



CHAPMAN
UNIVERSITY



Risk Management

701 North Glassell
Orange, CA 92866

eWaiver Training for New Users

Risk Management

(714) 532-6021

Risk@chapman.edu

In This Training you will Learn:

- » What is a waiver
- » Who uses waivers
- » Who is responsible for the waiver
- » How to access the eWaiver site
- » How to view upcoming and past events
- » How to create a new event
- » How waivers are signed
- » How to generate a blank pdf waiver & upload hardcopies
- » How to view signed waivers



What is a Waiver of Liability?

- » Waivers of Liability are required for certain categories of events held on and off campus.
- » The Waiver of Liability document creates:
 - > **Informed Consent,**
 - > **Participant Agreement,**
 - > **Acknowledgement of Risk,**
 - > **Waiver, Release of Liability, and**
 - > **Hold Harmless Agreement**
- » The signed agreement assures that the signors understand and personally accept the risks associated with the activity.



Who Uses a Waiver of Liability

- » Recognized Student Clubs/ Organizations
- » Greek Organizations
- » University Departments
- » Students participating in any faculty-led off-campus field trip or similar excursion



Who is Responsible for the Waiver

- » The person or department arranging/ hosting the activity or event is responsible for obtaining signed releases and maintaining them for a period of not less than five years
- » Utilizing the eWaiver Website assists users with the collection and storage requirement



Accessing the eWaiver System

- » As an Administrator to the eWaiver system you will be able to create and manage waivers for your activities and events

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



Using the eWaiver System

- » Enter your Chapman username and password
- » The first item you will see are upcoming events

Chapman University

lu/activitywaiver/Admin/UpcomingEvents.aspx

Future Students » Students » Faculty & Staff » Alumni » Families » Community & Businesses »

Directory | Portal Login | Google Custom Search

SAVE PAGE YOUR SHORTCUTS

CHAPMAN UNIVERSITY

ACADEMICS ADMISSION DISCOVER SUPPORT CHAPMAN ATHLETICS RESEARCH ARTS

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	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

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ONE UNIVERSITY DRIVE, ORANGE, CA 92866 | (714) 997-6815

NEWS EVENTS PRESS ROOM LIBRARIES JOBS DISABILITY SERVICES DIVERSITY

MAPS & DIRECTIONS EMERGENCY INFO CONTACT US PRIVACY FEEDBACK

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83° F | 29° C

Past Events

- » Use the dropdown button to access past events
- » By clicking “View Waivers” you will see a listing of all that have signed
 - > You can sort the events by date or name by clicking on the header “Event Date” or “Event Name”

