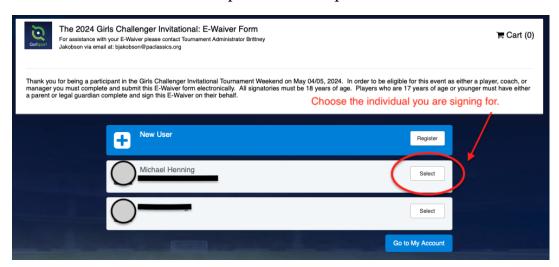


## **How To Complete Your E-Waiver Form**

Step 1: On the PA Classics website for the event in which you are participating...

- On the right-side menu bar select the "Online Team Check-In & Waivers" bar. A new page will appear.
- Under the 4<sup>th</sup> informational point there will be a link to the E-Waiver for the event you are participating in. Click on this E-Waiver Form.

Step 2: Using the "Select" button, choose the user for whom you are signing the E-Waiver Form for and then proceed to Step 3.



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# IF THE PLAYER IS NOT SHOWN...

## DO NOT CREATE A NEW PLAYER ACCOUNT

Scroll directly down to the "Help Section", which is the last page of this document, page 4.

\_\_\_\_\_

### Step 3: On the Profile Information Page...

- Review your personal information and make changes as needed.
- Click the blue "Save" button at the bottom left of the screen.

#### Step 4: On the "Registration Form" Page...

- Read and review the E-Waiver Form.
- Electronically sign at the bottom.
- Input the "Enroller Full Name".
- Check off the "I consent..." checkbox.
- Click the blue "Save" button at the bottom left of the screen.

### Step 5: On the "Checkout" Page...

- Verify that the price is \$0.00. There is NO charge for this waiver. Do not proceed if you for some reason see something other than \$0.00.
- Click the blue "Checkout" button.

## Step 6: On the "Cart" Page...

- Review all information, which you've seen on previous screens already.
- Scroll all the way to the bottom (a long way down).
- Check the "Yes I agree" box.
- Click the blue "Register" button.

I have read and accept the Terms of Use, Privacy Policy, and Refund Policy. I agree that GotSoccer may share the information I provide with the organizer to fulfill this registration.

Yes, I agree

Register

## Step 7: On the Summary Page...

- Click on the blue "Continue to My Account" button on the bottom right of the page.

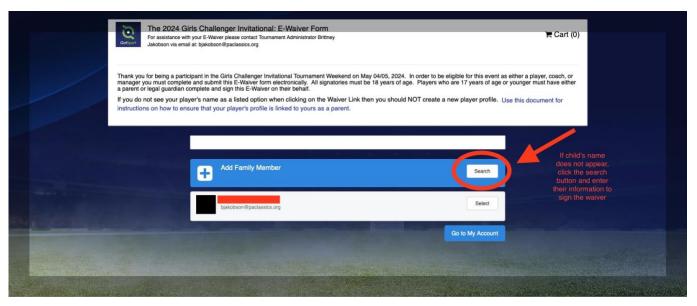
## Step 8: Confirmation of your E-Waiver

- Go to your email inbox that is associated with your GotSport account. There you should find an email from PA Classics confirming your completion of the waiver and other tournament information.
- If you do not receive an email within 24 hours of completion of your waiver then please do the following, in this order, until you gain confirmation of the completion of your waiver.
  - o Check your junk/spam folder.
  - E-Mail your team coach or manager who can, with their credentialed access to your team roster in their management portal of the team account, view who has or has not completed the waiver for your team.
  - E-Mail PAC Tournament Administrator Brittney Jakobson.
    bjakobson@paclassics.org

Thank you for being part of our tournament and we look forward to hosting you soon.







If, during Step #2, the child's name does not appear then click the white "Search" button on the right side of the "Add Family Member" blue bar and enter that individual's information to find them. (Pictured above)

If the individual that you searched for is in the GotSport system, then they will show up on your screen and you can "select" them. <u>Select your player</u>. You'll now be on a profile page for that person. Verify or input the player information and hit the blue "Save" button in the lower left corner.

The E-Waiver will now appear. Read/review it. <u>E-Sign at the bottom</u> after filling in all fields (Enroller Full Name & "I consent" check box). Click the blue "Save" button.

You should see a "Successfully Saved" message at the top of your screen in a green bar (which will disappear after a few seconds). You have now successfully signed the E-Waiver.

For additional assistance please contact Tournament Administrator Brittney Jakobson via email.

bjakobson@paclassics.org