



Risk Management
701 North Glassell
Orange, CA 92866

eWaiver Training for Faculty Members

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Waiver of Liability

- » Chapman University requires signed a Waiver of Liability form for certain categories of events held on and off campus. The Waiver of Liability document includes the following elements:
 - > Informed Consent,
 - > Participant Agreement,
 - > Acknowledgement of Risk,
 - > Waiver, Release of Liability, and
 - > Hold Harmless Agreement
- » The signed agreement helps assure that the signors understand and personally accept the risks associated with their participation in the activity.



Waiver of Liability

- » University policy requires that all students participating in any faculty-led off-campus field trip or similar excursion sign a Waiver.
- » Recognized Student Organizations and many University departmental activities require the use of a Waiver form.
- » The person / department arranging/hosting the activity or event is responsible for obtaining these signed releases and maintaining them on file for a period of not less than five years from the date of the activity for which the Release was obtained. The eWaiver can reduce and/or relieve users of this collection and storage requirement.

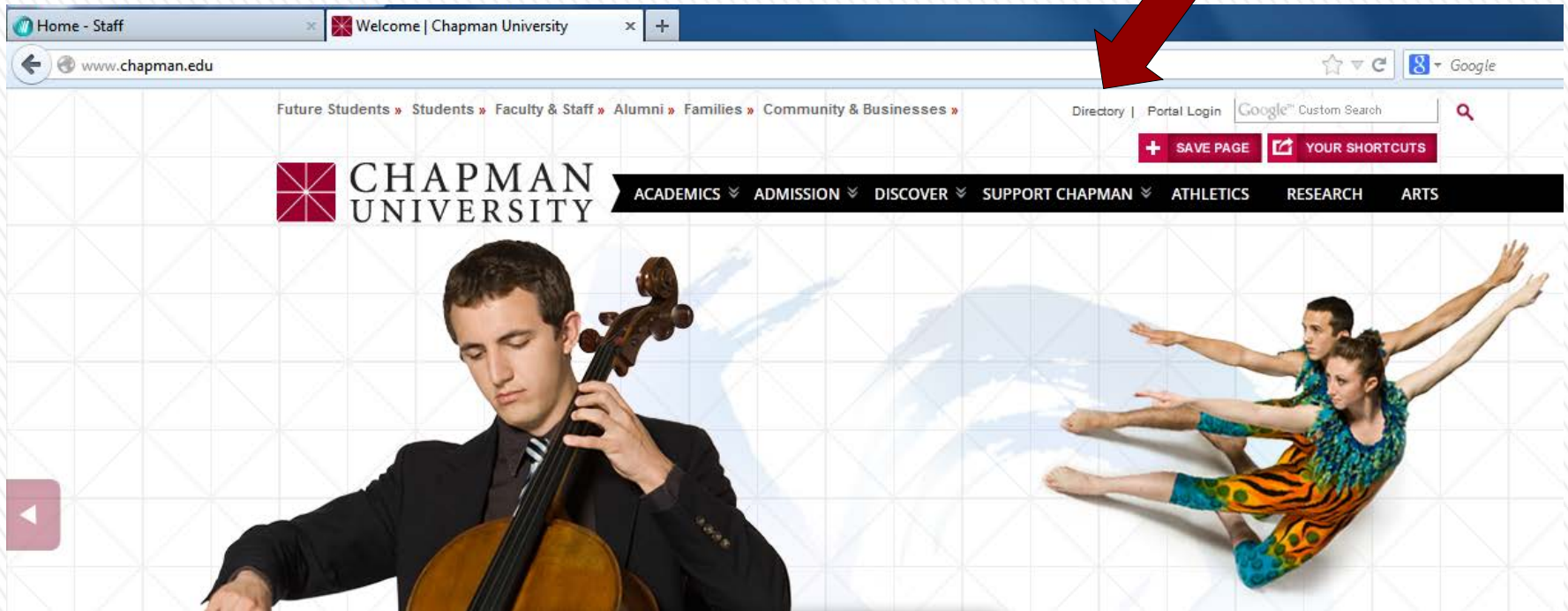


Waiver of Liability

- » This PowerPoint is designed to introduce prospective users to this new electronic mechanism for administering Waiver of Liability Agreements across the Chapman University campus. This will ultimately replace hard copy forms and the associated manual processes.
- » For assistance in getting approved and set-up to use this system, contact the Office of Risk Management:
 - > Risk Management Assistants
activitywaiver@chapman.edu
 - > Allan F. Brooks, Director, Risk Management, or
abrooks@chapman.edu (714-532-7794)



» Faculty can access the eWaiver system by clicking the “Directory” link on the Chapman homepage.