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

Events

Upcoming Events ▾

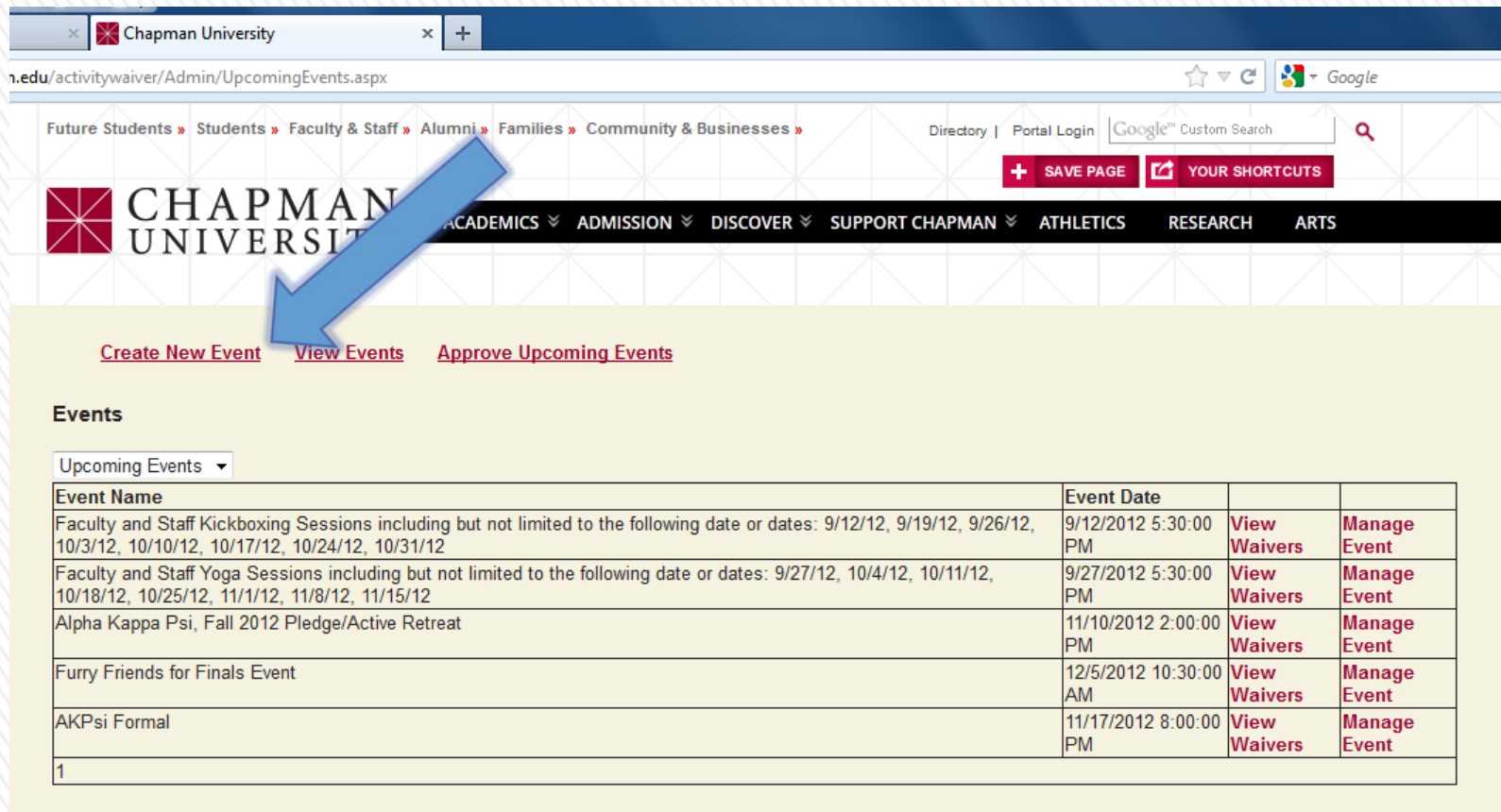
Upcoming Events
Past Events

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	Event Date		
	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

1

New Events

» Click “Create New Event”



The screenshot shows the Chapman University website's 'Upcoming Events' page. A blue arrow points to the 'Create New Event' link in the top navigation bar. The page includes a search bar, a directory link, and a list of upcoming events with columns for Event Name, Event Date, View Waivers, and Manage Event.

Future Students » Students » Faculty & Staff » Alumni » Families » Community & Businesses »

Directory | Portal Login | Google Custom Search

+ SAVE PAGE + YOUR SHORTCUTS

CHAPMAN UNIVERSITY

ACADEMICS » ADMISSION » DISCOVER » SUPPORT CHAPMAN » ATHLETICS » RESEARCH » ARTS

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

Events

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
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Furry Friends for Finals Event	12/5/2012 10:30:00 AM	View Waivers	Manage Event
AKPsi Formal	11/17/2012 8:00:00 PM	View Waivers	Manage Event
1			

