



CHAPMAN  
UNIVERSITY



Risk Management

701 North Glassell  
Orange, CA 92866

# eWaiver Training for New Users

Allan Brooks, Director, Risk Management

(714) 532-7794

[abrooks@chapman.edu](mailto:abrooks@chapman.edu)

# Waiver of Liability

- » Chapman University requires a signed Waiver of Liability form for certain categories of events held on and off campus. The Waiver of Liability document includes the following elements:
  - > **Informed Consent,**
  - > **Participant Agreement,**
  - > **Acknowledgement of Risk,**
  - > **Waiver, Release of Liability, and**
  - > **Hold Harmless Agreement**
- » The signed agreement helps assure that the signors understand and personally accept the risks associated with their participation in the activity.



# Waiver of Liability

- » Recognized Student Organizations and many University departmental activities require the use of a Waiver form.
- » University policy also requires that all students participating in any faculty-led off-campus field trip or similar excursion sign a Waiver.
- » The person / department arranging/hosting the activity or event is responsible for obtaining these signed releases and maintaining them on file for a period of not less than five years from the date of the activity for which the Release was obtained. The eWaiver can reduce and/or relieve users of this collection and storage requirement.



# Waiver of Liability

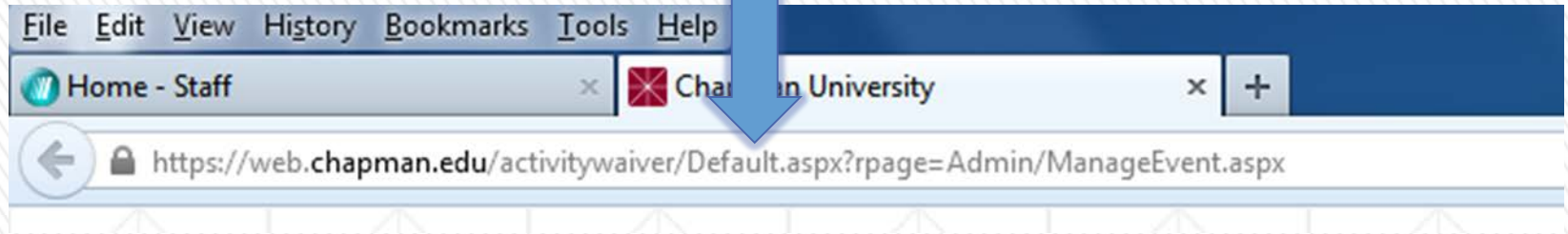
- » This PowerPoint is designed to introduce prospective users to this new electronic mechanism for administering Waiver of Liability Agreements across the Chapman University campus. This will ultimately replace hard copy forms and the associated manual processes.
- » For assistance in getting approved and set-up to use this system, contact the Office of Risk Management:
  - > Risk Management Assistants  
[activitywaiver@chapman.edu](mailto:activitywaiver@chapman.edu)
  - > Allan Brooks, Director of Risk Management  
[abrooks@chapman.edu](mailto:abrooks@chapman.edu) (714-532-7794)





» Once added to the eWaiver system as an Admin, you will be able to access the system through the following link:

<https://web.chapman.edu/activitywaiver/Default.aspx?rpage=Admin/ManageEvent.aspx>



Accessing the eWaiver System >

» Following the link will direct you to this page:

The screenshot shows a Mozilla Firefox browser window displaying the Chapman University website. The address bar shows the URL: <https://web.chapman.edu/activitywaiver/Default.aspx?rpage=Admin/ManageEvent.aspx>. The page features a navigation menu with links for Future Students, Students, Faculty & Staff, Alumni, Families, and Community & Businesses. The main header includes the Chapman University logo and a navigation bar with links for ACADEMICS, ADMISSION, DISCOVER, SUPPORT CHAPMAN, ATHLETICS, RESEARCH, and ARTS. Below the header, there is a breadcrumb trail: [Home](#) | [Risk Management](#) | Activity Waiver Form. The main content area is titled "Chapman Activity Waiver Form Login" and contains a login form with fields for Username and Password, and a Login button. Below the form, there is a note: "If you have difficulty logging in, please call 714.997.6512". The footer includes contact information: ONE UNIVERSITY DRIVE, ORANGE, CA 92866 | (714) 997-6815, and a list of links: NEWS, EVENTS, PRESS ROOM, LIBRARIES, JOBS, DISABILITY SERVICES, DIVERSITY. There are also social media icons for Twitter, Facebook, Pinterest, YouTube, LinkedIn, and Google+, along with a weather widget showing 83° F | 29° C and a copyright notice for © 2012 Chapman University.

Accessing the eWaiver System >

» After entering your username and password and pressing the login button, you will be directed to the following page:

The screenshot shows the Chapman University website at the URL `lu/activitywaiver/Admin/UpcomingEvents.aspx`. The page features a navigation menu with links for Future Students, Students, Faculty & Staff, Alumni, Families, and Community & Businesses. Below the navigation is the Chapman University logo and a main menu with categories like ACADEMICS, ADMISSION, DISCOVER, SUPPORT CHAPMAN, ATHLETICS, RESEARCH, and ARTS. The main content area is titled 'Events' and includes a dropdown menu for 'Upcoming Events'. Below this is a table listing upcoming events.

Event Name	Event Date	View Waivers	Manage Event
Faculty and Staff Kickboxing Sessions including but not limited to the following date or dates: 9/12/12, 9/19/12, 9/26/12, 10/3/12, 10/10/12, 10/17/12, 10/24/12, 10/31/12	9/12/2012 5:30:00 PM	View Waivers	Manage Event
Faculty and Staff Yoga Sessions including but not limited to the following date or dates: 9/27/12, 10/4/12, 10/11/12, 10/18/12, 10/25/12, 11/1/12, 11/8/12, 11/15/12	9/27/2012 5:30:00 PM	View Waivers	Manage Event
Alpha Kappa Psi, Fall 2012 Pledge/Active Retreat	11/10/2012 2:00:00 PM	View Waivers	Manage Event
Furry Friends for Finals Event	12/5/2012 10:30:00 AM	View Waivers	Manage Event

At the bottom of the page, there is a footer with contact information: ONE UNIVERSITY DRIVE, ORANGE, CA 92866 | (714) 997-6815. It also includes links for NEWS, EVENTS, PRESS ROOM, LIBRARIES, JOBS, DISABILITY SERVICES, and DIVERSITY. Social media icons for Twitter, Facebook, Pinterest, YouTube, and LinkedIn are present, along with a weather widget showing 83° F | 29° C.

