

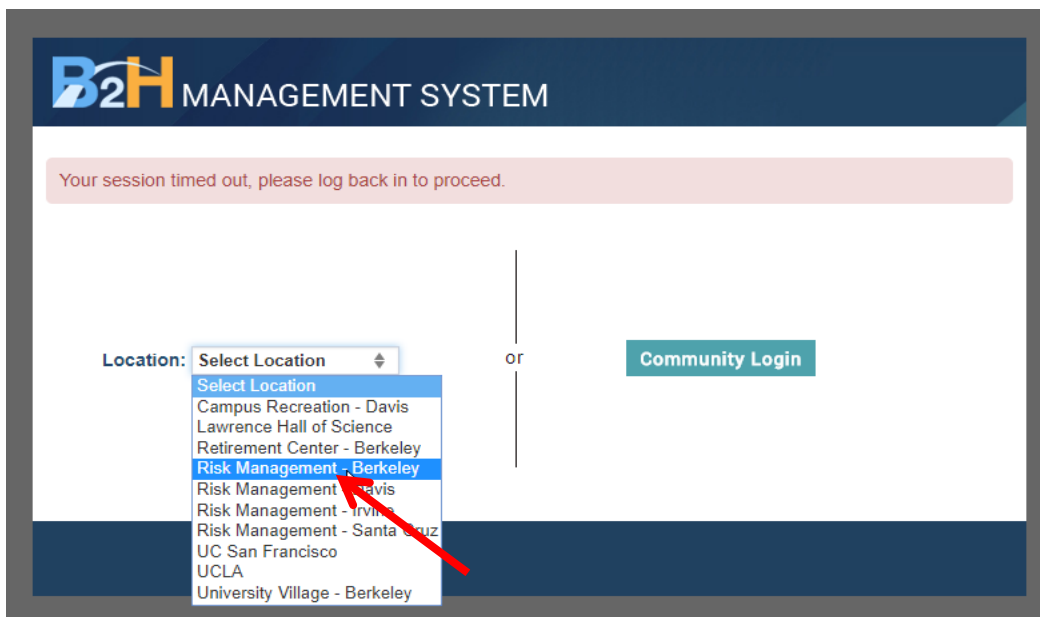
HOW TO COLLECT WAIVERS FOR YOUR EVENT

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](#)

InCommon[®] You are accessing:
ermisp.ucop.edu

Select your School, Organization, or Identity Provider:

University of California, Berkeley ▼

NEXT

- Do not remember my selection
- Remember my selection for this session only
- Remember my selection permanently

[About InCommon](#) | [Help](#)

© Copyright 2011, InCommon, LLC | incommon.org | InCommon: Identity and Access for Research and Education

4. On the B2H Management System page, click on the "Create Event" tab

The screenshot shows the B2H Management System interface. At the top left, the title "B2H Management System" is displayed. On the top right, there is a user greeting "Welcome, Laila D." and a "Logout" button. Below the header, there are navigation tabs for "Event Management" and "Settings". A search bar is located on the right side of the navigation area. A red arrow points to the "Create Event" button, which is highlighted in a dark teal color. Next to it is a "Forms" button with a hamburger menu icon. Below the navigation, the "Event Management" section is visible. It includes a dropdown menu for "Current/Upcoming Events" and a checkbox for "Show all events". There is also a "Show 10 entries" control and a search input field. A table with the following columns is shown: "Event Name", "Event Date(s)", "Current/Max Registrations", and "Actions". The table contains one entry: "test event" with a date of "2/14/2018" and "1/50" registrations. A context menu is open over the "Actions" column, showing options: "Repeat Event", "Collect Waivers", and a link "https://waivers-train.berkeley." with a share icon. At the bottom of the page, there is a footer that reads "2017 B2H. All rights reserved."

5. Complete information for all the highlighted sections and hit SUBMIT

Create Event

Unit *

Select Unit

* Event name

Event description

This text will be incorporated into the waiver document when signed

Waivers * [view text](#)

Select Waiver(s)

Select one or more.