Creating New Events

» Next you will customize the details of your event

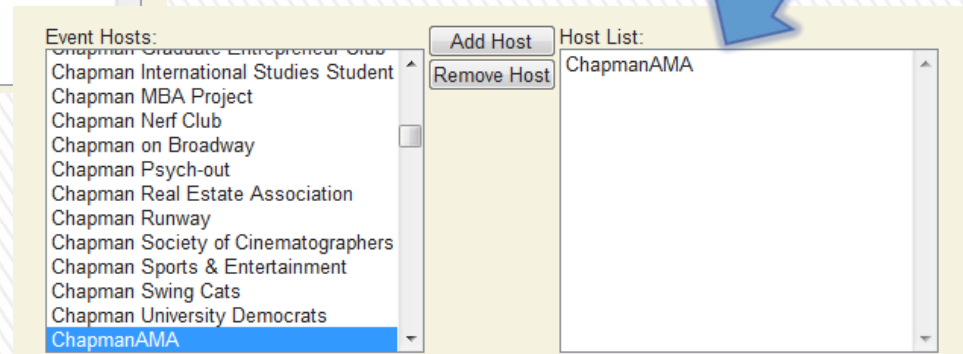
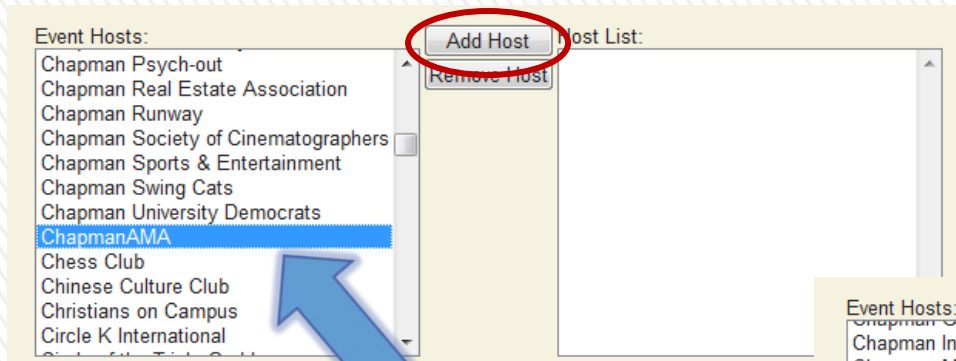
The screenshot shows the Chapman University website header with the university logo and navigation links: ACADEMICS, ADMISSION, DISCOVER, SUPPORT CHAPMAN, and ATHLETICS. Below the header is a yellow panel for event management with three tabs: 'Create New Event' (active), 'View Events', and 'Approve Upcoming Events'.

Under the 'Create New Event' tab, there are several sections:

- Event Hosts:** A list of organizations including 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. There are 'Add Host' and 'Remove Host' buttons.
- Host List:** An empty list box for the selected host.
- Event Title:** A text input field.
- Event Start Date:** A date picker set to October 19, 2012.
- Event End Date:** A date picker set to October 19, 2012.
- Event Location(s):** A text input field.
- Activity Risks:** A text area 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.)'
- Add This Event:** A button at the bottom right.

Creating New Events

- » Select your Organization from the list on the left
- » Click, “Add Host”
- » You can add more than one host if multiple organizations are involved



Creating New Events

» Enter Event Title, Date and Location

The screenshot shows a web interface for creating events. At the top, there's a section for 'Event Hosts' with a list of organizations like 'Chapman Graduate Entrepreneur Club' and 'Chapman International Studies Student'. To the right of this list are 'Add Host' and 'Remove Host' buttons. Further right is a 'Host List' box containing 'ChapmanAMA'. Below these is a form section highlighted with a red border. This section contains fields for 'Event Title', 'Event Start Date' (with month, day, and year dropdowns), 'Event End Date' (with month, day, and year dropdowns), 'Event Location(s)', and 'Start Time' and 'End Time' (each with hour and minute dropdowns). The 'Event Start Date' and 'Event End Date' are both set to October 19, 2012, and both times are set to 12am.

- » Add extra time to start/end times to allow for transportation or setup/ teardown
- » Make the Event Location as specific as possible



Creating New Events

- » Enter any risks that could be associated with the activities of the event
- » For off campus events, we recommend adding general wording as the last element:
 - > Other risk that may be inherent at an off-campus location not managed or controlled by the University.