» On this page, you will be able to view any upcoming events.

# Accessing the eWaiver System >

» In order to access past events, select “Past Events” on the dropdown menu. You will be directed to a listing of past events and have access to the waiver forms for each event.

[Create New Event](#)   [View Events](#)   [Approve Upcoming Events](#)

**Events**

Upcoming Events ▾

	Event Date		
Boxing Sessions including but not limited to the following date or dates: 9/12/12, 9/19/12, 9/26/12, 10/3/12, 10/10/12, 10/17/12, 10/24/12, 10/31/12	9/12/2012 5:30:00 PM	<a href="#">View Waivers</a>	<a href="#">Manage Event</a>
Faculty and Staff Yoga Sessions including but not limited to the following date or dates: 9/27/12, 10/4/12, 10/11/12, 10/18/12, 10/25/12, 11/1/12, 11/8/12, 11/15/12	9/27/2012 5:30:00 PM	<a href="#">View Waivers</a>	<a href="#">Manage Event</a>
Alpha Kappa Psi, Fall 2012 Pledge/Active Retreat	11/10/2012 2:00:00 PM	<a href="#">View Waivers</a>	<a href="#">Manage Event</a>
Furry Friends for Finals Event	12/5/2012 10:30:00 AM	<a href="#">View Waivers</a>	<a href="#">Manage Event</a>
1			

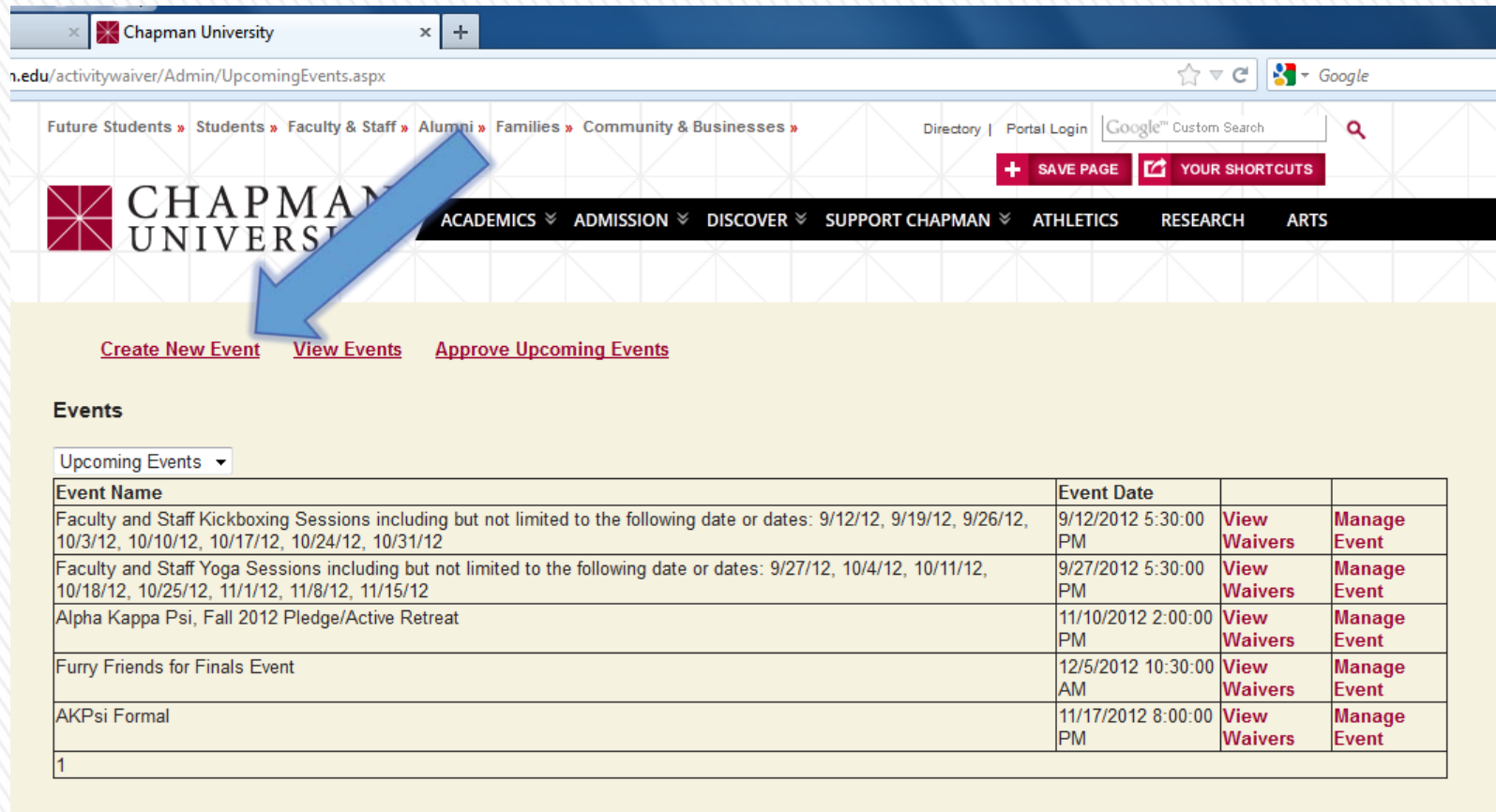


# Viewing Past Events





» To create an eWaiver for a new event, simply click “Create New Event.”



The screenshot shows the Chapman University website interface. At the top, there is a navigation bar with links for Future Students, Students, Faculty & Staff, Alumni, Families, and Community & Businesses. Below this is a search bar and a directory login section. The main navigation menu includes links for ACADEMICS, ADMISSION, DISCOVER, SUPPORT CHAPMAN, ATHLETICS, RESEARCH, and ARTS. A blue arrow points to the 'Create New Event' link in the main content area, which also includes 'View Events' and 'Approve Upcoming Events' links.