Accessing the eWaiver System >

» After clicking on the “Directory” link and scrolling down the page, click on the “Risk Management” link.

Campus Services

A listing of all Chapman University services offered including Public Safety, IS&T, Parking and Transportation, Conference Services and more.

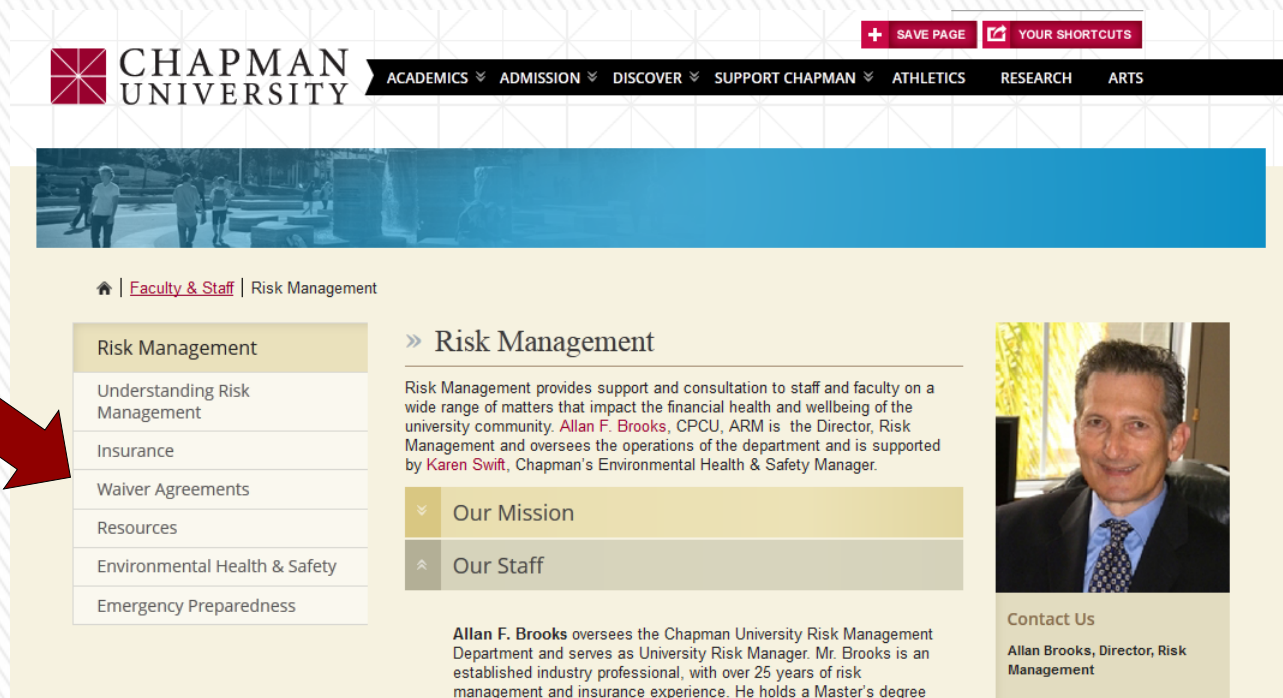
Quick Links

- Administration
- Adult Learners
- Blackboard
- Bookstore
- Brandman University
- Catalogs
- Chancellor
- Class Schedules
- Commencement
- Computing
- Disability Services
- Email for Faculty and Staff
- Email for Students
- Electronic Phone Directory
- Environmental Health and Safety
- Events Calendar
- Extended Education
- Economic Science Institute
- Facilities Management
- Financial Aid
- Human Resources
- Institutes & Research Centers
- Jobs at Chapman
- Libraries
- Making a Payment
- My Blackboard
- MyWindow portal
- PantherMail
- Parking for Visitors
- Parking Services
- Password Help
- President's Office
- Risk Management
- Registrar
- Schools and Colleges
- Spiritual Life
- Student Business Services
- Support Chapman
- Transcript Request
- Transfer Credit / Articulation
- WebAdvisor
- WebAdvisor / 508
- Webmail



Accessing the eWaiver System >

- » You will then be directed to the Risk Management homepage.
- » Next, click on the “Waiver Agreements” tab.