Multi Day event

Event Date

Session

Ongoing

Location *

None specified

Online Registration

If this event allows online registration, complete this section

Begin Registration Time

End Registration Time

Custom confirmation message

Form(s)

No Forms Created

Maximum Registrations

[Add Restrictions](#)

Make sure to include your contact info (email/phone) here.

6. You will receive notification that “Your Event was created”. Note: From this page you can do three (3) things.

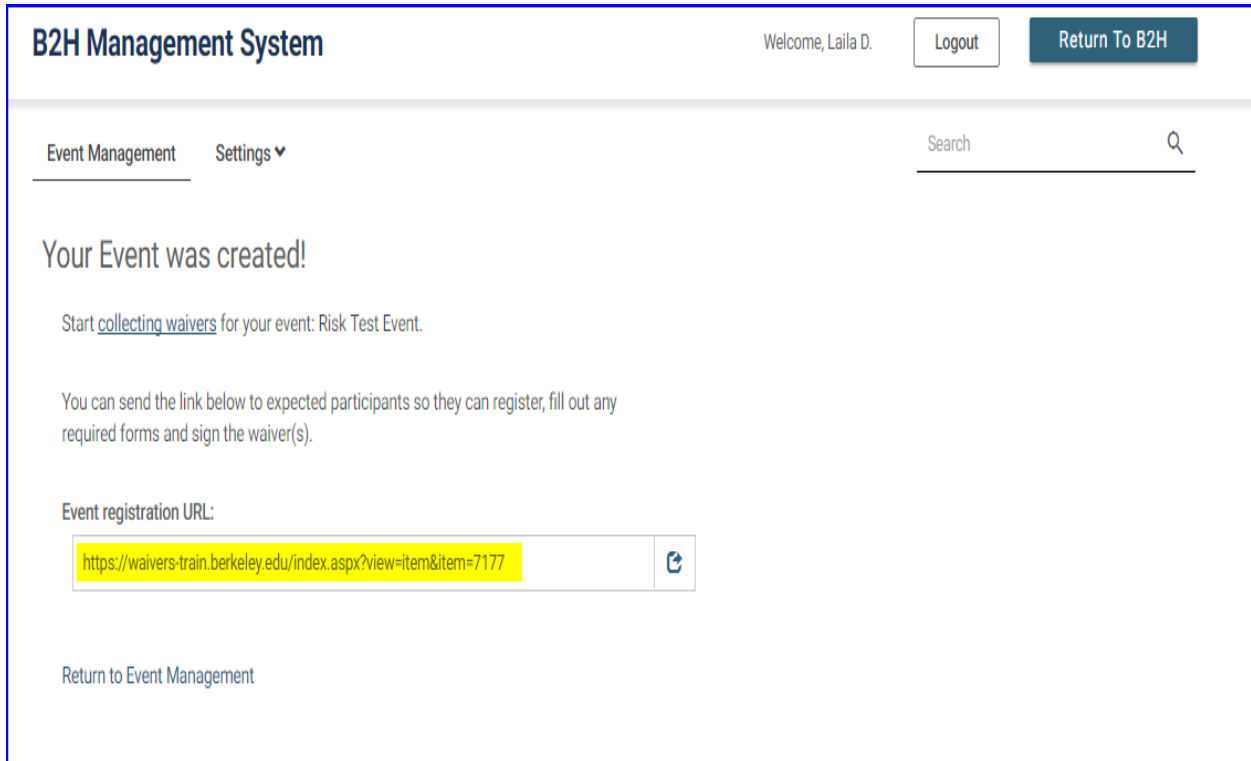
1) You can start collecting waivers right away, by clicking “collecting waivers”

The screenshot shows the B2H Management System interface. At the top, it says "B2H Management System" and "Welcome, Laila D." with "Logout" and "Return To B2H" buttons. Below the navigation bar, there are tabs for "Event Management" and "Settings". A search bar is on the right. The main content area has a heading "Your Event was created!" followed by a message: "Start **collecting waivers** for your event: Risk Test Event." Below this, it says "You can send the link below to expected participants so they can register, fill out any required forms and sign the waiver(s)." An "Event registration URL:" is provided in a text box: "https://waivers-train.berkeley.edu/index.aspx?view=item&item=7177" with a share icon. At the bottom, there is a "Return to Event Management" link.