**Events**

Upcoming Events ▾

Event Name	Event Date		
Faculty and Staff Kickboxing Sessions including but not limited to the following date or dates: 9/12/12, 9/19/12, 9/26/12, 10/3/12, 10/10/12, 10/17/12, 10/24/12, 10/31/12	9/12/2012 5:30:00 PM	<a href="#">View Waivers</a>	<a href="#">Manage Event</a>
Faculty and Staff Yoga Sessions including but not limited to the following date or dates: 9/27/12, 10/4/12, 10/11/12, 10/18/12, 10/25/12, 11/1/12, 11/8/12, 11/15/12	9/27/2012 5:30:00 PM	<a href="#">View Waivers</a>	<a href="#">Manage Event</a>
Alpha Kappa Psi, Fall 2012 Pledge/Active Retreat	11/10/2012 2:00:00 PM	<a href="#">View Waivers</a>	<a href="#">Manage Event</a>
Furry Friends for Finals Event	12/5/2012 10:30:00 AM	<a href="#">View Waivers</a>	<a href="#">Manage Event</a>
AKPsi Formal	11/17/2012 8:00:00 PM	<a href="#">View Waivers</a>	<a href="#">Manage Event</a>
1			

# Creating New Events



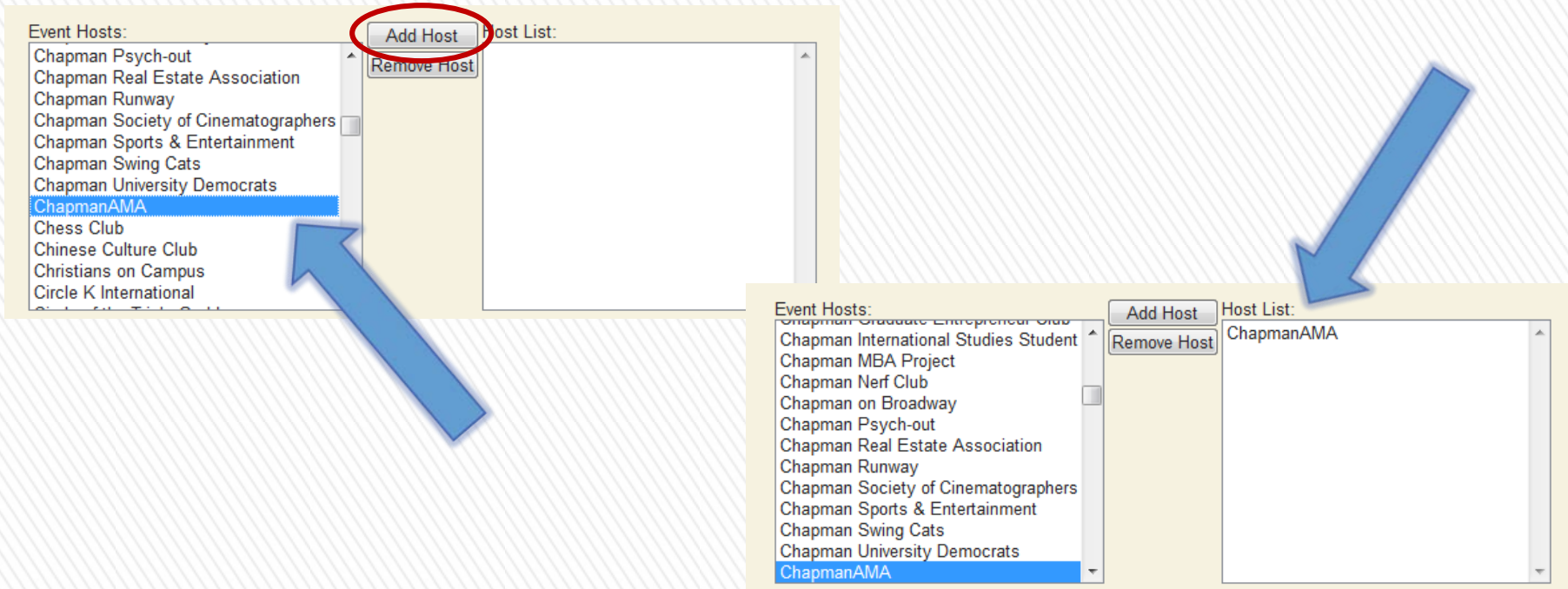
» After clicking “Create New Event,” you will be directed to this page. Here, you will be able to add and customize the details that pertain to your specific event.

The screenshot shows the 'Create New Event' page on the Chapman University website. At the top, the university logo and navigation menu are visible. The main content area has three tabs: 'Create New Event' (selected), 'View Events', and 'Approve Upcoming Events'. Below the tabs, there are two columns of options for 'Event Hosts'. The left column is a scrollable list with a search bar and a '+' icon, containing items like 'Accounting Society', 'Action in Africa', 'Active Minds', 'Ad Club', 'Alpha Kappa Delta', 'Alpha Kappa Psi', 'American Chemical Society', 'American Marketing Association', 'American Medical Student Association', 'American Sign Language', and 'Animal Rights Advocates'. The right column has 'Add Host' and 'Remove Host' buttons and an empty 'Host List' box. Below the host selection, there are input fields for 'Event Title', 'Event Start Date' (October 19, 2012, 12am 00), and 'Event End Date' (October 19, 2012, 12am 00). There is also a text area for 'Event Location(s)'. Below that is a section for 'Activity Risks' with a prompt: '(Briefly describe risks unique to this event. As an example, for a skiing/snowboarding trip your risks might include: car accident, tripping, falling, hypothermia, sprains, terrain hazards, dehydration, impact injuries, elevation sickness, head/neck injuries.)'. At the bottom right, there is an 'Add This Event' button.

# Creating New Events



- » First, scroll through the “Event Hosts” section in order to find the club, organization, school department, or Greek organization that is hosting the event. Once found, click on the host and then click “Add Host.” The host will then be added to the “Host List.”



- » You are able to add more than one host if multiple organizations are hosting an event.

# Creating New Events



- » Once the host has been added, fill in the remainder of the information for your event—the event title, event start and end times and dates, and the event location.