The screenshot shows the Chapman University Risk Management homepage. At the top, there is a navigation bar with the Chapman University logo and a menu with links: ACADEMICS, ADMISSION, DISCOVER, SUPPORT CHAPMAN, ATHLETICS, RESEARCH, and ARTS. Below the navigation bar is a blue banner image. The main content area is divided into two columns. On the left, there is a vertical menu with the following items: Risk Management, Understanding Risk Management, Insurance, Waiver Agreements, Resources, Environmental Health & Safety, and Emergency Preparedness. A large red arrow points to the 'Waiver Agreements' link. On the right, there is a main content area with the heading '» Risk Management' and a paragraph of text: 'Risk Management provides support and consultation to staff and faculty on a wide range of matters that impact the financial health and wellbeing of the university community. Allan F. Brooks, CPCU, ARM is the Director, Risk Management and oversees the operations of the department and is supported by Karen Swift, Chapman's Environmental Health & Safety Manager.' Below this text are two sections: 'Our Mission' and 'Our Staff'. To the right of the main content area is a portrait of Allan F. Brooks, Director of Risk Management, with a 'Contact Us' section below it.

Accessing the eWaiver System >

» On the Waiver of Liability Agreements page, click the “Online Waiver Administration System” link.



Home | [Faculty & Staff](#) | [Risk Management](#) | Waiver Agreements

- Risk Management
 - Understanding Risk Management
 - Insurance
 - Waiver Agreements**
 - Resources
 - Environmental Health & Safety
 - Emergency Preparedness

» Waiver of Liability Agreements

Use this link to access the [Online Waiver Administration System](#).

An important risk management tool for any University is the use of Waiver of Liability Agreements. Chapman students, faculty and staff organize or are otherwise involved in a wide range of activities. These range from low risk and routine to high risk and infrequent. A low risk activity might be something like a job fair, lecture, or charity benefit on campus. A high risk activity might be a swimming or diving event or International travel. Most activities fall in between those two extremes. Activities and events sponsored by the University, including faculty-led field trips, make use of these Agreements for medium and high risk activities.

Chapman University has a prescribed format for Waiver of Liability Agreement. In this document the Participant agrees that they have been informed of and understand the risks involved, agree to abide by any safety rules, and act in a non-negligent manner while participating in the activity described. Hold harmless and indemnification provisions are included.

We are transitioning to the use of an electronic format, known as our eWaiver. This will reduce and/or eliminate most of the recordkeeping in connection with signed Waiver Agreements and allow for improved consistency across the campus. We can provide you access to this system after a brief training session. On an interim basis, please feel free to continue to use the traditional **hard copy form**. For more information please **email** Allan F. Brooks, Chapman University Risk Manager at abrooks@chapman.edu or call (714) 532-7794.

[in](#) [f](#) [t](#) [e](#) [+](#) [0](#)

Accessing the eWaiver System >

» Following the link will direct you to this page:

The screenshot shows a Mozilla Firefox browser window displaying the Chapman University website. The address bar shows the URL: <https://web.chapman.edu/activitywaiver/Default.aspx?rpage=Admin/ManageEvent.aspx>. The page features the Chapman University logo and a navigation menu with categories like ACADEMICS, ADMISSION, DISCOVER, SUPPORT CHAPMAN, ATHLETICS, RESEARCH, and ARTS. Below the navigation, there is a breadcrumb trail: [Home](#) | [Risk Management](#) | Activity Waiver Form. The main content area is titled "Chapman Activity Waiver Form Login" and contains a login form with fields for "Username:" and "Password:", and a "Login" button. Below the form, it says "If you have difficulty logging in, please call 714.997.6512". The footer includes contact information: "ONE UNIVERSITY DRIVE, ORANGE, CA 92866 | (714) 997-6815", a list of links: NEWS, EVENTS, PRESS ROOM, LIBRARIES, JOBS, DISABILITY SERVICES, DIVERSITY, and social media icons for Twitter, Facebook, Pinterest, YouTube, LinkedIn, and Google+. The weather is shown as 83° F | 29° C, and the copyright notice is © 2012 Chapman University.

» Bookmark this page for future reference!

Accessing the eWaiver System >

» After entering your username and password and pressing the login button, you will be directed to the following page. Here, you will be able to add and customize the details that pertain to your specific event.