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.

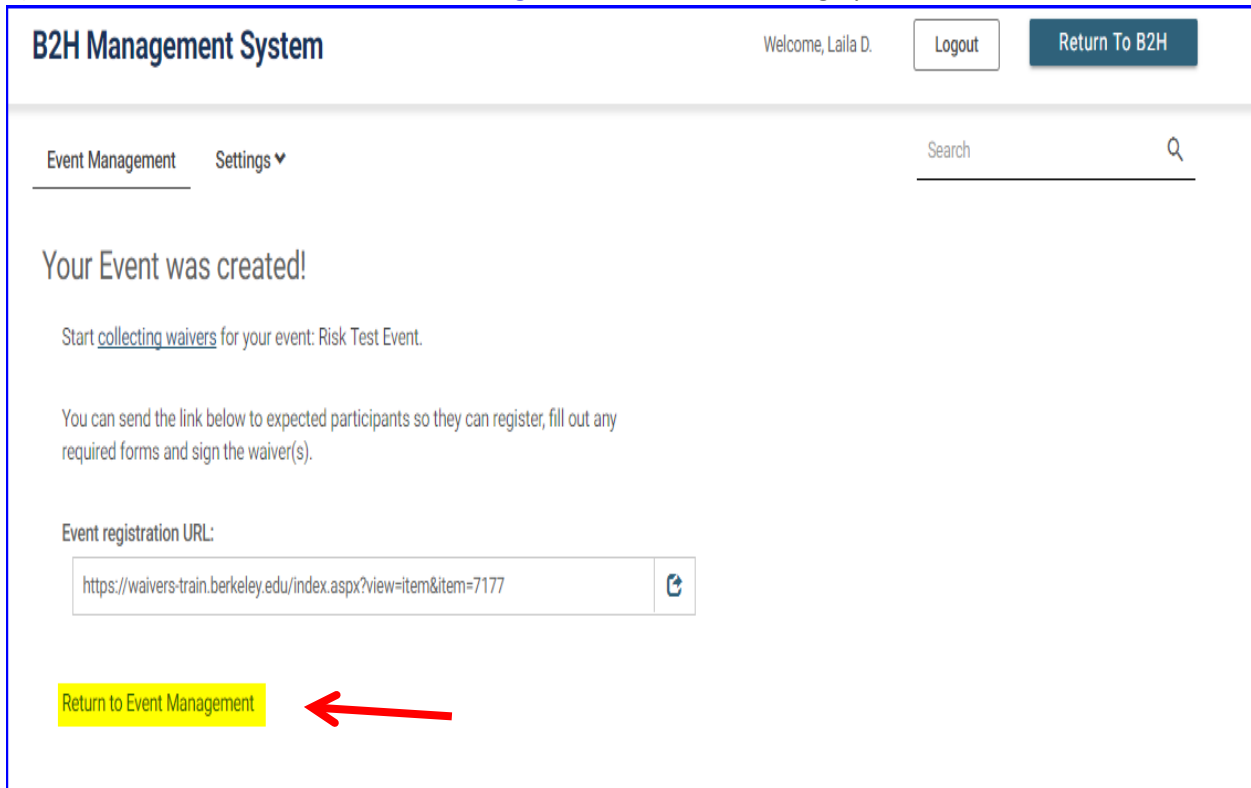
The screenshot shows the "UC General Waiver" sign-in page. At the top, it displays event details: "Event: Risk Test Event", "Date(s): 02/17/2018 - 02/17/2018", and "Event Description : This is only a test of the event waivers system." Below this is the "UC General Waiver" section, which includes the "UNIVERSITY OF CALIFORNIA BERKELEY" logo and the title "Waiver of Liability, Assumption of Risk, and Indemnity Agreement". The waiver text is divided into three sections: "Waiver", "Assumption of Risks", and "Indemnification and Hold Harmless". Below the waiver text, there is a prompt: "Please acknowledge that you have scrolled down, read and understood all displayed waivers for the event by completing the form below and signing your name." The form includes fields for "Signer" (with a person icon), "Participant" (with a person icon), "Email" (with an envelope icon), and "Telephone" (with a phone icon). There is a checkbox labeled "Same as signer" and a "Sign Below" button at the bottom. A note at the bottom states: "If the participant is a minor, a parent or Guardian must sign on their behalf."

