

## Liability Forms: Participant Instructions

Every guest must submit a liability form, or admittance to the Conference will not be permitted.

### Liability Forms - Explanation

- To ensure the safety of all our guests and remain in compliance with the policies established by the Archdiocese of Denver & Franciscan University of Steubenville, all guests are required to have completed a liability form prior to attending the Conference.
- We do not accept a liability form from any other event, year, (Arch)diocese, or Regional Steubenville Conference.
- Forms do not need to be printed, as the online platform allows the Office of Evangelization & Family Life Ministries the necessary access to the information therein.
- Youth under the age of 18 must have a parent/legal guardian to sign their liability form, and all adults attending the Conference must fill out and sign their own.

### Liability Platform

- The liability forms for the Steubenville of the Rockies Conferences are managed via our online platform.
- Your group leader will send you a link through which you will submit your personal liability form.
- 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) 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 confirm that he/she sent you the correct link.
  - b. If this is your correct 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.\*

- b. If they are not filled in, 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 sign by a parent/legal 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 the information is correct BEFORE clicking submit.
- 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.

### **\*Medication Images:**

- If your child will be taking a medication throughout the Conference, you will be prompted to upload an image of the medication after answering yes to that question. We suggest one of the following options to ensure that you will not have to redo the entire form due to a blurry image:
  - Scan a high-resolution image of medication information received from your doctor's office.
  - Type out the medication name, dosage, and instructions on when and how to take the medication (i.e. the prescription label) in a large font into a word document, and then screenshot that and upload it as the image.
- We do NOT recommend taking a photo of a prescription label with your phone and uploading this, as the image is usually blurry or cuts off much of the text that must be legible in case of emergency.

### **\*Special Circumstances:**

If certain required fields do not apply to you, please fill out N/A or zeros (for numbers) when prompted (i.e., single parent situations or only one phone number exists for emergency contact).

Please contact your group leader for questions.