Event Hosts:

- Chapman Graduate Entrepreneur Club
- Chapman International Studies Student
- Chapman MBA Project
- Chapman Nerf Club
- Chapman on Broadway
- Chapman Psych-out
- Chapman Real Estate Association
- Chapman Runway
- Chapman Society of Cinematographers
- Chapman Sports & Entertainment
- Chapman Swing Cats
- Chapman University Democrats
- ChapmanAMA**

Add Host Remove Host

Host List:

- ChapmanAMA

Event Title:

Event Start Date: October 19 2012 Start Time: 12am 00

Event End Date: October 19 2012 End Time: 12am 00

Event Location(s):

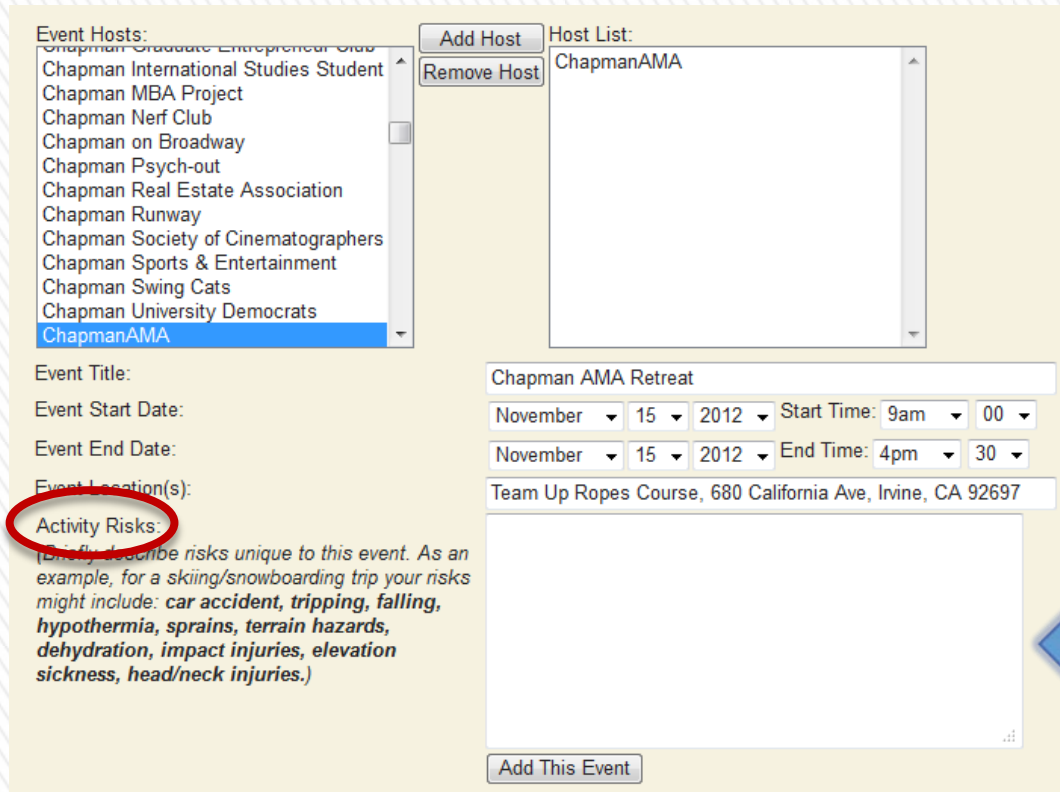
- » Be sure to add extra time to the start and end times in order to allow for a cushion.
- » Be sure that your event location is as specific as possible.

# Creating New Events





» After your event details have been added, fill in any activity risks that could be associated with your event.



The screenshot shows a web form for creating an event. On the left, there is a list of 'Event Hosts' with 'ChapmanAMA' selected. Below this are fields for 'Event Title' (Chapman AMA Retreat), 'Event Start Date' (November 15, 2012), 'Event End Date' (November 15, 2012), and 'Event Location(s)' (Team Up Ropes Course, 680 California Ave, Irvine, CA 92697). The 'Activity Risks' field is circled in red and contains a placeholder text: *[Briefly describe risks unique to this event. As an example, for a skiing/snowboarding trip your risks might include: car accident, tripping, falling, hypothermia, sprains, terrain hazards, dehydration, impact injuries, elevation sickness, head/neck injuries.]* A blue arrow points from the right towards this field. At the bottom of the form is an 'Add This Event' button.

» These risks should be specific to your event.

» The risks are meant to inform participants of any potential dangers that could result from participation.

# Creating New Events



Event Hosts:

- Chapman Graduate Entrepreneur Club
- Chapman International Studies Student
- Chapman MBA Project
- Chapman Nerf Club
- Chapman on Broadway
- Chapman Psych-out
- Chapman Real Estate Association
- Chapman Runway
- Chapman Society of Cinematographers
- Chapman Sports & Entertainment
- Chapman Swing Cats
- Chapman University Democrats
- ChapmanAMA**

Host List:

- ChapmanAMA

Event Title:

Event Start Date:    Start Time:

Event End Date:    End Time:

Event Location(s):

Activity Risks:  
*(Briefly describe risks unique to this event. As an example, for a skiing/snowboarding trip your risks might include: car accident, tripping, falling, hypothermia, sprains, terrain hazards, dehydration, impact injuries, elevation sickness, head/neck injuries.)*

» After adding your specific event details and activity risks, ensure that all of the information you have provided is accurate. If so, complete your eWaiver by clicking “Add This Event.”

# Creating New Events



- » After you have submitted your completed eWaiver, an administrator will review your waiver form and either approve or reject your request.
- » Once your event has been approved, your event will be accessible by clicking the “View Events” link.
- » People will be able to access and sign the waiver form once the event has been approved.