The screenshot shows the Chapman University website header with the logo and navigation menu (ACADEMICS, ADMISSION, DISCOVER, SUPPORT CHAPMAN). Below the header is a yellow panel with three tabs: "Create New Event", "View Events", and "Approve Upcoming Events". The "Create New Event" tab is active. The form includes:

- Event Hosts:** A list of clubs/organizations with a search bar and scrollable list. The list includes: -- CLUB/ORGANIZATION--, Accounting Society, Action in Africa, Active Minds, Ad Club, Alpha Kappa Delta, Alpha Kappa Psi, American Chemical Society, American Marketing Association, American Medical Student Association, American Sign Language, and Animal Rights Advocates. There are "Add Host" and "Remove Host" buttons.
- Host List:** An empty list box for selected hosts.
- Event Title:** A text input field.
- Event Start Date:** A date picker set to October 19, 2012, and a time picker set to 12am:00.
- Event End Date:** A date picker set to October 19, 2012, and a time picker set to 12am:00.
- Event Location(s):** A text input field.
- Activity Risks:** A text area with a placeholder text: "(Briefly describe risks unique to this event. As an example, for a skiing/snowboarding trip your risks might include: car accident, tripping, falling, hypothermia, sprains, terrain hazards, dehydration, impact injuries, elevation sickness, head/neck injuries.)".
- Add This Event:** A button at the bottom right of the form.

Creating New Events



- » First, click “Faculty-Sponsored Field Trip in the “Event Hosts” section. Next, click “Add Host.” The host will then be added to the “Host List.”

The image contains two screenshots of a web interface. The top screenshot shows a list of event hosts on the left, with "Faculty-Sponsored Field Trip" selected. A red arrow points to this selection. Above the list are "Add Host" and "Remove Host" buttons, with "Add Host" circled in red. A second red arrow points to the "Add Host" button. The bottom screenshot shows the same interface after the action, with "Faculty-Sponsored Field Trip" now listed in the "Host List" on the right. A red arrow points to this entry in the host list.

- » If you are hosting a joint event with another department or organization, please contact Allan Brooks or Samantha Genevay for further assistance.

Creating New Events



- » Once the host has been added, fill in the remainder of the information for your event—the event title, event start and end times and dates, and the event location.

Event Hosts:

- The Players Society
- The Snow Club
- Toxique
- Tri Beta
- Turkish Student Association
- Ultimate Frisbee Club
- Underground Showdown Film Festival
- United States Institute of Theatre Techn
- SCHOOL DEPARTMENT--
- Career Center
- Chapman Radio
- Faculty-Sponsored Field Trip

Add Host Remove Host

Host List:

- Faculty-Sponsored Field Trip

Event Title:

Event Start Date: February 26 2013 Start Time: 12am 00

Event End Date: February 26 2013 End Time: 12am 00

Event Location(s):

- » Be sure to add extra time to the start and end times in order to allow for a cushion.
- » Be sure that your event location is as specific as possible.

Creating New Events



- » After your event details have been added, fill in any activity risks that could be associated with your event.

The screenshot shows a web form for creating an event. It includes a list of hosts on the left, a host list on the right, and fields for event title, start/end dates, and location. The 'Activity Risks' field is circled in red. Below the form is a red arrow pointing left.

Event Hosts: The Prayers Society, The Snow Club, Toxique, Tri Beta, Turkish Student Association, Ultimate Frisbee Club, Underground Showdown Film Festival, United States Institute of Theatre Techn, -- SCHOOL DEPARTMENT-- Career Center, Chapman Radio, Faculty-Sponsored Field Trip

Host List: Faculty-Sponsored Field Trip

Event Title: IES 315: Discovery Science Center Field Trip

Event Start Date: February 25 2013 Start Time: 4pm 00

Event End Date: February 25 2013 End Time: 7pm 00

Event Location(s): Discovery Science Center, 2500 N. Main Street Santa Ana, CA 9

Activity Risks: *(Briefly describe risks unique to this event. As an example, for a skiing/snowboarding trip your risks might include: car accident, tripping, falling, hypothermia, sprains, terrain hazards, dehydration, impact injuries, elevation sickness, head/neck injuries.)*

Add This Event

- » These risks should be specific to your event.
- » The risks are meant to inform participants of any potential dangers that could result from participation.