The screenshot shows a web form for creating an event. At the top, there are two dropdown menus; the first is set to 'Chapman University Democrats' and the second to 'ChapmanAMA'. Below these are fields for 'Event Title' (Chapman AMA Retreat), 'Event Start Date' (November 15, 2012), 'Event End Date' (November 15, 2012), 'Start Time' (9am), and 'End Time' (4pm). The 'Event Location(s)' field contains the text 'Team Up Race Course, 680 California Ave, Irvine, CA 92607'. A red rectangular box highlights the 'Activity Risks' section, which includes a text area with the following 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.)'. Below the text area is a 'Save This Event' button.

Chapman University Democrats
ChapmanAMA

Event Title: Chapman AMA Retreat

Event Start Date: November 15 2012 Start Time: 9am 00

Event End Date: November 15 2012 End Time: 4pm 30

Event Location(s): Team Up Race Course, 680 California Ave, Irvine, CA 92607

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.)

Save This Event



Creating New Events

» Double Check your entry and click “Add This Event.”

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: Chapman AMA Retreat

Event Start Date: November 15, 2012 Start Time: 9am 00

Event End Date: November 15, 2012 End Time: 4pm 30

Event Location(s): Team Up Ropes Course, 680 California Ave, Irvine, CA 92697

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

tripping, rope burns, falling, sprains, and dehydration.



Approved Events

- » Once submitted, an administrator will review your New Event and approve or reject your request
- » When the event has been approved, you will receive an e-mail with the links to provide to participants as well as to manage the waiver
- » Approved events will also be accessible by the “View Events” function on the eWaiver site
 - > Participants can log into the eWaiver site and find the event to sign the eWaiver

