



kayaking • canoeing • sailing • rowing • racing

**SEBAGO CANOE CLUB**

an all volunteer 501C3 nonprofit membership organization

Paerdegat Basin@Foot of Avenue N 1400 Paerdegat Ave North Brooklyn, New York 11238 718.241.3683 www.sebagocanoecub.org

# Filing Waivers for Adults and Minors Who are Guests or Participants of Open Paddles

March 19, 2016

## Roadmap:


- ▶ Open Paddle and Guest Sign In Check List
- ▶ Accessing the Smartwaiver Console to verify guest sign ups
- ▶ Sign up Guests and Open Paddle Participants
- ▶ Troubleshooting

## Open Paddle Waiver Collection:

1. Trip leader will designate a member to be waiver collector for Open Paddle
2. The waiver collector should have [blank trip roster](#) and fill in type of event and date.
3. The waiver collector should station his or herself by the iPad kiosks and assist anyone who needs help
4. Once a guest completes a waiver, the waiver collector writes the guest's name on the roster
5. **NAMES WILL ONLY BE WRITTEN ON ROSTER AFTER WAIVER IS COMPLETED**
6. Compare roster with waiver console and verify everyone has done waiver correctly. If they have selected wrong waiver type, have them resubmit.
7. Once everyone is signed in, the waiver collector hands off the roster to trip leader, who checks roster against the number of people ready to paddle.

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## Blank Trip Roster Sheet:


 kayaking • canoeing • sailing • rowing • racing  
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4000 Lakeside Drive • Sebago, ME 04951 • 2013-2014 Season

Event: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Trip Leaders and Assistants  
 \_\_\_\_\_

Order	Name (Please Print Full Name)	Member	Guest	Waiver signed	Fee paid
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

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## Open Paddles Checklist:

1. Are all attendees' names on the [trip roster](#)?
2. Has every Open Paddles participant paid their \$10.00 insurance fee?
3. Have I compared the list of waivers visible on smartwaiver console to trip roster?
4. Have I placed the trip roster and money in box?
5. Am I ready to paddle?

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## Accessing the Smartwaiver Console to Verify Sign Ups

- ▶ Using your phone or Laptop/Ipad (located in Sebago Office) go to:

[smartwaiver.com](http://smartwaiver.com)

Username: Beth Eller

Password: Sebago1933

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## Accessing the Smartwaiver Console to Verify Sign Ups

The screenshot shows the Smartwaiver console interface. At the top, there is a search bar with the placeholder text "last name or birthday". Below the search bar, there are tabs for "Recent Waivers" (showing 0) and "Smart Trends". A table of sign-ups is displayed with the following columns: Name (with a birthday), Waiver Title, Completed (with a clock icon and time), and Tag. The table lists several participants, with the most recent sign-up at the top.

Name (Birthday)	Waiver Title	Completed	Tag
Paddle, Josephine (AVA)	SCC Waiver	9:43am	Open Pa...
James, Oksana (AVA)	SCC Waiver	9:33am	Annual ...
Mattilana, Lulu (AVA)	SCC Waiver	9:33am	Annual ...
Francis, Fabian (AVA)	SCC Waiver	9:27am	Annual ...
Sheikh, Mikael (AVA)	SCC Waiver	9:17am	Annual ...
Chiu, Medwin (AVA)	SCC Waiver	9:14am	Annual ...
Reichman, Stefanie (AVA)	SCC Waiver	9:12am	Annual ...
Prasad, Linette (AVA)	SCC Waiver	9:12am	Annual ...
Kwon, Jae (AVA)	SCC Waiver	9:12am	Annual ...
Chen, Zhi Xiang (AVA)	SCC Waiver	9:12am	Annual ...
Hu, Michele (AVA)	SCC Waiver	9:11am	Annual ...

Most recent sign ups will show up on top of the list

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## Accessing the Smartwaiver Console to Verify Sign Ups

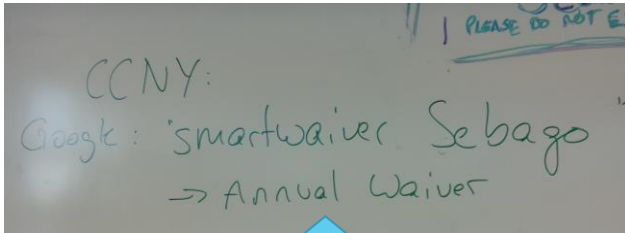
The screenshot shows the Smartwaiver console interface with the search bar containing the text "Lorek". Below the search bar, there is a table of sign-ups. The first row shows a participant named "Lorek, Melanie" with a birthday of "AVA", a waiver title of "SCC Waiver", and a tag of "Annual ...". Below the table, there is a status indicator that says "Status: 100/300 Signed Waivers" and a "Show/Hide Columns" button.

