

ONLINE WAIVERS for CIDBFS EVENTS

If you are registered in the Concord Pacific Vancouver Dragon Boat Festival or any of the Dragon Zone Regattas, you will need to complete an online waiver for each event you are registered in.

Our online waiver system allows those designated as registrant, team manager, and team administrator to invite team members to join their team and sign their waivers electronically. It also allows team administrators to create rosters for all of our regattas and festivals. This involves inputting all team member names and email addresses. The waivers are signed forever and changes will only need to be done when you have new members or possibly when someone changes their name or email address. You will have until midnight the night before an event to create your rosters. You must print it and bring it to the event (or in the case of Concord Pacific Vancouver Dragon Boat Festival when you pick up your race package).

Please note that this system cannot be used for Junior Teams. It will work for composite gender teams but only if all members on the composite teams have been asked to sign a waiver by the team creating the roster. Also, if someone does not complete the waiver process they can manually sign the roster at the registration tent.

Here are details on how to complete all of this:

MEMBER INSTRUCTIONS

To build your team rosters, login to the member site at:
<http://register.dragonboatbc.ca/>

Once logged in, click "your teams" at the top of the page, and then click the name of the team for which you wish to build rosters. This will take you to a "team details" page.

First, you must set up your team membership list. This should include *all* paddlers who race on your team, even if they might not be in a particular event. To do this, on the team detail page, click "manage team membership".

On the team membership page, look under "add a new team member". For each team member, enter his or her first and last name and email address, and check any roles that apply (administrator, captain, and/or manager). Then click "add to roster". Repeat for all your team members.

Once this is done, it is your responsibility to check the membership roster and make sure that your members are confirming membership and signing their waivers. You may need to follow up with some members. If someone is experiencing problems,

you can find their confirmation link on the "send reminders" page and send that separately to that member.

The next step is to create your individual event rosters. These should be completed closer to the event date. For each event where you require a roster, on the team detail page under the "event rosters" heading, you will see the name of the event, the event date, and a button to "create roster". Click "create roster" and check each team member who will be racing in that event. When done, at the bottom of the page click "save event roster".

Finally, you will need to print each event roster to bring to the event with you. To do this, from the team detail page, look under the event roster list and click "print this roster". This will display a PDF version, which you can print.