

LIABILITY FORMS: GROUP LEADER INSTRUCTIONS

Every Guest must submit a Liability Form or admittance to the conference will not be permitted.

LIABILITY FORMS

- In order to ensure the safety of all our Guests and remain in compliance with the policies established by Franciscan University of Steubenville, all Guests are required to have completed a Liability Form.
- We do not accept a liability form from any other event, year, or Regional Steubenville Conference.
- Forms do not need to be printed, as the online Platform allows the Christian Outreach Office with the necessary access to the information therein.

LIABILITY PLATFORM

- The Liability Forms for the Main Campus Youth Conferences are managed via our online Platform.
- After registering, a Group Leader can expect to receive their login credentials for their specific Platform.
- If you lose or forget your login information, you may reset your password via the Platform login page or contact us at youthconferences@franciscan.edu.
- We assure you that the Platform is both safe and secure and is only accessible to those with the authority to do so in order to meet the needs of our Guests.

INSTRUCTIONS

- 1) Within two weeks of registering, you will receive an email from the Christian Outreach Office with your specific login credentials.
- 2) Follow the included link to the online platform and login with the provided credentials.
- 3) Fill in your information to generate your Adult Liability Form
- 4) Double check that all information inputted is correct and accurate.
- 5) Sign your form via the E-signature feature
 - a. Use your mouse on the provided signature box
 - b. If you are unsatisfied with your results, simply click "Clear" and try again.
 - c. Type in your name as the signer
- 6) Submit your form and your information and form will be saved and stored on our secured server.
- 7) Send the "Group Link," located on your Dashboard*, to every person attending with your group.
 - a. Copy and paste the link into an email, text, or Facebook message/group
 - b. OR click "Send Link" and type in the email addresses of your group members and they will be sent an email with instructions.
- 8) Everyone in your group will follow the link, fill in their information, sign the form, and thus successfully generate their Liability Forms.
 - a. THESE DO NOT NEED TO BE PRINTED.
 - b. Youth forms MUST be signed via the e-signature by a parent/guardian.

GROUP LEADER DASHBOARD

- This is the main page you will see after you have submitted your Liability Form
- Here is where you can see all the forms that have been submitted by member of your group via the "Group Link."
- You can download and view, delete, or search these forms.
- At the bottom of the page you will notice a counting feature, which will tell you how many forms have been submitted via your link.
 - The Christian Outreach Office will be tracking your forms and will follow up with you two weeks before the conference to be sure that you have the number you need in order for your group to attend.
 - You will only be permitted to have the number of forms as spots that you have registered for. If someone drops from your group, delete their form to make room for whomever might take their place.
- NOTE: if a form is submitted with an error, you must delete it and have the group member submit a new form.

