

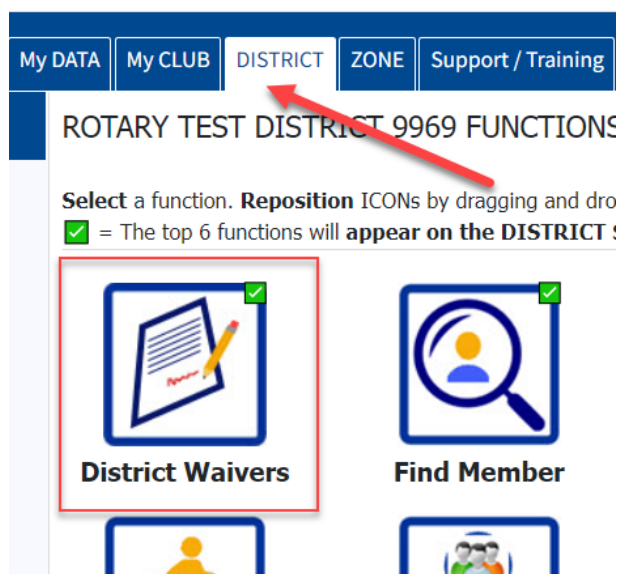
Edit a Waiver

Donna Mercier - 2022-05-23 - Club Support

How to Edit a Club or District Waiver

***IMPORTANT NOTE:** You cannot edit the document or agreement text after a Waiver has been open for signatures, because that would allow you to change what users have already agreed to. If you must change the document or agreement text after the Waiver has been open for signatures, you will need to end the first one (enter a "Valid Until" date of today) and upload a new one with a "Valid Starting" date of today.




1. Navigate to the **District** tab (or the **My CLUB** tab, they both work the same) and click the icon for "**District Waivers**"



2. Once you have clicked the icon, a screen will appear listing any Waivers you have already uploaded. If you haven't uploaded any, it will tell you that instead.

Admin: District 9969
 Sunday May 22, 2022
 Waivers




Below are the waivers that have been created for District 9969.

#	Action	Document Name	Valid Start	Valid Until	Instructions	Agreement Text	Signatures
1	  	Test Waiver 1	03/30/2022	04/29/2022	Please check all checkboxes and sign at the bottom	I agree to all of the above	1

3. If you want to edit a waiver, click on the pencil beside the Waiver you want to edit

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4. Like the Add Waiver screen, most fields are required. The only difference is that you do not have to upload a new file. If you don't, it will just use the existing one.

Waiver Edit

All fields are required

Waiver file: No file chosen

Document Name:

Instructions:

Please check all checkboxes and sign at the bottom

Valid Starting date:

Valid Until date:

Agreement Text:

I agree to all of the above

Waiver file: Again, you don't have to upload a new one, it will use the one you already have uploaded. But if you want to upload a new one, you can click the "Choose File" button and browse to the waiver

document (PDF) that you want to upload, or you can drag and drop the file onto the “Choose File” button. **IMPORTANT:** the file you upload must be a regular (flat) pdf. If you upload a fillable form, the user may not be able to see it, depending on the browser they are using and how its settings are configured.

Document Name: This will help you differentiate your waivers later. Good names would include “2022 Golf Outing”, “2021 Annual Registration”, etc.

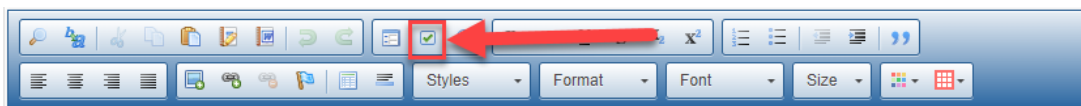
Instructions: There is some default text that populates this box, but you may alter it or replace it completely with whatever instructions you want

Valid Starting date: the date that you want the Waiver to start being available for signature. The Waiver will not be available for signature until you assign this date.

Valid Until date: the date that you want the waiver to stop being available for signature. You may edit this date later if needed.

Agreement Text: You can type this in or copy/paste from another document. However, we recommend pasting it into a text document first to remove odd formatting issues from Word or Excel. This is what the members are agreeing to, usually something like “I Agree to all agreements on the Waiver”. There is some default text here as well, but you can adjust it or replace it as needed.

