eWaiver Training for Faculty Members

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Waiver of Liability

Chapman University requires signed a 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

» University policy requires that all students participating in any faculty-led off-campus field trip or similar excursion sign a Waiver.

» Recognized Student Organizations and many University departmental activities require the use of a Waiver form.

» 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
  > Allan F. Brooks, Director, Risk Management, or
    abrooks@chapman.edu (714-532-7794)
Faculty can access the eWaiver system by clicking the “Directory” link on the Chapman homepage.
After clicking on the “Directory” link and scrolling down the page, click on the “Risk Management” link.

Accessing the eWaiver System
You will then be directed to the Risk Management homepage.
Next, click on the “Waiver Agreements” tab.
On the Waiver of Liability Agreements page, click the “Online Waiver Administration System” link.
Following the link will direct you to this page:

Bookmark this page for future reference!

Accessing the eWaiver System
After entering your username and password and pressing the login button, you will be directed to the following page. Here, you will be able to add and customize the details that pertain to your specific event.

Creating New Events
First, click “Faculty-Sponsored Field Trip in the “Event Hosts” section. Next, click “Add Host.” The host will then be added to the “Host List.”

If you are hosting a joint event with another department or organization, please contact Allan Brooks or Samantha Genevay for further assistance.
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.

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

» 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
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 submit your eWaiver for your event, you will receive a confirmation email (as shown below).

Chapman Activity Waiver System: Your Event Waiver Has Been Approved

activitywaiver@chapman.edu
To: Riskstu2, Samantha Genevay
Cc: Riskstu2, Samantha Genevay

Wednesday, February 27, 2013 5:14 PM

Your event waiver has been approved and is now available for sign ups at the following URL:

https://web.chapman.edu/ActivityWaiver/Waiver.aspx?event=10363

To view the completed waivers for this event, please go to the following URL:

https://web.chapman.edu/ActivityWaiver/Admin/Waivers.aspx?EventID=10363
The email provides two links.

The first link can be sent directly to students. The link will open the waiver that you have created for your event.

Chapman Activity Waiver System: Your Event Waiver Has Been Approved

to:  Riskstu2, Samantha Genevay  
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Following the link will direct students to this page. At the bottom of the page, they will fill out their personal and emergency contact information.
The second link will allow you to view the completed waivers for your event. The page will provide an up-to-date list of students who have submitted a waiver.

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https://web.chapman.edu/ActivityWaiver/Admin/Waivers.aspx?EventID=10363
» The second link will lead you to this page.
» On this page, you have the option of exporting the information to Excel. In Excel, you have the ability to sort the information as needed.

<table>
<thead>
<tr>
<th>Participant Name</th>
<th>Student ID</th>
<th>Student Username</th>
<th>Minor?</th>
<th>View Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stephanie Cuellar</td>
<td>1795266</td>
<td>cuellar</td>
<td>False</td>
<td>View Details</td>
</tr>
<tr>
<td>Amy Rudometkin</td>
<td>0387231</td>
<td>rudometk</td>
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<td>View Details</td>
</tr>
<tr>
<td>Laura Atkinson</td>
<td>1047838</td>
<td>latkinso</td>
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<tr>
<td>Carole Wayman</td>
<td>0443771</td>
<td>cwayman</td>
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</tr>
<tr>
<td>Halle Nicholson</td>
<td>1465214</td>
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<tr>
<td>Cynthia Silverman</td>
<td>1297440</td>
<td>csilver</td>
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<tr>
<td>Valerie McNutt</td>
<td>1749841</td>
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<tr>
<td>David May</td>
<td>0156474</td>
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<tr>
<td>Irene San Miguel</td>
<td>1763871</td>
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<tr>
<td>Deanna Sanchez</td>
<td>1329638</td>
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<tr>
<td>Rita Desjardins</td>
<td>1797969</td>
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<tr>
<td>Elizabeth Wilson</td>
<td>0884923</td>
<td>emwilson</td>
<td>False</td>
<td>View Details</td>
</tr>
</tbody>
</table>
» Near the date of the event, check the list of completed waivers to see if all students who are anticipated to be in attendance have signed the eWaiver. If not, contact the individuals who have not completed the eWaiver.

Completed eWaivers
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.
» 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 in 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, follow the second link provided in the confirmation email.

» 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.
» This concludes the eWaiver training.

» Further questions concerning the Activity Waiver site and eWaivers can be answered by:

Risk Management Assistants
activitywaiver@chapman.edu

Thank you for utilizing the Activity Waiver site!