

Waiverfile Monitoring for Teachers

1. A manager's link will be sent to the email address we have on file. Teachers will log into the system, by clicking the "View Signed Waivers" button.

Hi there,

You have been granted access to view the waiver entries for this event!

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[View Signed Waivers](#) [Link to Waiver](#)

Your Login Info:
Email Address:
Password: *****

Share the link to this waiver with attendees:
<https://www.waiverfile.com/test link/ your school name...>

If you do not remember your password, use the forgot password link on the sign-in page.

2. Waiverfile will then open the below screen.

Waiver Manager Access

Account Settings Log Out

Event Name	Date/Time	Waiver Link
KBs TEST SPRING SCHOOL EVENT	Jul 25	Event Waiver Link

View Attendees

3. Clicking "Event Waiver Link", brings you to the Permission form specifically for your school.
4. Clicking "View Attendees", brings you to the below screen where you can toggle between three options as well as see "Notes".
 - a. "All" submitted forms (regardless of status)
 - b. "Checked In" Forms. These have been viewed by our team and deemed to be correctly submitted.
 - c. "Not Checked In" forms. These have either yet to be Checked In or Deemed incorrectly submitted (student has filled the form out, signed where a Guardian needs to sign, or information is missing, e.t.c.).

Permission forms that require teacher follow up will have notes associated, providing direction on what needs to be corrected for the form to be accepted.

Any outstanding corrections that have not been amended prior to arrival will cause delays during ticket collection.

All Checked In Not Checked In

A. B. C.

Notes: [Export to Excel](#)

Participant First Name	Participant Last Name	Signed First Name	Signed Last Name	Date Signed	Notes
Kelsey	Atkinson	Kaitlin	Bailey	03/15/2024	Please Resubmit - Error (Incorrect DOB)
Maximus	Hoit	Angela	Ray	03/15/2024	Please Resubmit - Error (student signed for themselves)
Killian	Coyne	Maija	Coyne	03/15/2024	
Harrison	Ward	Julia	Rivers	03/15/2024	
Youth	Test	Adult	Test	03/18/2024	