Creating New Events



Event Hosts:

- The Players Society
- The Snow Club
- Toxique
- Tri Beta
- Turkish Student Association
- Ultimate Frisbee Club
- Underground Showdown Film Festival
- United States Institute of Theatre Techn
- SCHOOL DEPARTMENT--
- Career Center
- Chapman Radio
- Faculty-Sponsored Field Trip**

Host List:

- Faculty-Sponsored Field Trip

Event Title: IES 315: Discovery Science Center Field Trip

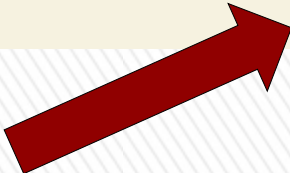
Event Start Date: February 25 2013 Start Time: 4pm 00

Event End Date: February 25 2013 End Time: 7pm 00

Event Location(s): Discovery Science Center, 2500 N. Main Street Santa Ana, CA 9

Activity Risks:
(Briefly describe risks unique to this event. As an example, for a skiing/snowboarding trip your risks might include: car accident, tripping, falling, hypothermia, sprains, terrain hazards, dehydration, impact injuries, elevation sickness, head/neck injuries.)

risks associated with personal transportation to and from the venue and risks inherent to the science center.



» After adding your specific event details and activity risks, ensure that all of the information you have provided is accurate. If so, complete your eWaiver by clicking “Add This Event.”

Creating New Events



» After you submit your eWaiver for your event, you will receive a confirmation email (as shown below).

Chapman Activity Waiver System: Your Event Waiver Has Been Approved

activitywaiver@chapman.edu

   Actions ▾

To: Riskstu2, Samantha Genevay

Cc: Riskstu2, Samantha Genevay

Wednesday, February 27, 2013 5:14 PM

Your event waiver has been approved and is now available for sign ups at the following URL:

<https://web.chapman.edu/ActivityWaiver/Waiver.aspx?event=10363>

To view the completed waivers for this event, please go to the following URL:

<https://web.chapman.edu/ActivityWaiver/Admin/Waivers.aspx?EventID=10363>

Confirmation Email



- » The email provides two links.
- » The first link can be sent directly to students. The link will open the waiver that you have created for your event.

Chapman Activity Waiver System: Your Event Waiver Has Been Approved

activitywaiver@chapman.edu

🔍 🔄 📧 Actions ▾

To: Riskstu2, Samantha Genevay

Cc: Riskstu2, Samantha Genevay

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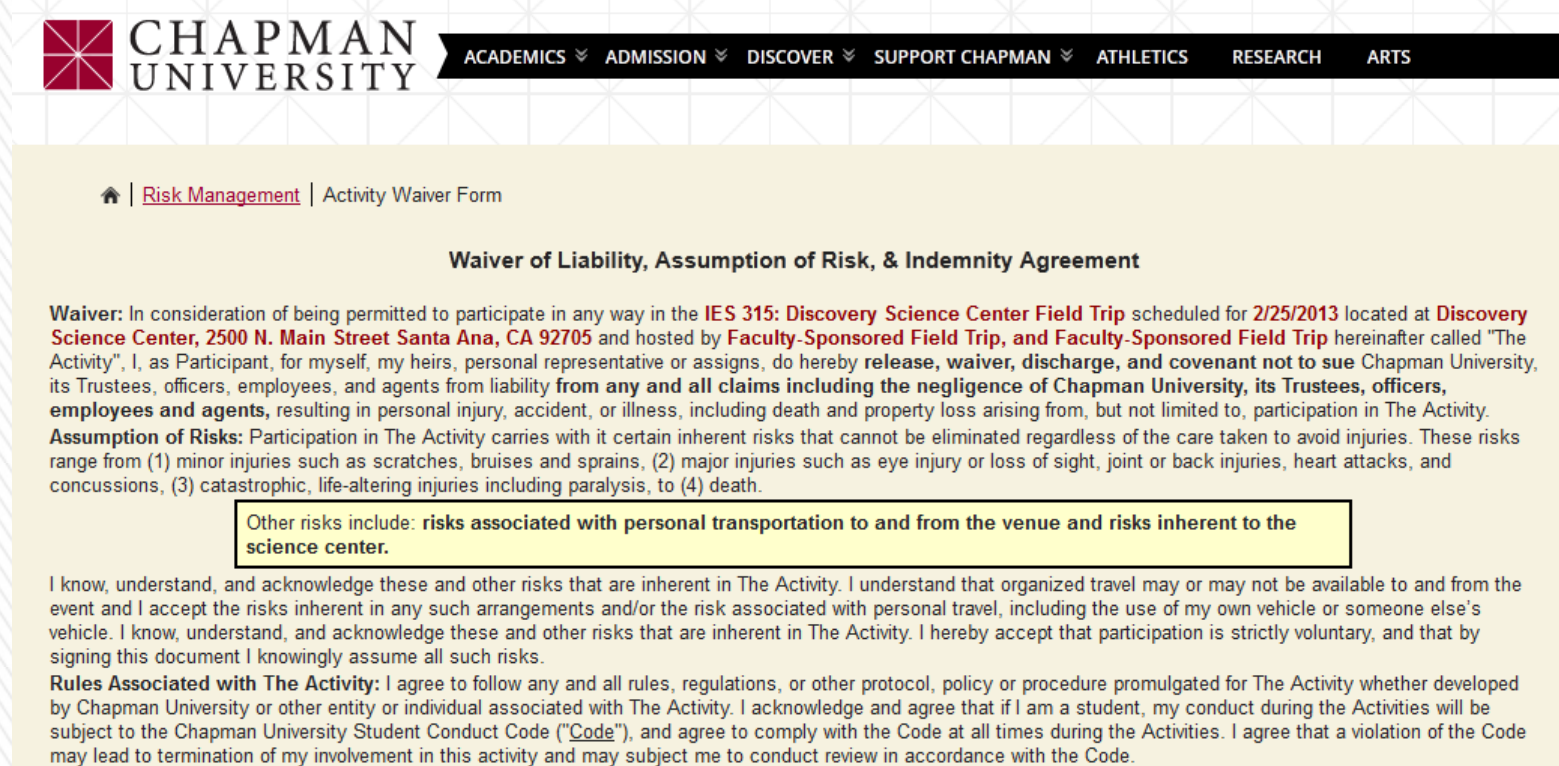
To view the completed waivers for this event, please go to the following URL:

