**Waiver Sign Software Basic Instructions**

Please refer all questions to the support team on the website. You can find a chat box in the lower right hand corner of the screen when you are logged in. They are very helpful and quick to respond!

Before you get started, please consider the following when you create an event. The purpose of creating an “event” in the system is to be able to create a specific link from that so that when you log in to see who has signed the waiver you can check on your “event” and see signatures from just your chapter instead of having to sift through all the waivers. These waivers only have to be signed once a year.

When creating an event please consider creating one or two “events” for your chapter, with your chapter name. Here is a suggestion, if you would like to create two different events for trips and pool sessions.

TRR [Chapter Name] - Trips/Training 2020  
TRR [Chapter Name] - Pool Sessions 2020

**Logging in to create an event, then associate the waivers to that event to get a signing link to send to participants**

1) You can go to https://www.waiversign.com/ and click login OR go straight to the login page at https://app.resmarksystems.com/login/

2) Click Create and edit events on the left hand side menu

3) Click new event

4) Choose a name and then choose whether you want specific dates. There are three options in the drop down to choose from, you can choose whatever you’d like.

5 Click Save, you will be taken back to the page where it shows all events.

6) On the left hand menu, click "get signing link"

7) Currently TRR requires both of the waivers listed to be signed. If you select both check boxes then the link you send out will have both documents required. If you want to send out the covid and normal waiver separately, you will need to create two signing links.

8) If you want to send one link -Click both the checkboxes under "select documents"  
***If you want to send out two links, in step 8 only check one of the boxes, complete the rest of the steps then repeat and check the other box. This will create two separate links****
9) Under event settings (this is what Jim Riley was talking about) - choose "Associate documents with a specific event" from the dropdown menu

10) Choose the event you created.

11) The link that is populated is what you should send out to participants wanting to come to your event.

12) Copy the link for your use and click done

13) On the left hand side menu where it says "view by event" that will show all the events, click your event to see who has signed the waiver for your event.

Detailed instructions From Waiver Sign on creating a signing link - a signing link is the link you send to participants to sign the waiver
https://support.resmarksystems.com/knowledge/how-to-create-a-waiversign-link

View signatures on waivers by event
https://support.resmarksystems.com/knowledge/how-to-use-waiversign-events-to-create