

Liability Forms: Group Leader Instructions

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

Liability Forms

- To ensure the safety of all our guests and remain in compliance with the policies established by the Archdiocese of Denver, 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, or (Arch)diocese.
- 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.

Group Liability Platform

- The liability forms for the Steubenville of the Rockies Conferences are managed via our online Group Liability Platform.
- After registering, a group leader can expect to receive their login credentials for the platform specific to their group.
- If you lose or forget your login information, please contact us at SteubenvilleRockies@archden.org so we can assist you with this.
- 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 for logging into the Group Liability Platform

- 1) You will receive an email from the Office with your specific login credentials.
- 2) Follow the included link to the online Platform and login with the provided credentials.
- 3) Fill in your information to generate your adult liability form.
- 4) Doublecheck that all the information inputted is correct and accurate.
- 5) Sign your form via the e-signature feature
 - a. Use your mouse on the provided signature box
 - b. If you are unsatisfied with your results, simply click 'clear' and try again.
 - c. Type your name as the signer.
- 6) Submit your form and your information and form will be saved and stored on our secure server.
- 7) Send the "Group Link," located on your dashboard** to every person attending with your group.
 - a. Copy and paste the link into an email, text, or Facebook message/group.
 - b. OR click "Send Link" and type in the email addresses of your group members, and they will be sent an email with instructions.

- 8) Everyone in your group will follow the link, fill in their information, sign the form, and thus successfully generate their liability forms.
 - a. These do NOT need to be printed.
 - b. Youth forms MUST be signed via the e-signature by a parent/guardian.

****Group Leader Dashboard**

- This is the main page you will see after you have submitted your liability form.
- This is also where you can see all the forms that have been submitted by the members of your group via the "Group Link."
- You can download and view, delete, or search these forms.
- At the bottom of the page, you will notice a counting feature, which will tell you how many forms have been submitted via your link.
 - The Office of Evangelization & Family Life Ministries will be tracking your forms and will follow up with you two weeks before the Conference to be sure that you have the number you need for your group to attend.
 - 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.
- NOTE: If a form is submitted with an error, you must delete it and have the group member submit a new form.
 - Blurry Medication Image: If you are asked to redo a form because of illegible medical information there are two ways to go about doing so (after first deleting the original form):
 - 1) Type out the medication name, dosage, and instructions on when and how to take it in a large font into a word document, and then screenshot that and upload it as the image.
 - 2) Scan a high-resolution image of the whole prescription label/medical form so that we can read it.