

LIABILITY FORM: PARTICIPANT INSTRUCTIONS

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

LIABILITY FORMS - EXPLANATION

- 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.
- Youth under the age of 18 must have a Parent/Legal Guardian sign their Liability Form

LIABILITY PLATFORM

- The Liability Forms for the Main Campus Youth Conferences are managed via our online Platform.
- Your Group Leader will send you a link through which you will submit your personal Liability Form.
- 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 – FILLING OUT YOUR FORM

- 1) Your Group Leader will email you a “Group Link”
- 2) Follow the link (or copy & paste it into a web browser)
- 3) Confirm your Group Leader Information
 - a. If your Group Leader is not listed here on the first page, do not continue filling out the form, but contact your Group Leader to ensure he/she sent you the correct link.
 - b. If this is your Group Leader and his/her information, please continue filling out your Liability Form.
- 4) Select your Participant Type:
 - a. Teen
 - b. Priest
 - c. Adult Chaperone
- 5) Continue filling out your Liability Form,
 - a. Fields that are required are marked with an asterisk and must be filled in, if they are not you will not be permitted to continue to the next page.
- 6) On the last page you will see the “Liability Waiver” and a box for a digital signature.
 - a. Youth forms MUST be signed by a parent/guardian.
 - b. THESE FORMS DO NOT NEED TO BE PRINTED.
- 7) Once you are finished, you will have the chance to review the information you have inputted. BE SURE ALL INFORMATION IS CORRECT.
- 8) You are finished!
 - a. You can download this form for your records
 - b. You can begin the process again to fill out another form, should you need to (i.e. for a second child)

AFTER SUBMITTING YOUR FORM:

- You will receive an email confirming your submission with a downloadable copy for your records.
- If you find that your form has incorrect information on it, please follow the below steps
 - Contact your Group Leader
 - Your Group Leader will have to delete this form
 - You will then need to submit a new Liability Form