<https://web.chapman.edu/ActivityWaiver/Admin/Waivers.aspx?EventID=10363>

The First Link



» Following the link will direct students to this page. At the bottom of the page, they will fill out their personal and emergency contact information.



The screenshot shows the top navigation bar of Chapman University's website. The navigation menu includes: ACADEMICS, ADMISSION, DISCOVER, SUPPORT CHAPMAN, ATHLETICS, RESEARCH, and ARTS. Below the navigation bar, there is a breadcrumb trail: Home | Risk Management | Activity Waiver Form. The main heading of the page is "Waiver of Liability, Assumption of Risk, & Indemnity Agreement". The text of the waiver begins with: "Waiver: In consideration of being permitted to participate in any way in the IES 315: Discovery Science Center Field Trip scheduled for 2/25/2013 located at Discovery Science Center, 2500 N. Main Street Santa Ana, CA 92705 and hosted by Faculty-Sponsored Field Trip, and Faculty-Sponsored Field Trip hereinafter called 'The Activity', I, as Participant, for myself, my heirs, personal representative or assigns, do hereby release, waiver, discharge, and covenant not to sue Chapman University, its Trustees, officers, employees, and agents from liability from any and all claims including the negligence of Chapman University, its Trustees, officers, employees and agents, resulting in personal injury, accident, or illness, including death and property loss arising from, but not limited to, participation in The Activity." It then lists "Assumption of Risks" and includes a highlighted box stating: "Other risks include: risks associated with personal transportation to and from the venue and risks inherent to the science center." The text continues with a statement of understanding and acceptance of risks, and a section titled "Rules Associated with The Activity" which states that participants agree to follow all rules and regulations of Chapman University.

CHAPMAN UNIVERSITY

ACADEMICS ▾ ADMISSION ▾ DISCOVER ▾ SUPPORT CHAPMAN ▾ ATHLETICS RESEARCH ARTS

🏠 | [Risk Management](#) | Activity Waiver Form

Waiver of Liability, Assumption of Risk, & Indemnity Agreement

Waiver: In consideration of being permitted to participate in any way in the **IES 315: Discovery Science Center Field Trip** scheduled for **2/25/2013** located at **Discovery Science Center, 2500 N. Main Street Santa Ana, CA 92705** and hosted by **Faculty-Sponsored Field Trip, and Faculty-Sponsored Field Trip** hereinafter called "The Activity", I, as Participant, for myself, my heirs, personal representative or assigns, do hereby **release, waiver, discharge, and covenant not to sue** Chapman University, its Trustees, officers, employees, and agents from liability from **any and all claims including the negligence of Chapman University, its Trustees, officers, employees and agents, resulting in personal injury, accident, or illness, including death and property loss arising from, but not limited to, participation in The Activity.**

Assumption of Risks: Participation in The Activity carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. These risks range from (1) minor injuries such as scratches, bruises and sprains, (2) major injuries such as eye injury or loss of sight, joint or back injuries, heart attacks, and concussions, (3) catastrophic, life-altering injuries including paralysis, to (4) death.