Name (Birthday)	Waiver Title	Completed	Tag
Lorek, Melanie (AVA)	SCC Waiver		Annual ...

If you cannot find a participant you can search for them by last name

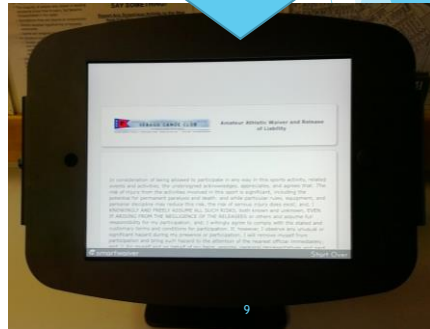
8

## Two Ways to Sign Up Guests and Open Paddle Participants



1: Ask Guests Pull Up Waivers Using Their Phones

Direct Guests to Sebago Kiosks



## Using Sebago Kiosks:



Turn on button in upper left corner\*

\*Don't forget to turn off kiosks after use.

## Slide Screen and Launch Smartwaiver to begin filing a waiver



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## Step 1: Give the participant a chance to read through the Release of Liability



**SEBAGO CANOE CLUB**

EST. 1958

Amateur Athletic Waiver and Release of Liability

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In consideration of being allowed to participate in any way in this sports activity, related events and activities, the undersigned acknowledges, appreciates, and agrees that: The risk of injury from the activities involved in this sport is significant, including the potential for permanent paralysis and death; and while particular rules, equipment, and personal discipline may reduce this risk, the risk of serious injury does exist; and, I KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS, both known and unknown, EVEN IF ARISING FROM THE NEGLIGENCE OF THE RELEASEES or others and assume full responsibility for my participation; and, I willingly agree to comply with the stated and customary terms and conditions for participation. If, however, I observe any unusual or significant hazard during my presence or participation, I will remove myself from participation and bring such hazard to the attention of the nearest official immediately; and, I, for myself and on behalf of my heirs, assigns, personal representatives and next of kin, HEREBY RELEASE AND HOLD HARMLESS **PAIDLESPORT RISK MANAGEMENT, LLC, Sebago Canoe Club, Inc.**, their officers & directors, officials, agents, and/or employees, other participants, sponsoring agencies, sponsors, advertisers, volunteers, trip leaders and assistants, coaches, steersmen, and, if applicable, owners and lessors of premises used to conduct the event (RELEASEES), WITH RESPECT TO ANY AND ALL INJURY, DISABILITY, DEATH, or loss or damage to person or property, WHETHER ARISING FROM THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE. I also acknowledge that photographs and video may be taken of me in my participation in, and attendance at this event, and hereby freely agree to allow without restriction all uses of such photos and videos in the reporting of this race, and/or in the promotion of this event, its location, other sporting events, sport in general, and/or related purposes. I HAVE READ THIS RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND SIGN IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT.

February 27, 2016

TERM OF ANNUAL WAIVER: 4/1/2016 TO 3/31/2016

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## Step 2: Choose if the waiver is for an adult or a family with minors


Amateur Athletic Waiver and Release of Liability

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February 27, 2016  
TERM OF ANNUAL WAIVER: 4/1/2016 TO 3/31/2016

Click below if this is a waiver for a minor

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## Adult Waivers Step 3: Click "Continue"


Amateur Athletic Waiver and Release of Liability

In consideration of being allowed to participate in any way in this sports activity, related events and activities, the undersigned acknowledges, appreciates, and agrees that: The risk of injury from the activities involved in this sport is significant, including the potential for permanent paralysis and death; and while particular rules, equipment, and personal discipline may reduce this risk, the risk of serious injury does exist; and, I KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS, both known and unknown, EVEN IF ARISING FROM THE NEGLIGENCE OF THE RELEASEES or others and assume full responsibility for my participation; and, I willingly agree to comply with the stated and customary terms and conditions for participation. If, however, I observe any unusual or significant hazard during my presence or participation, I will remove myself from participation and bring such hazard to the attention of the nearest official immediately; and, I for myself and on behalf of my heirs, assigns, personal representatives and next of kin, HEREBY RELEASE AND HOLD HARMLESS PADDLESPORT RISK MANAGEMENT, LLC, Sebago Canoe Club, Inc., their officers & directors, officials, agents, and/or employees, other participants, sponsoring agencies, sponsors, advertisers, volunteers, trip leaders and assistants, coaches, steersmen, and, if applicable, owners and lessors of premises used to conduct the event (RELEASEES), WITH RESPECT TO ANY AND ALL INJURY, DISABILITY, DEATH, or loss or damage to person or property, WHETHER ARISING FROM THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE, I also acknowledge that photographs and video may be taken of me in my participation in, and attendance at this event, and hereby freely agree to allow without restriction all uses of such photos and videos in the reporting of this race, and/or in the promotion of this event, its location, other sporting events, sport in general, and/or related purposes. I HAVE READ THIS RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND SIGN IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT.

