

# Steubenville Conference Liability Release Form

Every conference guest must submit a Liability Form or admittance to the conference will not be allowed.

## Liability Release Forms

For the safety of all our conference guests and remain in compliance with the policies established by Franciscan University of Steubenville, all conference guests are required to complete a Liability Form.

Please note:

- 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 Conference Office with the necessary access to the information therein.

## The Liability Platform

Liability Forms for the Main Campus Youth Conferences are managed via our online Platform.

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 conference guests.

If you lose or forget your login information, you may reset your password via the Platform login page or contact us at [conferences@franciscan.edu](mailto:conferences@franciscan.edu).

## The Group Leader Dashboard

After you have submitted your own Liability Form (see instructions below) you will have access to your Group Leader Dashboard using the provided login credentials.

Here you will be able to send a link to your group members and will see all the forms that have been submitted by each member of your group via the "Group Link."

You can download and view, delete, or search these forms. There is also a counting feature, which will tell you how many forms have been submitted via your link. The Conference Office will follow up 3 weeks before the conference to be sure that you have the correct total number of liability waiver forms on file.

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.

If a form is submitted with an error, you can delete it and have the group member submit a new form. This is because the forms are signed and legal documents and thus cannot be edited.

## Liability Platform Instructions

### Login and Sign Your Own Form

1. Within two weeks of registering, you will receive an email from the Conference Office with your specific login credentials.
2. Go to <http://liability.steubenville.org> and login using 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. Using your mouse on the provided signature box, sign your form via the E-signature feature.
6. Type in your name as the signer in the text box provided.
7. Click "Submit"
8. You will then be redirected and have access to your **Group Leader Dashboard** (see above)

### Sending the Link to your Group

1. Login to your Group Leader Dashboard
2. Send the "Group Link" to every person attending with your group: youth, adults and priests.
  - a. Copy and paste the link into an email, text, or Facebook message/group.
- OR
2. Click "Send Link" and type in the email addresses of your group members and they will be sent an email with instructions.
3. Everyone in your group will then follow the link, fill in their information, sign their form, and thus successfully generate their Liability Form.

**Note: Youth forms must be signed via the e-signature by a parent/guardian**