

## Electronic Signature Process Instructions and FAQs

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### Instructions for Group Member Registration with Electronic Signature:

E-signature capability is now a part of the volunteer registration process. Group members may join your group and register themselves (now with e-signature capability for both the Trip Agreement and Medical Form). ***As of January 2025, we ask that you allow your group members to handle this process and register themselves so that all forms can be signed electronically, eliminating the need for you to bring any paper copies of forms to the center.*** Trip Coordinators are not authorized to complete an e-signature for other group members. The Trip Coordinator will know who has joined the group and completed e-signature by opening the “**My Group Members**” report under the Trip Details column in the **Trip Hub**. Volunteers who have completed their e-signature for both forms will have a check mark in the boxes under “Waiver” and “Medical.”

### FAQs Regarding Changes to the Trip Agreement and Medical Form

1) How do I know who has and has not signed their forms electronically?

- 1) Go to the [Participant Center](#), enter your username and password, and click “**Sign In**”
- 2) On the next page, under “My Current Trip List,” click “**Trip Hub**”
- 3) On the next page, under “Trip Details,” click “**My Group Members**” to see your Participant List
- 4) You can see who has joined the group, and if they have completed both the Trip Agreement and Medical Form, by looking at the “Waiver” check box and “Medical” check box next to their name

2) What about the check box under “Passport” in the “**My Group Members**” report?

Please disregard the “Passport” check box. Only the “Waiver” and “Medical” boxes are relevant.

3) Where do I find the summary report with emergency contact info?

- 1) Go to the [Participant Center](#), enter your username and password, and click “**Sign In**”
- 2) On the next page, under “My Current Trip List,” click “**Trip Hub**”
- 3) On the next page, under the “Trip Details” column, click “**Member Detail Report**”
- 4) You will see each person listed with their emergency contact info and medical info if they have completed the Medical Form.
- 5) You have the option to print this report by clicking “**Print Page**” in the bottom right corner.
- 6) We recommend having a copy of this report in each of your vehicles.

4) How does a group member sign their forms electronically if I have added them to my group? *(This option is discouraged. It's better to have them complete the process themselves from the beginning by directing them to the [Group Member Signup page](#).)*

If you have already added your group members to your group and now need them to sign their Trip Agreement and Medical Forms in the Trip Hub, please give them these instructions:

**To complete your Trip Agreement and Medical Form, please follow these instructions:**

- 1) Go to the [Participant Center](#), enter your username and password, and click “**Sign In**”
- 2) On the next page, under “My Current Trip List,” click “**Trip Hub**”
- 3) On the next page, under the “Overview” column, click “**Sign Trip Agreement**”
- 4) Complete the form and then click “**Update**”
- 5) Under the “Overview” column, click “**Fill Out Medical Form**”
- 6) Complete the form and then click “**Update**”

5) What if everyone does not give me emergency contact info?

Emergency contact information is required. Please ensure each volunteer completes this information.

6) What if members only give me emergency contact info and nothing else?

Although emergency contact information for each volunteer is required, submitting specific medical information is optional.

7) Is there a way to make updates to my emergency contact and medical info?

Yes. This information can be edited by accessing your [Trip Hub](#). Under the “Trip Details” column, click on “My Medical/Travel Info” and edit your information.

8) What if some of my group members are not able to get registered in time to sign the forms electronically? Can I print out blank forms to be completed and hand signed?

As a **last resort**, you may utilize the paper version of the [Trip Agreement and Medical Form](#) instead of e-signing. If you use this option, please have all paper forms alphabetized by last name and ready for check-in upon arrival at your center. *This option is discouraged, as ASP is moving away from using paper forms. Even a volunteer who joins at the last minute should be able to complete their group member registration and sign their forms on a mobile device on the way to ASP. The paper forms should **only** be utilized if you have a last-minute volunteer addition that simply cannot register online before arriving at ASP.*

**If your questions were not answered in this document,  
please contact us at [volunteer@asphome.org](mailto:volunteer@asphome.org) or (800) 289-4254.**