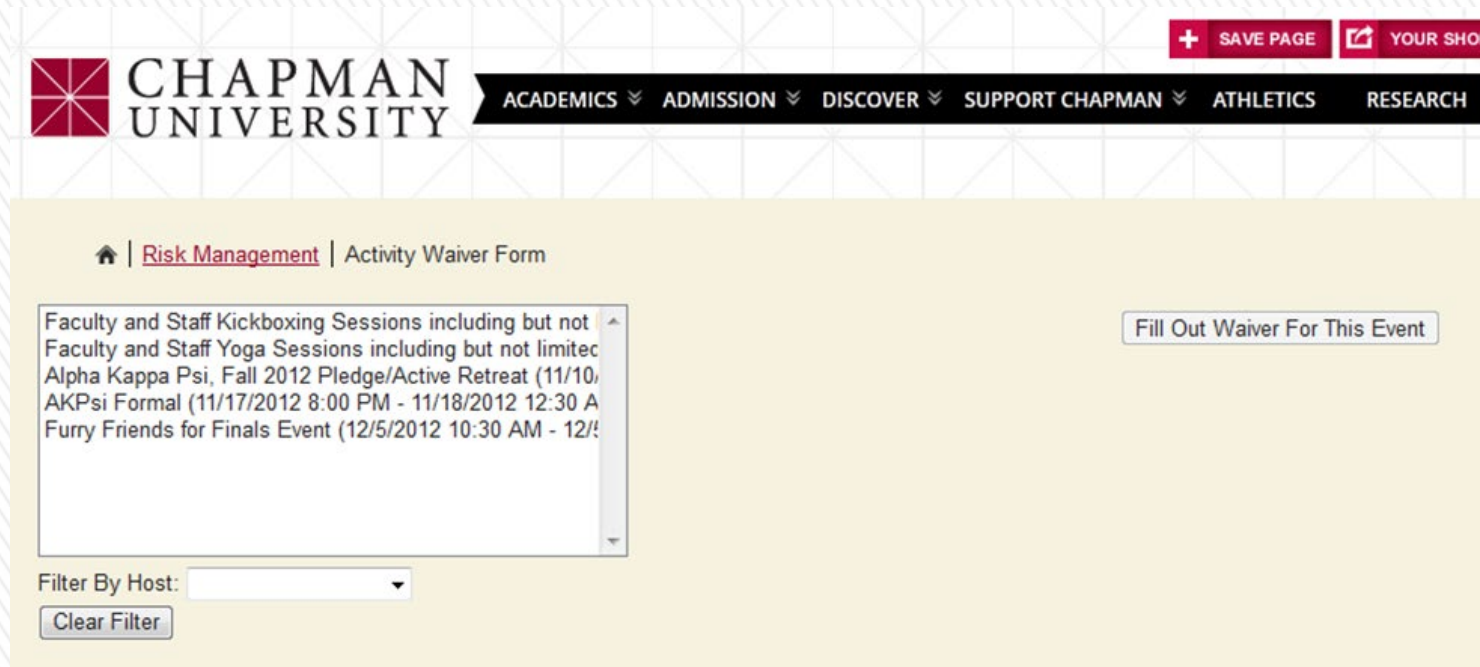


Signing eWaivers

Method 1

- » Those wanting to participate in events can access the eWaiver site, login and select an event

<https://web.chapman.edu/activitywaiver/Activities.aspx>



The screenshot shows the Chapman University website header with the logo and navigation menu. Below the header, the page title is "Risk Management | Activity Waiver Form". A list of events is displayed in a scrollable box, including "Faculty and Staff Kickboxing Sessions", "Faculty and Staff Yoga Sessions", "Alpha Kappa Psi, Fall 2012 Pledge/Active Retreat", "AKPsi Formal", and "Furry Friends for Finals Event". A button labeled "Fill Out Waiver For This Event" is visible next to the list. At the bottom, there is a "Filter By Host:" dropdown menu and a "Clear Filter" button.

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 to
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/!

Fill Out Waiver For This Event

Filter By Host: ▾

Clear Filter



Signing eWaivers

Method 1

- » Clicking on an event will show the event details
- » Clicking “Fill Out Waiver For This Event” will allow them to complete the eWaiver

The screenshot shows the Chapman University website's Activity Waiver Form page. The header includes the Chapman University logo and navigation links: ACADEMICS, ADMISSION, DISCOVER, SUPPORT CHAPMAN, ATHLETICS, and RESEARCH. The main content area is titled "Risk Management | Activity Waiver Form". On the left, there is a list of events, with "Furry Friends for Finals Event (12/5/2012 10:30 AM - 12/4)" selected. On the right, the event details are displayed, including the event name, host, start and end times, and a button labeled "Fill Out Waiver For This Event". A red circle highlights the event details section, and a blue arrow points to the "Fill Out Waiver For This Event" button. A large blue arrow points from the top left towards the event list.

CHAPMAN UNIVERSITY

ACADEMICS ADMISSION DISCOVER SUPPORT CHAPMAN ATHLETICS RESEARCH

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

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

Signing eWaivers

Method 1

- » Participants must fill in their name, signature, date of birth, and current date
- » Click “Submit Waiver” to complete

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 **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: This email will be sent to your Chapman University email account. If you filter your email, please check Junk Mail folders.)

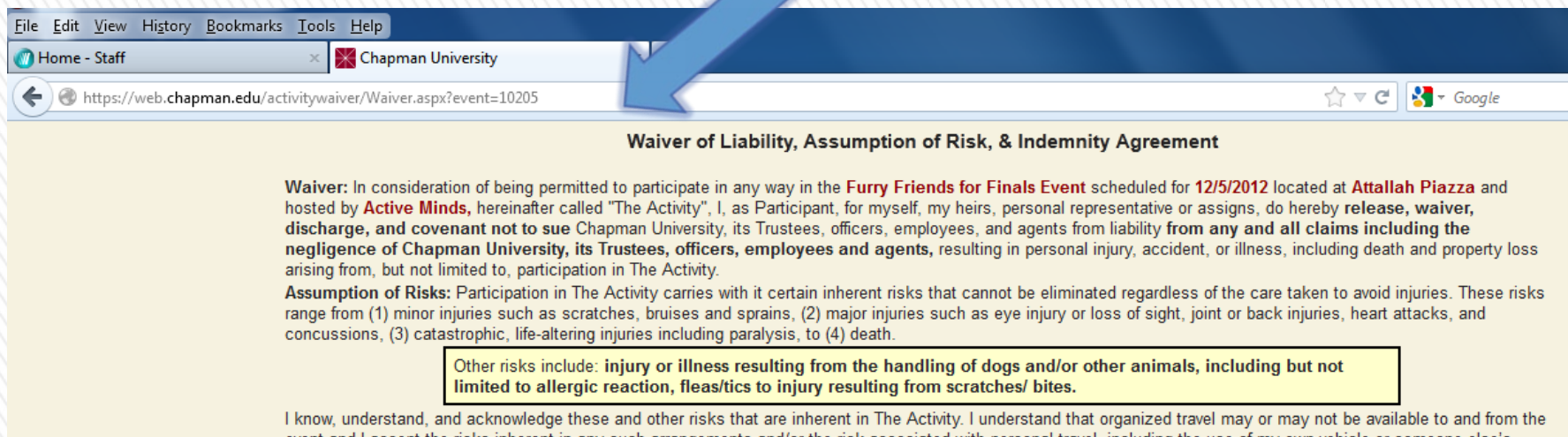
First Name: Last Name: Date of Birth: October 29 2012

