HOW TO COLLECT WAIVERS FOR YOUR EVENT

1. IF YOU DO NOT HAVE A WAIVERS ACCOUNT please go to https://waivers.berkeley.edu/ and click on LOGIN to create an account.

Note: After creating your account you will need to contact Leona Chen in the Risk Services office at leonac@berkeley.edu or risk@berkeley.edu for Event Manager access to collect waivers.

2. Once you have been granted Event Manager access go to https://b2hadmin.berkeley.edu/IM/b2hadmin/welcome.aspx, and select “Risk Management – Berkeley”
3. On the InCommon page, click **Next** and **CalNet Authenticate**
4. On the B2H Management System page, click on the “Create Event” tab
5. Complete information for all the highlighted sections and hit SUBMIT
6. You will receive notification that “Your Event was created”. Note: From this page you can do three (3) things.

1) You can start collecting waivers right away, by clicking “collecting waivers”

You will be taken directly to the waivers sign in page below. You or your event staff can begin collecting signatures directly from an iPad or computer here.
2) You can copy and paste the URL and send it directly to your participants to register/sign the waiver for your event.

3) You can click on “Return to Event Management” to further manage your event waiver collection.
On the Event Management page, select the name of your event

You will be taken to a dashboard view of your event where you can do multiple functions (see detail below)
You can **EDIT THE DETAILS** of your event by clicking on the pencil next to the event name.

You can **SEARCH FOR A SPECIFIC WAIVER** by participant’s name.
Click the **WAIVERS tab** near the bottom of the page – To do a sort of the waivers you’ve collected

You have all the below options to **sort your signed/collected waivers**.

You can filter your waiver search by the start or end date the waiver was signed

A list of all waivers falling within that criteria will be shown here.
You can **send a group message** out to all your event participants **using the “Email Roster” tab**.
And finally, you can cancel the event if necessary.