eWaiver Training for New Users

Allan Brooks, Director, Risk Management
(714) 532-7794
abrooks@chapman.edu
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.
» 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.
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:

> Allan F. Brooks, Director, Risk Management, or
  + abrooks@chapman.edu (714-532-7794)
> Kaiza Molina, Risk Management Assistant
  + riskstu5@chapman.edu
Once added to the eWaiver system as an Admin, you will be able to access the system through the following link:

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

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

» 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 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.
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
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.
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.
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.”
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.
» 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 at one location.

To begin the uploading process, simply scan all of the hardcopies together and save the PDF file.
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.
Clicking the “View Waivers” link will lead you to the following page:

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.
This concludes the eWaiver training.

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

Allan Brooks  
Director, Risk Management  
abrooks@chapman.edu

Kaiza Molina  
Risk Management Assistant  
riskstu5@chapman.edu

Thank you for utilizing the Activity Waiver site!