February 27, 2016  
TERM OF ANNUAL WAIVER: 4/1/2016 TO 3/31/2016

Click below if this is a waiver for a minor

**This agreement is just for YOU.**

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## Adult Waivers

Step 4: Insert participant's name & confirm adult status & "click to sign"

Participant Name

First Name\* Last Name\*

Participant Date of Birth\*

I certify that I am 18 years of age or older

Participant Signature\*

Click to Sign

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## Adult Waivers

Step 5: Have participant sign the waiver using their finger

Participant Signature\*

Sebago rocks!

x

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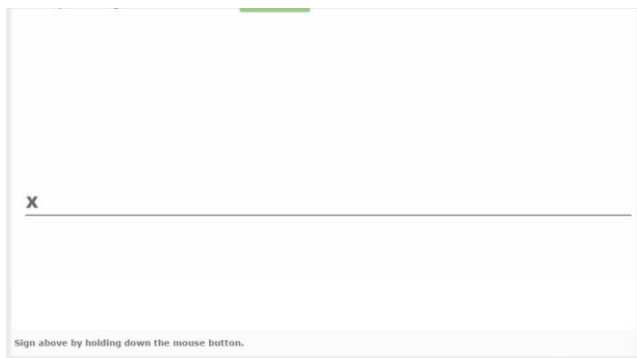


If the signature doesn't come out OK the first time, click "refresh"...



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...and have participant try again.



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## Adult Waivers

### Step 6: Click accept signature

Sebago rocks!

After your signature is complete click "Accept Signature."

Accept Signature

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## Adult Waivers

### Step 7: Have participant fill out address, email address and emergency contact fields

Participant Address

Address Line 1:

Street address, P.O. box, company name, etc.

Address Line 2:

Apartment, suite, unit, building, floor, etc.

City:

State/Province:

Zip/Postal:

Country:

Address

Email Address

A signed copy of this waiver will be sent to the email address you provided.

Email Address

Emergency Contact

Emergency Contact's Name

Emergency Contact's Phone Number

Emergency Contact's Phone Number

Emergency Contact

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## Adult Waivers

### Step 8: Choose type of waiver

PURPOSE OF WAIVER\*

- Please Select
- Please Select
- Open Paddle
- Guest
- Annual Waiver

Purpose of Waiver (Open Paddle, Guest, or Annual Waiver\*)

\*Note that annual waivers only have to filled out once per year and only by Sebago members.

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## Adult Waivers

### Step 9: Have Participant Confirm Electronic Signature Consent Clause and click “Agree to this Document”

1

Electronic Signature Consent\*

By checking here, you are consenting to the use of your electronic signature in lieu of an original signature on paper. You have the right to request that you sign a paper copy instead. By checking here, you are waiving that right. After consent, you may, upon written request to us, obtain a paper copy of an electronic record. No fee will be charged for such copy and no special hardware or software is required to view it. Your agreement to use an electronic signature with us for any documents will continue until such time as you notify us in writing that you no longer wish to use an electronic signature. There is no penalty for withdrawing your consent. You should always make sure that we have a current email address in order to contact you regarding any changes, if necessary.

2

Agree To This Document

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## Adult Waivers

### Step 10: Wait for Confirmation Page\*



**Sebago Canoe Club**  
Amateur Athletic Waiver and Release of Liability

**You're done!**

Thank you for electronically signing the Sebago Canoe Club

Anyone else need to sign?

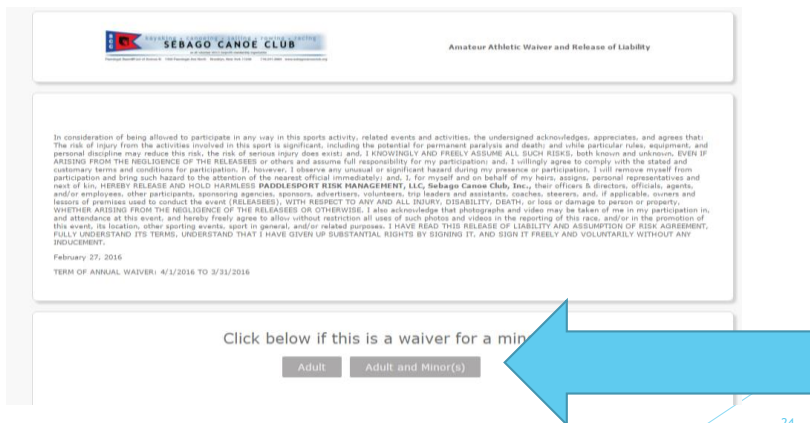
Click on "Anyone else need to sign in" to create a waiver to create a new waiver for a different participant.

