

How to Request & Manage a Participation Waiver/Photo Release

1. Submit a [Participant Waiver Request Form](#) at least two weeks in advance.
 - Organization Name: Latino Outdoors **Team** (ex. Latino Outdoors SF Bay Area)
 - Requestor Name: Name of the Lead for Event
 - Event Name: Latino Outdoors **Team** - Newt Exploration (ex. LO SF Bay Area- Newt Exploration)
 - Be prepared to provide details about the outing/event (e.g. Event Name, Date, Location, Activity Description).
 - In response to the question that reads, *Do any staff or volunteers need access to this SmartWaiver? If so, please list their first and last name(s) and email(s) below.*
 - i. You **must** add the names and email addresses of all LO leaders responsible for tracking waiver submissions.
 - ii. Be sure to include the 'Requestor Name' as well, if access is needed.
 - iii. Community Initiatives, LO's fiscal sponsor, will create the waiver and email a unique waiver link to the event leaders. There will be a link in the email that you'll click and it will ask for your last name to access the list of participants who've completed the waiver.
2. Please allow up to **3 business days** for a response. If you don't hear back, please reach out to Luis R. and Denise to follow up, if necessary. Please contact Jessica.Paik@communityinitiatives.org for any updates needed to be made on the waiver after it's been created by Community Initiatives.

NOTE: Questions related to participant dietary restrictions and medical information are no longer included in the waiver. We encourage you to include these questions in the Eventbrite registration page, under the 'Order Form' section, for strenuous and overnight engagements.

Smartwaiver Login Credentials (for kiosk mode, downloading and texting waivers):

- Username: LOsmartwaiver
- Password: sm@r!Wa1V3r

Waiver Collection on the Day of the Event

We understand that participants sometimes show up to outings without a completed waiver. Having the unique waiver link handy can help collect waivers electronically before the outing gets started. Also, [PDF waivers](#) are still valid and can be filled out, collected, and scanned to [Denise Castro](#) with [Luis Rincón](#) on CC. If you opt for a [paper waiver](#), remember to include the [driving, overnight](#), or [parental consent](#) addendums, if needed.

No Service? You can set up a phone or tablet as a 'Kiosk' for participants to complete a waiver electronically once you have requested a waiver (see instructions above). The waivers will be stored on the device and uploaded onto the Smartwaiver platform when reconnected to the internet. Please note that when a device is in Kiosk mode, it will only be able to support one waiver, in either English or Spanish. Two devices will be necessary to provide the waiver in both English and Spanish.

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Please see the appropriate link for 'Kiosk' setup:

- [Samsung Galaxy Tab A7/ Lenovo Tab M10/Android Device 10.0 or later](#)
- [Apple iPad 4/Apple iPhone 10.3 or later](#)

Text Waivers to Participants Using Smartwaiver Platform*

1. First thing would be to get permission from participants. You can ask for permission in the [Order Form](#) on Eventbrite.
 - a. Sample question: Do you agree to receive texts in regards to this event? If so, please provide your phone number.
2. Log in with Smartwaiver credentials (above).
3. Select 'Send Your Waiver' (on the left).
4. Confirm that participants have agreed to receive texts via the Order Form.
5. Select your waiver in the 'Choose Waiver Title Template' and update your message as you see fit. Enter the phone number of the participant, check the box for confirmation, and select the green 'Send Message' button.

* Please note that Smartwaiver does not automatically send the waivers via text and that you would need to individually input numbers. There is currently not a way to send a message in bulk.

Download Participant Data on Smartwaiver Platform (including emergency contacts)**

1. Log in with Smartwaiver credentials (above).
2. Select 'Export Data' (on the left).
3. Select the name of your outing under, 'Waiver Title'.
4. Click on the green 'Export Data' button. This will extract the data provided by participants in a .CSV file. You will be able to access the exported file by refreshing the page and clicking on the appropriate export to download.

** Event managers will receive an email once the data export is ready. You can also refresh the request page and will be able to access the downloaded data in the 'Your Completed Exports' section. Please note that this feature is not available on the mobile app.