[Create New Event](#)   [View Events](#)   [Approve Upcoming Events](#)

**Events**

Upcoming Events ▾

Event Name	Event Date		
Faculty and Staff Kickboxing Sessions including but not limited to the following date or dates: 9/12/12, 9/19/12, 9/26/12, 10/3/12, 10/10/12, 10/17/12, 10/24/12, 10/31/12	9/12/2012 5:30:00 PM	<a href="#">View Waivers</a>	<a href="#">Manage Event</a>
Faculty and Staff Yoga Sessions including but not limited to the following date or dates: 9/27/12, 10/4/12, 10/11/12, 10/18/12, 10/25/12, 11/1/12, 11/8/12, 11/15/12	9/27/2012 5:30:00 PM	<a href="#">View Waivers</a>	<a href="#">Manage Event</a>
Alpha Kappa Psi, Fall 2012 Pledge/Active Retreat	11/10/2012 2:00:00 PM	<a href="#">View Waivers</a>	<a href="#">Manage Event</a>
Furry Friends for Finals Event	12/5/2012 10:30:00 AM	<a href="#">View Waivers</a>	<a href="#">Manage Event</a>
AKPsi Formal	11/17/2012 8:00:00 PM	<a href="#">View Waivers</a>	<a href="#">Manage Event</a>
1			

# Approving Events



» An eWaiver for an event can be accessed by those interested in participating in the event in two ways:

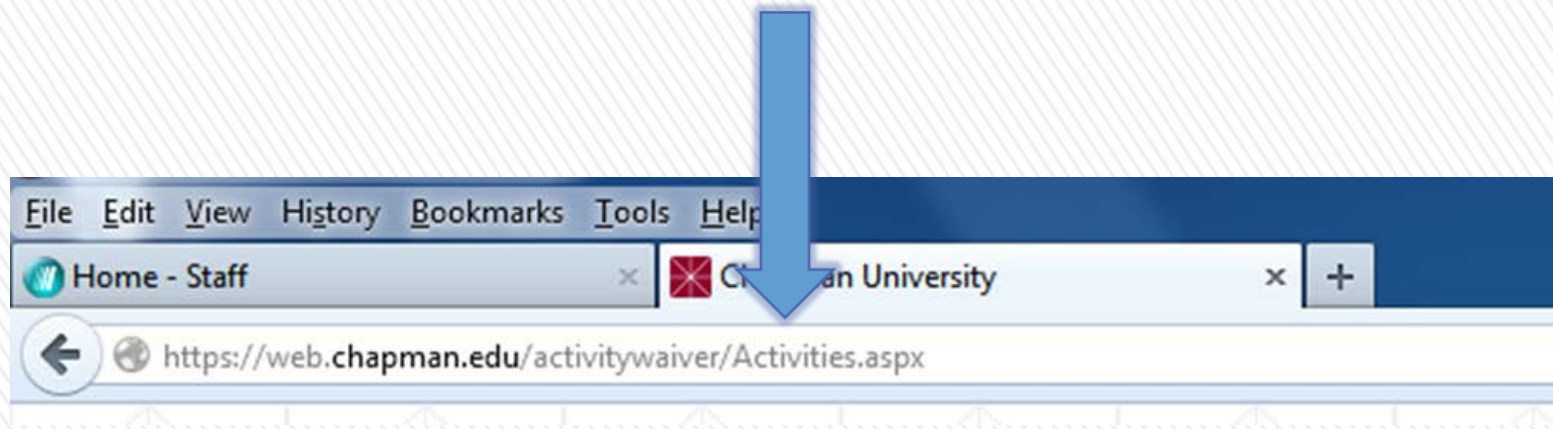
1. Logging onto the Activity Waiver website
2. Following the unique link that opens a specific eWaiver

# Accessing eWaivers





- » Those wanting to participate in events can access eWaivers through the following link:  
<https://web.chapman.edu/activitywaiver/Activities.aspx>

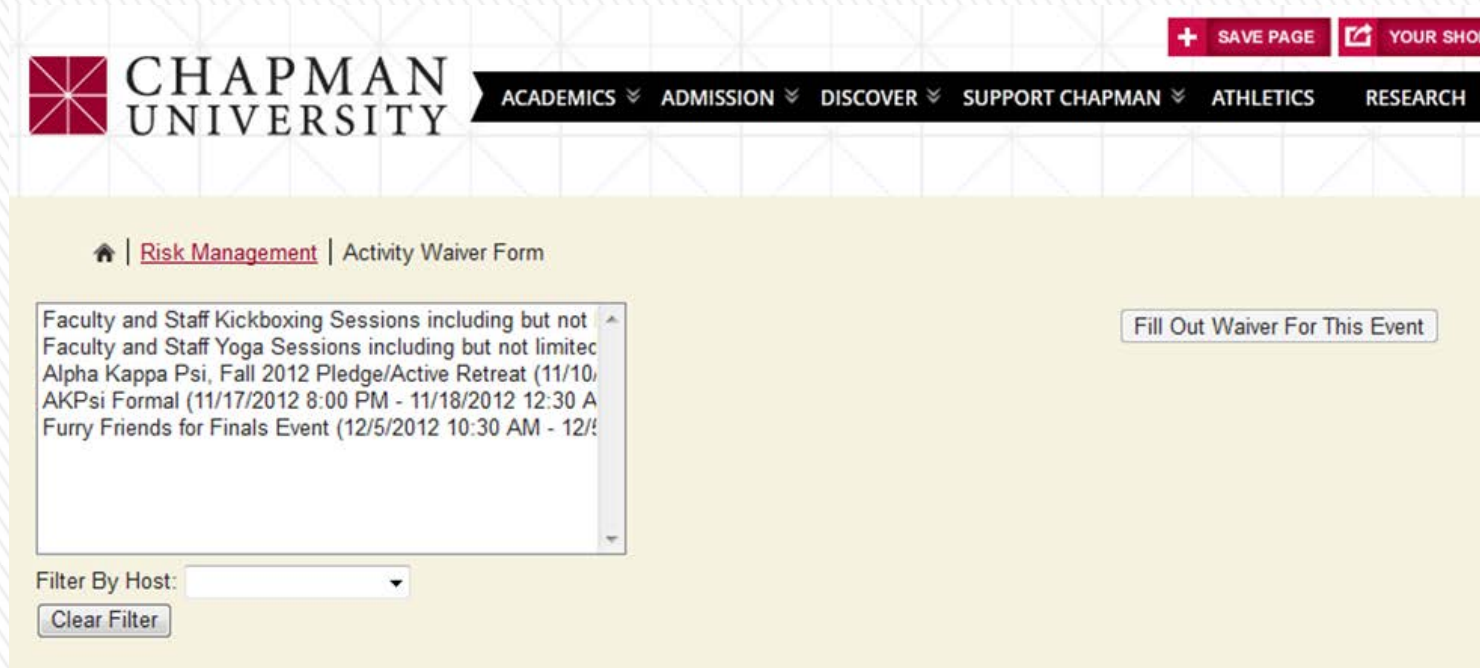


# Accessing eWaivers

Method 1



- » After entering their login information, they will be directed to the following page:



- » On this page, they will be able to access eWaivers for any upcoming events that they wish to participate in.