IMPORTANT: you must insert at least one checkbox in order for us to track the users’ signature



5. Once you have finished editing, click the “SAVE” button

All fields are required

Waiver file: No file chosen

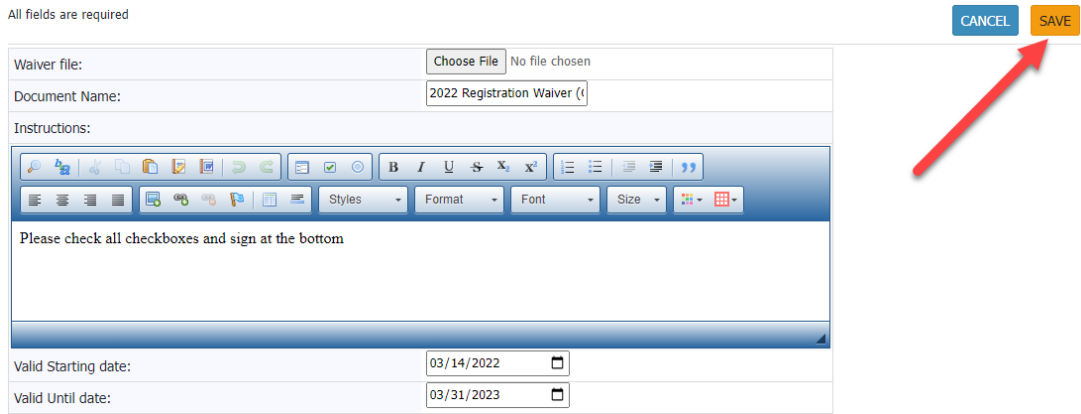
Document Name:

Instructions:

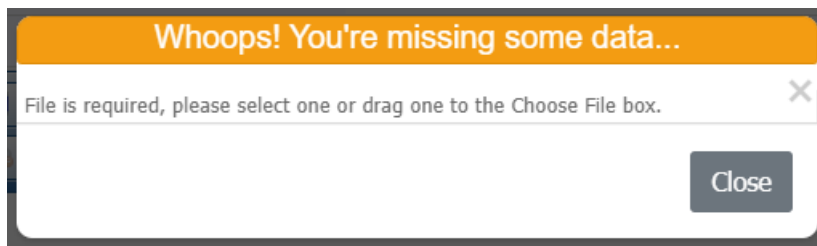
Please check all checkboxes and sign at the bottom

Valid Starting date:

Valid Until date:



6. If you did not fill out a required field, it will notify you



7. If you entered everything required, and clicked the "SAVE EDIT" button, you should see two things on the next screen:

1. A notification that the Waiver was updated successfully
2. The changes you made reflected in the list

Waiver updated. 

Uploaded Waivers

	Action	Document Name	Valid Start	Valid Until	Instructions
1		Waiver 1	03/11/22	03/31/22	Please check all checkboxes and sign at the bottom
2		Waiver 2	03/11/22	03/31/22	Please check all checkboxes and sign at the bottom

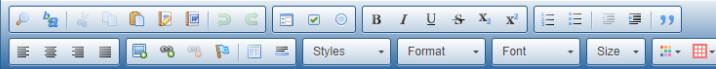

****IMPORTANT:** If there are already signatures for the waiver, you may only change the **Document Name** (in case of misspelling, or to add "_OLD" to the end), the **Instructions**, and the **Valid Until Date** (to close it). In such a case, you would see something like this upon editing:

All fields are required

WARNING! Signatures already exist for this Waiver, the only fields you may change are the Valid Until Date and the Document Name.

CANCEL

SAVE

Waiver file:	<input type="text"/>
Document Name:	2022 Registration Waiver
Instructions:	<div style="border: 1px solid #ccc; padding: 5px;"><p>Please check all checkboxes and sign at the bottom</p></div>
Valid Starting date:	<input type="text" value="03/14/2022"/>
Valid Until date:	<input type="text" value="03/31/2023"/> 
Agreement Text:	<p>CONSENT FOR USE OF PERSONAL INFORMATION AND PHOTO RELEASE</p> <p><i>The Registrant (and the Registrant's parent/guardian if applicable) authorize the District, the Organization, and the Ontario Senior Games Association (collectively the "Organizations") to collect and use personal information about the Registrant for the purpose of receiving communications and the purposes described in the Organizations' policies for privacy.</i></p>

Note the grayed-out fields. You may not change any of these.