Other risks include: risks associated with personal transportation to and from the venue and risks inherent to the science center.

I know, understand, and acknowledge these and other risks that are inherent in The Activity. I understand that organized travel may or may not be available to and from the event and I accept the risks inherent in any such arrangements and/or the risk associated with personal travel, including the use of my own vehicle or someone else's vehicle. I know, understand, and acknowledge these and other risks that are inherent in The Activity. I hereby accept that participation is strictly voluntary, and that by signing this document I knowingly assume all such risks.

Rules Associated with The Activity: I agree to follow any and all rules, regulations, or other protocol, policy or procedure promulgated for The Activity whether developed by Chapman University or other entity or individual associated with The Activity. I acknowledge and agree that if I am a student, my conduct during the Activities will be subject to the Chapman University Student Conduct Code ("**Code**"), and agree to comply with the Code at all times during the Activities. I agree that a violation of the Code may lead to termination of my involvement in this activity and may subject me to conduct review in accordance with the Code.

The First Link



- » The second link will allow you to view the completed waivers for your event. The page will provide an up-to-date list of students who have submitted a waiver.

Chapman Activity Waiver System: Your Event Waiver Has Been Approved

activitywaiver@chapman.edu

🔄 🔄 🔄 Actions ▾

To: Riskstu2, Samantha Genevay

Cc: Riskstu2, Samantha Genevay

Wednesday, February 27, 2013 5:14 PM

Your event waiver has been approved and is now available for sign ups at the following URL:

<https://web.chapman.edu/ActivityWaiver/Waiver.aspx?event=10363>

To view the completed waivers for this event, please go to the following URL:

<https://web.chapman.edu/ActivityWaiver/Admin/Waivers.aspx?EventID=10363>



The Second Link



- » The second link will lead you to this page.
- » On this page, you have the option of exporting the information to Excel. In Excel, you have the ability to sort the information as needed.

Completed Waivers

[Export to Excel](#)

Participant Name	Student ID	Student Username	Minor?	
Stephanie Cuellar	1795266	cuellar	False	View Details
Amy Rudometkin	0387231	rudometk	False	View Details
Laura Atkinson	1047838	latkinso	False	View Details
Carole Wayman	0443771	cwayman	False	View Details
Hallie Nicholson	1465214	nicholso	False	View Details
Cynthia Silverman	1297440	csilver	False	View Details
Valerie McNutt	1749841	vmcnutt	False	View Details
David May	0155474	dmay	False	View Details
Irene San Miguel	1763871	sanmiguel	False	View Details
Deanna Sanchez	1329638	desanche	False	View Details
Rita Desjardins	1797969	desjardi	False	View Details
Elizabeth Wilson	0884923	emwilson	False	View Details

The Second Link



» Near the date of the event, check the list of completed waivers to see if all students who are anticipated to be in attendance have signed the eWaiver. If not, contact the individuals who have not completed the eWaiver.

Completed eWaivers



» By copying the information on the eWaiver and pasting it into a Word document, you can create a hardcopy waiver for people to sign who did not already submit an eWaiver in advance.

Waiver of Liability, Assumption of Risk, & Indemnity Agreement

Waiver: In consideration of being permitted to participate in any way in the **Furry Friends for Finals Event** scheduled for **12/5/2012** located at **Attallah Plaza** and hosted by **Active Minds**, hereinafter called "The Activity", I, as Participant, for myself, my heirs, personal representative or assigns, do hereby **release, waiver, discharge, and covenant not to sue** Chapman University, its Trustees, officers, employees, and agents from liability from any and all claims including the **negligence of Chapman University, its Trustees, officers, employees and agents**, resulting in personal injury, accident, or illness, including death and property loss arising from, but not limited to, participation in The Activity.

Assumption of Risks: Participation in The Activity carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. These risks range from (1) minor injuries such as scratches, bruises and sprains, (2) major injuries such as eye injury or loss of sight, joint or back injuries, heart attacks, and concussions, (3) catastrophic, life-altering injuries including paralysis, to (4) death.