# Accessing eWaivers

Method 1



- » Clicking on an event will cause the event details to appear.
- » If a person is interested in participating in an event, they can click “Fill Out Waiver For This Event” to complete an eWaiver for the specific event.

CHAPMAN UNIVERSITY

ACADEMICS ▾ ADMISSION ▾ DISCOVER ▾ SUPPORT CHAPMAN ▾ ATHLETICS RESEARCH

🏠 | [Risk Management](#) | Activity Waiver Form

Faculty and Staff Kickboxing Sessions including but not Faculty and Staff Yoga Sessions including but not limited Alpha Kappa Psi, Fall 2012 Pledge/Active Retreat (11/10/ AKPsi Formal (11/17/2012 8:00 PM - 11/18/2012 12:30 A **Furry Friends for Finals Event (12/5/2012 10:30 AM - 12/5/2012 2:00 PM)**

Filter By Host:

**Event Details**  
Event Name: Furry Friends for Finals Event  
Hosted By: Active Minds  
Starts: 12/5/2012 10:30 AM  
Ends: 12/5/2012 2:00 PM

# Accessing eWaivers

Method 1





» An eWaiver that is specific to the event will appear.

» Those interested must fill in their name, signature, date of birth, and the current date.

» To complete the eWaiver, they must click “Submit Waiver.”

#### Waiver of Liability, Assumption of Risk, & Indemnity Agreement

**Waiver:** In consideration of being permitted to participate in any way in the **Furry Friends for Finals Event** scheduled for **12/5/2012** located at **Attallah Piazza** and hosted by **Active Minds**, hereinafter called “The Activity”, I, as Participant, for myself, my heirs, personal representative or assigns, do hereby **release, waiver, discharge, and covenant not to sue** Chapman University, its Trustees, officers, employees, and agents from liability from **any and all claims including the negligence of Chapman University, its Trustees, officers, employees and agents**, resulting in personal injury, accident, or illness, including death and property loss arising from, but not limited to, participation in The Activity.

**Assumption of Risks:** Participation in The Activity carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. These risks range from (1) minor injuries such as scratches, bruises and sprains, (2) major injuries such as eye injury or loss of sight, joint or back injuries, heart attacks, and concussions, (3) catastrophic, life-altering injuries including paralysis, to (4) death.

Other risks include: **injury or illness resulting from the handling of dogs and/or other animals, including but not limited to allergic reaction, fleas/ticks to injury resulting from scratches/ bites.**

I know, understand, and acknowledge these and other risks that are inherent in The Activity. I understand that organized travel may or may not be available to and from the event and I accept the risks inherent in any such arrangements and/or the risk associated with personal travel, including the use of my own vehicle or someone else’s vehicle. I know, understand, and acknowledge these and other risks that are inherent in The Activity. I hereby accept that participation is strictly voluntary, and that by signing this document I knowingly assume all such risks.

**Rules Associated with The Activity:** I agree to follow any and all rules, regulations, or other protocol, policy or procedure promulgated for The Activity whether developed by Chapman University or other entity or individual associated with The Activity. I acknowledge and agree that if I am a student, my conduct during the Activities will be subject to the Chapman University Student Conduct Code (“Code”), and agree to comply with the Code at all times during the Activities. I agree that a violation of the Code may lead to termination of my involvement in this activity and may subject me to conduct review in accordance with the Code.

**Representations Concerning Health:** With full knowledge of the risks, participant represents to be in good health and does not have any condition which will interfere with one’s ability to participate in The Activity or endanger his or her health in connection with The Activity. Participant has valid and current insurance to cover any injury or damage Participant may cause or suffer while participating in The Activity or otherwise agrees to personally bear the costs of such injury or damage. Participant authorizes but does not obligate Chapman University to provide emergency medical treatment in the event of an accident or illness that occurs while participating in The Activity and agrees to hold harmless and indemnify Chapman University for any and all actions taken by the University to provide necessary emergency medical care that results from The Activity.

**Indemnification and Hold Harmless:** I agree to INDEMNIFY and HOLD Chapman University and its Trustees, officers, employees and agents HARMLESS from any and all claims, actions, suits, procedures, costs, expenses, damages, and liabilities, including attorney’s fees brought as a result in my involvement in The Activity, including transportation, and to reimburse them for any such expenses incurred.

**Severability:** The undersigned further expressly agrees that the foregoing waiver and assumption of risks agreement is intended to be as broad and inclusive as permitted by the law of the State of California and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

**Acknowledgement of Understanding:** I have read this waiver of liability, assumption of risk, and indemnity agreement, fully understand its terms, and **understand that I am giving up substantial rights, including my right to sue.** I acknowledge that by checking the box below and submitting this form that I am signing the agreement freely and voluntarily, and **intend by my signature to be a complete and unconditional release of all liability** as relates to The Activity to the greatest extent allowed by law.

By checking this box and typing my name in the e-signature box below, I certify that I agree to the terms and conditions of this waiver and that all of my information entered is accurate. I understand that I will receive by email a PDF file of the signed document, which will retain for my personal records. (NOTE: The email will be sent to your Chapman University email account. If you filter your email, please check Junk Mail folders.)