2) You can copy and paste the URL and send it directly to your participants to register/sign the waiver for your event



The screenshot shows the B2H Management System interface. At the top, it says "B2H Management System" and "Welcome, Laila D." with "Logout" and "Return To B2H" buttons. Below the header, there are navigation links for "Event Management" and "Settings", and a search bar. The main content area displays "Your Event was created!" followed by instructions to start collecting waivers for the "Risk Test Event". It provides an event registration URL: <https://waivers-train.berkeley.edu/index.aspx?view=item&item=7177>. At the bottom, there is a "Return to Event Management" link.

3) You can click on "Return to Event Management" to further manage your event waiver collection



This screenshot is identical to the one above, but with a red arrow pointing to the "Return to Event Management" link at the bottom left of the page.

On the Event Management page, select the name of your event

B2H Management System Welcome, Laila D. [Logout](#) [Return To B2H](#)

Event Management Settings ▾

Search Q

[Create Event](#) [Forms](#)

Event Management

Current/Upcoming Events ▾ All Units ▾

Currently displaying your events only.
 Show all events

Show entries Search:

Event Name	Event Date(s)	Current/Max Registrations	Actions
Risk Test Event	2/17/2018	0/unlimited	⋮
test event	2/14/2018	1/50	⋮

Showing 1 to 2 of 2 entries Previous **1** Next

You will be taken to a dashboard view of your event where you can do multiple functions (see detail below)

B2H Management System Welcome, Laila D. [Logout](#) [Return To B2H](#)

Event Management Settings ▾

Search Q

Risk Test Event ✎

17 Feb

Unit : Events (EV)
 Saturday, February 17, 2018
 Bears Lair

<https://waivers-train.berkeley.edu/index> ↻

Registration Dates : 2/06/2018 - 2/16/2018
 Maximum Registration : unlimited
 Waiver(s) : UC General Waiver
 Form(s) : N/A

Event Description ↙

This is only a test of the event waivers system.

Custom Confirmation Description ↙

[Cancel Event](#) [Collect Waivers](#)

[Waivers](#) [Registration](#) [Forms](#)

[Email Roster](#)

This tab only displays participants who registered online. The Waivers tab shows all users who signed a waiver online or in the field.

Show entries Search:

Name	Signer Phone	Signer Email	Actions
No records found			

You can **EDIT THE DETAILS** of your event by clicking on the pencil next to the event name.

The screenshot shows the B2H Management System interface. At the top, it says "B2H Management System" and "Welcome, Laila D." with "Logout" and "Return To B2H" buttons. Below the header, there are navigation links for "Event Management" and "Settings". A search bar is visible on the right. The main content area displays the "Risk Test Event" with a yellow pencil icon next to it, which is pointed to by a red arrow. The event details include a date badge for "17 Feb", "Unit : Events (EV)", "Saturday, February 17, 2018", "Bears Lair", "Registration Dates : 2/06/2018 - 2/16/2018", "Maximum Registration : unlimited", "Waiver(s) : UC General Waiver", and "Form(s) : N/A".

