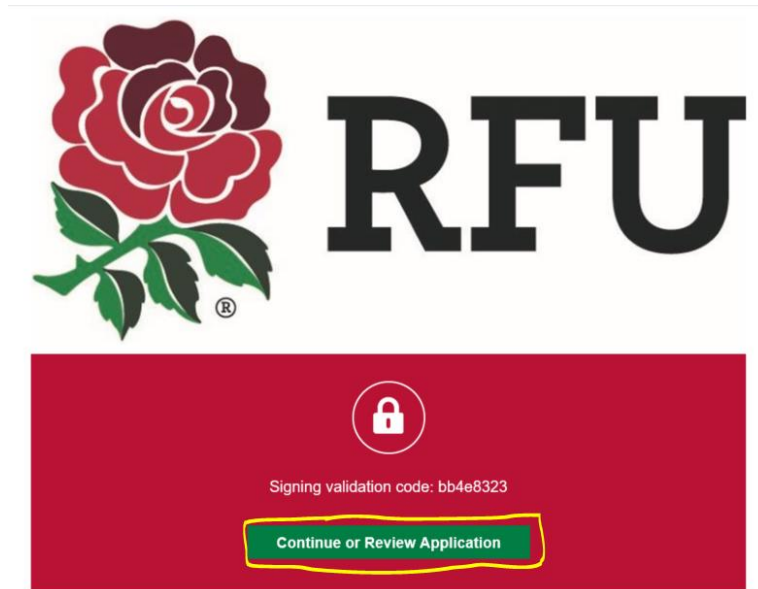
Post Code: TW2 7BA

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8. To **check the progress of your application**, go back to your emails and in the relevant email, click the “Continue or Review Application” button as shown below. This will bring you to a copy of the form and will show who has and has not signed the form. You can then contact the person next in the workflow to request that they sign the application form.





Loan Registration Application Workflow

Applicant Club



Player



Current Club



RFU Registrar



Copy of the Loan Registration Form is sent to all Parties



The Loan Application is reviewed and if approved, processed in the GMS and confirmed by email

Further Help

If you still have any queries about this application process, via DocuSign, please [contact your RFU Registrar](#).