First Name:  Last Name:  Date of Birth: October 29 2012  
E-Signature:  Date: October 29 2012

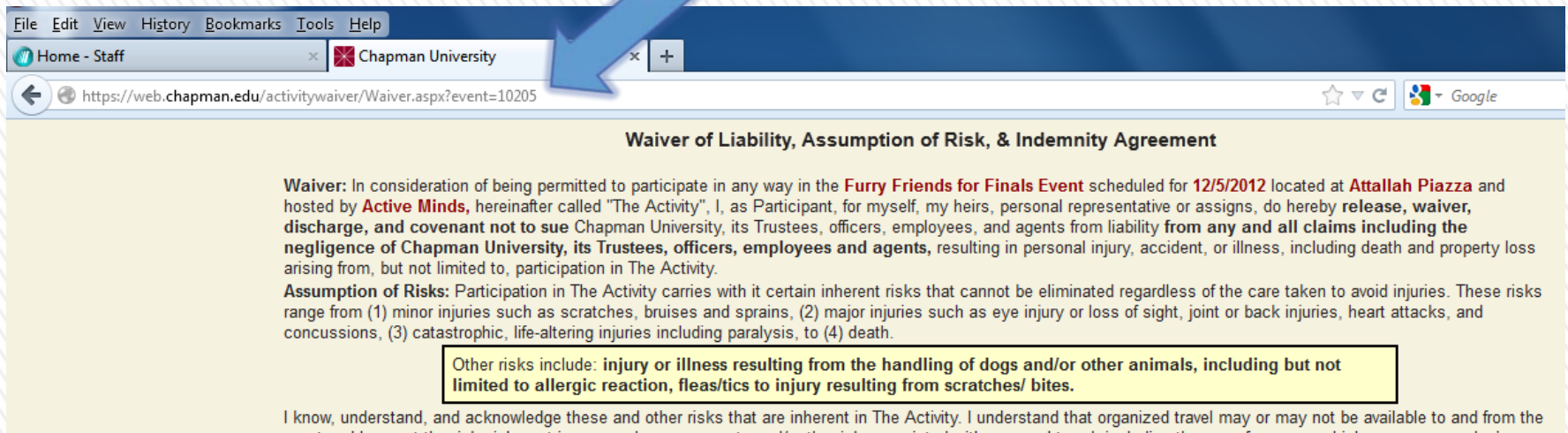
# Accessing eWaivers

## Method 1





- » Each eWaiver has a unique link.
- » Following the link will open the eWaiver and allow those interested in the event to fill in the necessary information and submit the waiver.



The screenshot shows a web browser window with the following details:

- Menu bar: File, Edit, View, History, Bookmarks, Tools, Help
- Address bar: <https://web.chapman.edu/activitywaiver/Waiver.aspx?event=10205>
- Page Title: Waiver of Liability, Assumption of Risk, & Indemnity Agreement
- Text:

**Waiver:** In consideration of being permitted to participate in any way in the **Furry Friends for Finals Event** scheduled for **12/5/2012** located at **Attallah Piazza** and hosted by **Active Minds**, hereinafter called "The Activity", I, as Participant, for myself, my heirs, personal representative or assigns, do hereby **release, waiver, discharge, and covenant not to sue** Chapman University, its Trustees, officers, employees, and agents from liability from any and all claims including the negligence of Chapman University, its Trustees, officers, employees and agents, resulting in personal injury, accident, or illness, including death and property loss arising from, but not limited to, participation in The Activity.

**Assumption of Risks:** Participation in The Activity carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. These risks range from (1) minor injuries such as scratches, bruises and sprains, (2) major injuries such as eye injury or loss of sight, joint or back injuries, heart attacks, and concussions, (3) catastrophic, life-altering injuries including paralysis, to (4) death.

Other risks include: **injury or illness resulting from the handling of dogs and/or other animals, including but not limited to allergic reaction, fleas/tics to injury resulting from scratches/ bites.**

I know, understand, and acknowledge these and other risks that are inherent in The Activity. I understand that organized travel may or may not be available to and from the event and I accept the risks inherent in any such arrangements and/or the risk associated with personal travel, including the use of my own vehicle or someone else's

# Accessing eWaivers

## Method 2



» By copying the information on the eWaiver and pasting it into a Word document, you can create a hardcopy waiver for people to sign who did not already submit an eWaiver in advance.

**Waiver of Liability, Assumption of Risk, & Indemnity Agreement**

**Waiver:** In consideration of being permitted to participate in any way in the **Furry Friends for Finals Event** scheduled for **12/5/2012** located at **Attallah Plaza** and hosted by **Active Minds**, hereinafter called "The Activity", I, as Participant, for myself, my heirs, personal representative or assigns, do hereby **release, waiver, discharge, and covenant not to sue** Chapman University, its Trustees, officers, employees, and agents from liability from any and all claims including the **negligence of Chapman University, its Trustees, officers, employees and agents**, resulting in personal injury, accident, or illness, including death and property loss arising from, but not limited to, participation in The Activity.

**Assumption of Risks:** Participation in The Activity carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. These risks range from (1) minor injuries such as scratches, bruises and sprains, (2) major injuries such as eye injury or loss of sight, joint or back injuries, heart attacks, and concussions, (3) catastrophic, life-altering injuries including paralysis, to (4) death.

Other risks include: **injury or illness resulting from the handling of dogs and/or other animals, including but not limited to allergic reaction, fleas/ticks to injury resulting from scratches/bites.**

I know, understand, and acknowledge these and other risks that are inherent in The Activity. I understand that organized travel may or may not be available to and from the event and I accept the risks inherent in any such arrangements and/or the risk associated with personal travel, including the use of my own vehicle or someone else's vehicle. I know, understand, and acknowledge these and other risks that are inherent in The Activity. I hereby accept that participation is strictly voluntary, and that by signing this document I knowingly assume all such risks.

**Rules Associated with The Activity:** I agree to follow any and all rules, regulations, or other protocol, policy or procedure promulgated for The Activity whether developed by Chapman University or other entity or individual associated with The Activity. I acknowledge and agree that if I am a student, my conduct during the Activities will be subject to the Chapman University Student Conduct Code ("Code"), and agree to comply with the Code at all times during the Activities. I agree that a violation of the Code may lead to termination of my involvement in this activity and may subject me to conduct review in accordance with the Code.

**Representations Concerning Health:** With full knowledge of the risks, participant represents to be in good health and does not have any condition which will interfere with one's ability to participate in The Activity or endanger his or her health in connection with The Activity. Participant has valid and current insurance to cover any injury or damage Participant may cause or suffer while participating in The Activity or otherwise agrees to personally bear the costs of such injury or damage. Participant authorizes but does not obligate Chapman University to provide emergency medical treatment in the event of an accident or illness that occurs while participating in The Activity and agrees to hold harmless and indemnify Chapman University for any and all actions taken by the University to provide necessary emergency medical care that results from The Activity.