E-Signature: Date: October 29 2012

Signing eWaivers

Method 2

- » Each eWaiver has a unique link
- » E-mailing that link to participants will open the eWaiver and allow them to complete and submit the waiver



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

- Address Bar:** <https://web.chapman.edu/activitywaiver/Waiver.aspx?event=10205>
- Page Title:** Waiver of Liability, Assumption of Risk, & Indemnity Agreement
- Waiver 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, waive, 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:** 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.
- Disclaimer:** 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 for the risk associated with personal travel, including the use of my own vehicle or someone else's.

Blank Waivers

- » To get a pdf blank version of the Waiver
 - > click on “View Waivers”
 - > Print Blank Waiver
- » Blank Waivers can be sent to non-Chapman participants or printed to have on hand at the event for those that have not signed yet

[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	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			
Furry Friends for Finals Event			
1			

[» Risk Management](#) » Activity Waiver Form [Log Off](#)

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

Event Details

Event Name: Hellberg Lab Sample Collection
Hosted By: Schmid College of Science & Technology
Starts: 6/15/2016 7:30 AM
Ends: 6/15/2020 6:30 PM
Submitted By:hellberg

No file chosen

Completed Waivers

[Export to Excel](#)

Participant Name	Student ID	Student Username	Minor?	
Shayna Bosko	2268940	bosko105	False	View Details
Rachel Isaacs	1800437	isaac104	False	View Details
Tara Okuma	1601100	okuma101	False	View Details
Jack Riordan	2338434	jriordan	False	View Details

Print Blank Waiver

Viewing Signed eWaivers

» Go to “View Waivers”

> Here you can view the list of those who completed the eWaiver

» You will have to upload any hardcopies received

> You can also upload and view scanned hardcopies in the “View Waivers” function

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

Events

Upcoming Events ▾


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	View Waivers	Manage Event
Alpha Kappa Psi, Fall 2012 Pledge/Active Retreat	11/10/2012 2:00:00 PM	View Waivers	Manage Event



[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	View Details
Amy Rudometkin	0387231	rudometk	False	View Details
Laura Atkinson	1047838	latkinso	False	View Details
Carole Wayman	0443771	cwayman	False	View Details
Halle Nickelson	1165211	nickelson	False	View Details

Uploading Hardcopies

- » To upload the PDF file of scanned hardcopy waivers, click the “Browse” button.
- » Select the file and click “Upload File”

[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	View Details
Amy Rudometkin	0387231	rudometk	False	View Details
Laura Atkinson	1047838	latkinso	False	View Details
Carole Wayman	0443771	cwayman	False	View Details
Hallie Nicholson	1465214	nicholso	False	View Details

IMPORTANT

- » Signed waivers are legal documents
- » DO NOT edit a past event to create a new event
 - > **This will destroy ALL previously signed waivers**
- » If you need help creating an event please contact: activitywaivers@chapman.edu