You can **SEARCH FOR A SPECIFIC WAIVER** by participant's name

This screenshot shows the same B2H Management System interface. The search bar in the top right corner is highlighted in yellow, and a red arrow points to it. The event details for "Risk Test Event" are visible below, including the date "17 Feb", "Unit : Events (EV)", "Saturday, February 17, 2018", "Bears Lair", "Registration Dates : 2/06/2018 - 2/16/2018", "Maximum Registration : unlimited", "Waiver(s) : UC General Waiver", and "Form(s) : N/A". A URL "https://waivers-train.berkeley.edu/inde" is also visible at the bottom left.

Click the **WAIVERS** tab near the bottom of the page – To do a sort of the waivers you've collected

The screenshot shows the top section of an event management page. On the left, there is a date card for '17 Feb' and event details: 'Unit : Events (EV)', 'Saturday, February 17, 2018', and 'Bears Lair'. A URL 'https://waivers-train.berkeley.edu/inde' is displayed with a share icon. On the right, registration details are listed: 'Registration Dates : 2/06/2018 - 2/16/2018', 'Maximum Registration : unlimited', 'Waiver(s) : UC General Waiver', and 'Form(s) : N/A'. Below this is a section for 'Event Description' and 'Custom Confirmation Description' with edit icons. A confirmation message reads: 'You have registered for ABC Event. If you have any questions contact us at Risk@berkeley.edu or 510-555-5555'. At the bottom, there are buttons for 'Cancel Event', 'Collect Waivers', and a navigation bar with 'Waivers' (highlighted in yellow), 'Registration', and 'Forms' tabs. A red arrow points to the 'Waivers' tab. An 'Email Roster' button is partially visible at the bottom left.

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

The screenshot displays the waiver management interface. At the top, there are 'Cancel Event' and 'Collect Waivers' buttons. Below them are 'Waivers', 'Registration', and 'Forms' tabs, with 'Waivers' selected. A blue callout bubble states: 'You can filter your waiver search by the start or end date the waiver was signed'. The filtering section includes a 'Sign Date' dropdown, a 'From' field with 'Start Date' and a calendar icon, a 'Start Time' field with a clock icon, a 'to' field with 'End Date' and a calendar icon, an 'End Time' field with a clock icon, and a 'Filter' button. Below the filter is a 'Show 10 entries' dropdown and a search box. A table with columns 'Signer Name', 'Waiver Name', 'Submitted', 'Phone', 'Email', 'Source', and 'Actions' is shown. A yellow banner across the table reads 'No matching records found'. A blue callout bubble at the bottom left says: 'A list of all waivers falling within that criteria will be shown here.' At the bottom right, there are 'Previous' and 'Next' navigation links.


You can **send a group message** out to all your event participants **using the “Email Roster”** tab


B2H Management System Welcome, Laila D. Logout Return To B2H

Event Management Settings Search

Risk Test Event


17 Feb Unit : Events (EV) Registration Dates : 2/06/2018 - 2/16/2018
Saturday, February 17, 2018 Maximum Registration : unlimited
Bears Lair Waiver(s) : UC General Waiver
https://waivers-train.berkeley.edu/inde Form(s) : N/A

Event Description 
This is only a test of the event waivers system.

Custom Confirmation Description 

Cancel Event Collect Waivers

Waivers Registration Forms

Email Roster 

This tab only displays participants who registered online. The Waivers tab shows all users who signed a waiver online or in the field.

Show entries Search:

Name	Signer Phone	Signer Email	Actions
No records found			


And finally, you can cancel the event if necessary.


B2H Management System Welcome, Laila D. Logout Return To B2H

Event Management Settings Search

Risk Test Event

17 Feb Unit : Events (EV) Registration Dates : 2/06/2018 - 2/16/2018
Saturday, February 17, 2018 Maximum Registration : unlimited
Bears Lair Waiver(s) : UC General Waiver
<https://waivers-train.berkeley.edu/index.html> Form(s) : N/A

Event Description 
This is only a test of the event waivers system.

Custom Confirmation Description 

Cancel Event Collect Waivers

Waivers Registration Forms

Email Roster

This tab only displays participants who registered online. The Waivers tab shows all users who signed a waiver online or in the field.

Show entries Search:

Name	Signer Phone	Signer Email	Actions
No records found			