**Indemnification and Hold Harmless:** I agree to INDEMNIFY and HOLD Chapman University and its Trustees, officers, employees and agents HARMLESS from any and all claims, actions, suits, procedures, costs, expenses, damages, and liabilities, including attorney's fees brought as a result in my involvement in The Activity, including transportation, and to reimburse them for any such expenses incurred.

**Severability:** The undersigned further expressly agrees that the foregoing waiver and assumption of risks agreement is intended to be as broad and inclusive as permitted by the law of the State of California and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

**Acknowledgement of Understanding:** I have read this waiver of liability, assumption of risk, and indemnity agreement, fully understand its terms, and understand that I am giving up substantial rights, including my right to sue. I acknowledge that by checking the box below and submitting this form that I am signing the agreement freely and voluntarily, and intend by my signature to be a complete and unconditional release of all liability as relates to The Activity to the greatest extent allowed by law.

By checking this box and typing my name in the e-signature box below, I certify that I agree to the terms and conditions of this waiver and that all of my information entered is accurate. I understand that I will receive by email a PDF file of the signed document, which I will retain for my personal records. (NOTE: The email will be sent to your Chapman University email account. If you filter your email, please check Junk Mail folders.)

First Name:  Last Name:  Date of Birth:

E-Signature:  Date:

(Ctrl)

# Creating a Hardcopy



- » After the event, you will have to upload the hardcopy waiver forms that participants signed onto the Activity Waiver site.
- » In this way, all waivers for an event will be accessible at one location.
- » To begin the uploading process, simply scan all of the hardcopies together and save the PDF file.

## Uploading Hardcopies



- » To upload hardcopy waivers, click the “View Waivers” link that appears next to your specific event.
- » The link can be found on the activity waiver home page.

The screenshot shows the Chapman University website header with navigation links: ACADEMICS, ADMISSION, DISCOVER, SUPPORT CHAPMAN, ATHLETICS, RESEARCH, and ARTS. Below the header, there are three main navigation buttons: [Create New Event](#), [View Events](#), and [Approve Upcoming Events](#). Under the 'View Events' button, a dropdown menu is open showing 'Upcoming Events'. Below this, a table lists several events. A blue arrow points to the 'View Waivers' link in the first row of the table.

Event Name	Event Date		
Faculty and Staff Yoga Sessions including but not limited to the following date or dates: 9/27/12, 10/4/12, 10/11/12, 10/18/12, 10/25/12, 11/1/12, 11/8/12, 11/15/12	9/27/2012 5:30:00 PM	<a href="#">View Waivers</a>	<a href="#">Manage Event</a>
Alpha Kappa Psi, Fall 2012 Pledge/Active Retreat	11/10/2012 2:00:00 PM	<a href="#">View Waivers</a>	<a href="#">Manage Event</a>
AKPsi Formal	11/17/2012 8:00:00 PM	<a href="#">View Waivers</a>	<a href="#">Manage Event</a>
Furry Friends for Finals Event	12/5/2012 10:30:00 AM	<a href="#">View Waivers</a>	<a href="#">Manage Event</a>
1			

# Uploading Hardcopies





» Clicking the “View Waivers” link will lead you to the following page:

[Create New Event](#) [View Events](#) [Approve Upcoming Events](#)

**Event Details**

**Event Name:** Faculty and Staff Yoga Sessions including but not limited to the following date or dates: 9/27/12, 10/4/12, 10/11/12, 10/18/12, 10/25/12, 11/1/12, 11/8/12, 11/15/12  
**Hosted By:** Human Resources  
**Starts:** 9/27/2012 5:30 PM  
**Ends:** 11/15/2012 6:30 PM

**Completed Waivers**

[Export to Excel](#)

Participant Name	Student ID	Student Username	Minor?	
Stephanie Cuellar	1795266	cuellar	False	<a href="#">View Details</a>
Amy Rudometkin	0387231	rudometk	False	<a href="#">View Details</a>
Laura Atkinson	1047838	latkinso	False	<a href="#">View Details</a>
Carole Wayman	0443771	cwayman	False	<a href="#">View Details</a>
Hallie Nicholson	1465214	nicholso	False	<a href="#">View Details</a>
Cynthia Silverman	1297440	csilver	False	<a href="#">View Details</a>
Valerie McNutt	1749841	vmcnutt	False	<a href="#">View Details</a>
David May	0155474	dmay	False	<a href="#">View Details</a>
Irene San Miguel	1763871	sanmiguel	False	<a href="#">View Details</a>
Deanna Sanchez	1329638	desanche	False	<a href="#">View Details</a>
Rita Desjardins	1797969	desjardi	False	<a href="#">View Details</a>
Elizabeth Wilson	0884923	emwilson	False	<a href="#">View Details</a>

» Here, you can view the list of people who completed an eWaiver for the event.

# Uploading Hardcopies



- » To upload the PDF file of scanned hardcopy waivers, click the “Browse” button.
- » Once you have selected the correct file, click the “Upload File” button to complete the uploading process.

[Create New Event](#)   [View Events](#)   [Approve Upcoming Events](#)

**Event Details**

**Event Name:** Faculty and Staff Yoga Sessions including but not limited to the following date or dates: 9/27/12, 10/4/12, 10/11/12, 10/18/12, 10/25/12, 11/1/12, 11/8/12, 11/15/12  
**Hosted By:** Human Resources  
**Starts:** 9/27/2012 5:30 PM  
**Ends:** 11/15/2012 6:30 PM

[Browse...](#) [Upload File](#)

**Completed Waivers**

[Export to Excel](#)

Participant Name	Student ID	Student Username	Minor?	
Stephanie Cuellar	1795266	cuellar	False	<a href="#">View Details</a>
Amy Rudometkin	0387231	rudometk	False	<a href="#">View Details</a>
Laura Atkinson	1047838	latkinso	False	<a href="#">View Details</a>
Carole Wayman	0443771	cwayman	False	<a href="#">View Details</a>
Hallie Nicholson	1465214	nicholso	False	<a href="#">View Details</a>

# Uploading Hardcopies



- » This concludes the eWaiver training.
- » Further questions concerning the Activity Waiver site and eWaivers can be answered by:

Risk Management Assistants  
[activitywaiver@chapman.edu](mailto:activitywaiver@chapman.edu)

Thank you for utilizing the Activity Waiver site!

# Training Completion

