

Smartwaiver Club User Guide

This short guide will provide details on how to use Smartwaiver, an online waiver-signing platform used by Water Polo Canada (WPC). Smartwaiver is a website that allows individuals to upload or create a digital waiver that can be sent, signed and stored by its online system. The Smartwaiver platform will allow registrants to sign required documents, including the WPC Acknowledgement of Risk (AOR). It will also be used for AOR management by administrators.

Each club account will be set-up by their Provincial Sport Organization (PSO). There will be a designated club administrator(s) responsible for managing each club account. The club administrator(s) will be listed as the “Event Manager” in Smartwaiver. The club administrator(s) will distribute the link to sign the WPC AOR to each club registrant and monitor the list of signed WPC AORs.

If you have any questions regarding the Smartwaiver platform, please reach out to your PSO administrator.

How to Access your Smartwaiver Club Account:

Each club administrator(s) will receive an email, similar to the example below, which will allow them to access their account.



Note: On the Smartwaiver platform the term “Event Manager” will signify club administrator(s).

Click the “Manage Your Event” button and you will be taken to a webpage with a pop-up window asking for your Last Name.

Once you have entered your Last Name you will be granted access to your club’s account page (see below).

Note: You will have to click this button each time you would like to access your club’s account or bookmark the page.

How to Manage your Smartwaiver Club Account:

smartwaiver
Manage Your Event Refresh

Test ← Your club's name will be listed as the "Event Name".

Event Date: September 1, 2020 to August 31, 2021 ← This date range indicates how long your club account will be active. Each club account will be active for the length of one season (ex. September 1, 2020 to August 31, 2021).

Waiver Link: <https://waiver.smartwaiver.com/e/uwdCqULHrefWyCiN87HG7B/> Copy Waiver Link ← Click here to copy the waiver link. Send this waiver link to each club registrant for them to sign the digital WPC AOR.

Event Manager: Test Event Manager ← As the designated club administrator for your club's account, your name will be listed as the "Event Manager".

Name	Age	Waiver Title	Completed
Participants have not yet been added to this event.			

← This section will allow you to monitor your club's list of signed WPC AORs. A designation of "completed" will be provided if a club registrant has signed the WPC AOR required for the season.

The Waiver Link Webpage:

Once a club registrant clicks on the waiver link provided by the club administrator(s), they will be taken to the following webpage where they will select and sign the AORs listed:

WATER POLO

CANADA

Test

Event Date: September 1, 2020 – August 31, 2021

Test (Event Name)

Before participating in this event, you must complete and sign the required document below.

Please sign both waivers

WPC AOR #1

WPC AOR #2

← Registrants can access and sign any of the AORs listed on the Waiver Link Webpage by clicking on the AOR titles.