\*The participant will receive a confirmation email from smartwaiver with a pdf of the waiver.

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## Waivers for Adult with Minors

### Step 1: Choose if the waiver is for an adult or a family with minors



**Sebago Canoe Club**  
Amateur Athletic Waiver and Release of Liability

In consideration of being allowed to participate in any way in this sports activity, related events and activities, the undersigned acknowledges, appreciates, and agrees that: The risk of injury from the activities involved in this sport is significant, including the potential for permanent paralysis and death, and while particular rules, equipment, and personal discipline may reduce this risk, the risk of serious injury does exist and, I KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS, both known and unknown, BOTH IF ARISING FROM THE NEGLIGENCE OF THE RELEASEE or others and assume full responsibility for my participation; and, I willingly agree to comply with the stated and customary terms and conditions for participation. If, however, I observe any unusual or significant hazard during my presence or participation, I will remove myself from participation and bring such hazard to the attention of the nearest official immediately; and, I, for myself and on behalf of my heirs, assigns, personal representatives and next of kin, HEREBY RELEASE AND HOLD HARMLESS PADDLESPORT RISK MANAGEMENT, LLC, Sebago Canoe Club, Inc., their officers, directors, officials, agents, and/or employees, other participants, sponsoring agencies, sponsors, advertisers, volunteers, trip leaders and assistants, coaches, steersmen, and, if applicable, owners and lessees of premises used to conduct the event (RELEASEES), WITH RESPECT TO ANY AND ALL INJURY, DISABILITY, DEATH, or loss or damage to person or property, WHETHER ARISING FROM THE NEGLIGENCE OF THE RELEASEE OR OTHERWISE. I also acknowledge that photographs and video may be taken of me in my participation in, and attendance at this event, and hereby freely agree to allow without restriction all uses of such photos and videos in the reporting of this race, and/or in the promotion of this event, its location, other sporting events, sport in general, and/or related purposes. I HAVE READ THIS RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND SIGN IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT.

February 27, 2016  
TERM OF ANNUAL WAIVER: 4/1/2016 TO 3/31/2016

Click below if this is a waiver for a minor

Adult Adult and Minor(s)

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## Waivers for Adult with Minors

### Step 2: Choose the number of minors per adult participant (NOT the total # of minors on paddle)

representatives and next of kin, HEREBY RELEASE AND HOLD HARMLESS SPURKI RISK MANAGEMENT, L.L.C., Sebago Canoe Club, Inc., their officers & directors, officials, agents, and/or employees, other participants, sponsoring agencies, sponsors, advertisers, volunteers, trip leaders and assistants, coaches, steersmen, and, if applicable, owners and lessors of premises used to conduct the event (RELEASEES), WITH RESPECT TO ANY AND ALL INJURY, DISABILITY, DEATH, or loss or damage to person or property, WHETHER ARISING FROM THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE. I also acknowledge that photographs and video may be taken of me in my participation in, and attendance at this event, and hereby freely agree to allow without restriction all uses of such photos and videos in the reporting of this race, and/or in the promotion of this event, its location, other sporting events, sport in general, and/or related purposes. I HAVE READ THIS RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND SIGN IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT.

February 27, 2016

TERM OF ANNUAL WAIVER: 4/1/2016 TO 3/31/2016

Click below if this is a waiver for a minor

Adult    Adult and Minor(s)

1 Minor    2 Minors    3 Minors    4 Minors    5 Minors    More Minors

25

## Waivers for Adult with Minors

### Step 3: After Choosing the # of Minors Click "Continue" and follow prompts

Click below if this is a waiver for a minor

Adult    Adult and Minor(s)

1 Minor    2 Minors    3 Minors    4 Minors    5 Minors    More Minors

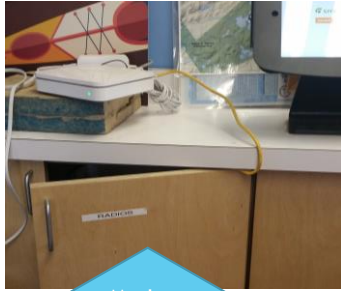
**This agreement is for YOU and 2 MINORS.**

Click Continue

Continue

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## Troubleshooting: Internet Doesn't Work



Modem located with Radios



Unplug Modem for about 15 seconds.

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## Troubleshooting: Internet Doesn't Work



Internet is connected if green light shows solid green.

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## Final Step: Get on the Water and have Fun!



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