

DocuSign Request Example

Forms that are currently completed by paper, require a signature, or require more than one person to complete a section of the form, can be sent to support@teamworks.com or submitted through the Teamworks Help Center. We will convert your file into a Digital Form and upload it directly into Teamworks.

Use the example below to ensure you have included all the necessary information when submitting your request to Teamworks Support.

Hello TW Support!

I would like a file converted into a DocuSign Form. I have attached it below as well as provided details on how I would like the Form filled out. Please let me know if you have any additional questions.

Form Title: Summer School Enrollment

Roles

1. Student-Athlete
2. Coach
3. Compliance

I would like a DocuSign form made for each individual file I sent.

These fields I would like to be mandatory:

- **Name**
 - Text box
- **Sport**
 - Dropdown with these sports: Football, Men's Basketball, Women's Basketball, Softball, Volleyball
- **Date of Birth**
 - Text Box
- **Question 1 : What summer session do You plan to enroll In?**
 - I would like Radio Buttons to exist here for each option.
There will be 3 options - Summer A, Summer B, or Both A & B . Only 1 can be chosen.
- **Question 2: Please check the following that apply to you:**
 - I am in good academic standing, I am academically eligible, I have declared a major
 - I would like the criteria under Question 2 to include checkboxes next to each bullet point.
- **Signature Line**
 - Signature field
- **Date**
 - Date Signed field

These fields I would like to be optional:

- **Question 3: Will you need tutoring for any of your summer classes?**
 - Text box
- **Question 4: What courses will you need tutoring for?**
 - Text box

I would like the following conditional logic for the form:

- If Question 3 is answered Yes, then Question 4 will appear.