Other risks include: **injury or illness resulting from the handling of dogs and/or other animals, including but not limited to allergic reaction, fleas/ticks to injury resulting from scratches/bites.**

I know, understand, and acknowledge these and other risks that are inherent in The Activity. I understand that organized travel may or may not be available to and from the event and I accept the risks inherent in any such arrangements and/or the risk associated with personal travel, including the use of my own vehicle or someone else's vehicle. I know, understand, and acknowledge these and other risks that are inherent in The Activity. I hereby accept that participation is strictly voluntary, and that by signing this document I knowingly assume all such risks.

Rules Associated with The Activity: I agree to follow any and all rules, regulations, or other protocol, policy or procedure promulgated for The Activity whether developed by Chapman University or other entity or individual associated with The Activity. I acknowledge and agree that if I am a student, my conduct during the Activities will be subject to the Chapman University Student Conduct Code ("Code"), and agree to comply with the Code at all times during the Activities. I agree that a violation of the Code may lead to termination of my involvement in this activity and may subject me to conduct review in accordance with the Code.

Representations Concerning Health: With full knowledge of the risks, participant represents to be in good health and does not have any condition which will interfere with one's ability to participate in The Activity or endanger his or her health in connection with The Activity. Participant has valid and current insurance to cover any injury or damage Participant may cause or suffer while participating in The Activity or otherwise agrees to personally bear the costs of such injury or damage. Participant authorizes but does not obligate Chapman University to provide emergency medical treatment in the event of an accident or illness that occurs while participating in The Activity and agrees to hold harmless and indemnify Chapman University for any and all actions taken by the University to provide necessary emergency medical care that results from The Activity.

Indemnification and Hold Harmless: I agree to INDEMNIFY and HOLD Chapman University and its Trustees, officers, employees and agents HARMLESS from any and all claims, actions, suits, procedures, costs, expenses, damages, and liabilities, including attorney's fees brought as a result in my involvement in The Activity, including transportation, and to reimburse them for any such expenses incurred.

Severability: The undersigned further expressly agrees that the foregoing waiver and assumption of risks agreement is intended to be as broad and inclusive as permitted by the law of the State of California and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

Acknowledgement of Understanding: I have read this waiver of liability, assumption of risk, and indemnity agreement, fully understand its terms, and understand that I am giving up substantial rights, including my right to sue. I acknowledge that by checking the box below and submitting this form that I am signing the agreement freely and voluntarily, and intend by my signature to be a complete and unconditional release of all liability as relates to The Activity to the greatest extent allowed by law.

By checking this box and typing my name in the e-signature box below, I certify that I agree to the terms and conditions of this waiver and that all of my information entered is accurate. I understand that I will receive by email a PDF file of the signed document, which I will retain for my personal records. (NOTE: The email will be sent to your Chapman University email account. If you filter your email, please check Junk Mail folders.)

First Name: Last Name: Date of Birth:

E-Signature: Date:

(Ctrl)

Creating a Hardcopy



- » After the event, you will have to upload the hardcopy waiver forms that participants signed onto the Activity Waiver site.
- » In this way, all waivers for an event will be accessible in one location.
- » To begin the uploading process, simply scan all of the hardcopies together and save the PDF file.

Uploading Hardcopies



- » To upload hardcopy waivers, follow the second link provided in the confirmation email.
- » To upload the PDF file of scanned hardcopy waivers, click the “Browse” button.
- » Once you have selected the correct file, click the “Upload File” button to complete the uploading process.

Event Details

Event Name: Faculty and Staff Yoga Sessions including but not limited to the following date or dates: 9/27/12, 10/4/12, 10/11/12, 10/18/12, 10/25/12, 11/1/12, 11/8/12, 11/15/12

Hosted By: Human Resources

Starts: 9/27/2012 5:30 PM

Ends: 11/15/2012 6:30 PM

Completed Waivers

[Export to Excel](#)

Participant Name	Student ID	Student Username	Minor?	
Stephanie Cuellar	1795266	cuellar	False	View Details
Amy Rudometkin	0387231	rudometk	False	View Details
Laura Atkinson	1047838	latkinso	False	View Details
Carole Wayman	0443771	cwayman	False	View Details
Hallie Nicholson	1465214	nicholso	False	View Details

Uploading Hardcopies



- » This concludes the eWaiver training.
- » Further questions concerning the Activity Waiver site and eWaivers can be answered by:

Risk Management Assistants
activitywaiver@chapman.edu

Thank you for utilizing the Activity Waiver site!

Training Completion

