

Once your roster is received, a waiver form for team parents to sign will be created and shared with the manager.

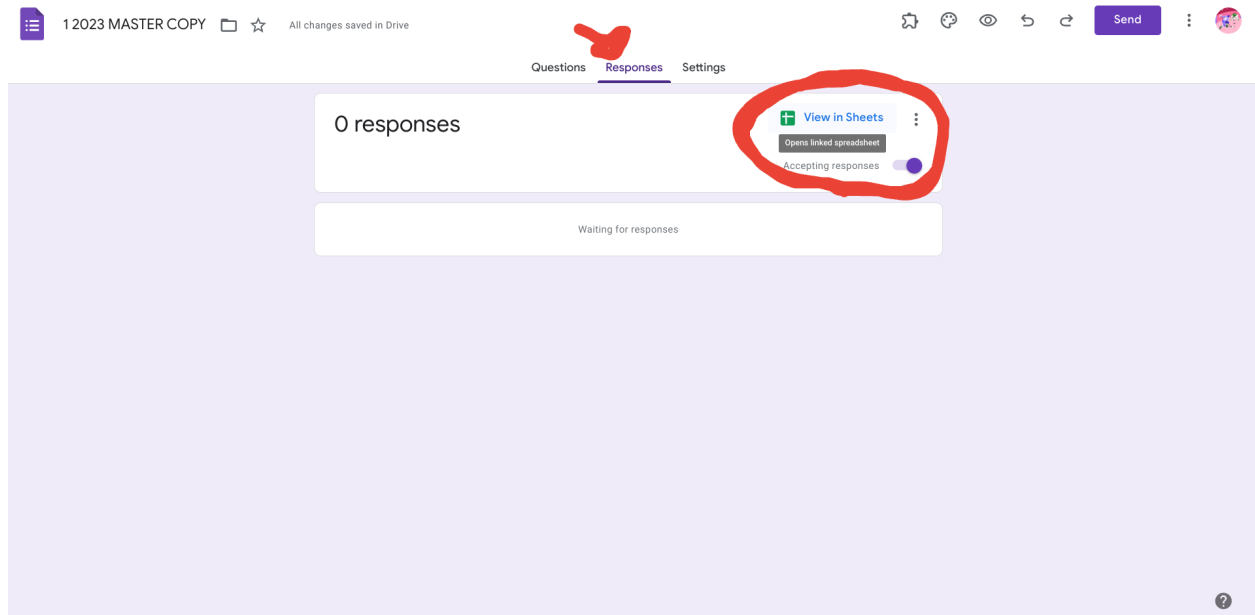
To send to parents, click on the purple “send” button in the upper right.

The screenshot shows the Google Forms editor interface. At the top, there's a header with '1 2023 MASTER COPY' and a star icon. Below this, there are tabs for 'Questions', 'Responses', and 'Settings'. The main content area displays the form titled 'Waiver of Liability and Indemnity Agreement--Border Battle'. The form has three visible sections: 'Email *' (with a 'Valid email' label and a 'Change settings' link), 'Parent/Guardian name *' (with a 'Short answer text' label), and 'Child/Participant FIRST name *' (with a 'Short answer text' label). On the right side of the form, there's a vertical toolbar with icons for adding, deleting, and duplicating questions. In the top right corner of the editor, there's a purple 'Send' button, which is highlighted with a red arrow.

Next, choose the link icon and copy the link to send out to parents. You may shorten the URL if you wish.

The screenshot shows the 'Send form' dialog box in the Google Forms editor. The dialog box has a title bar 'Send form' and a close button 'X'. Inside, there's a checkbox 'Collect emails' which is checked. Below this, there's a 'Send via' section with three options: 'Email' (with an envelope icon), 'Link' (with a link icon), and 'QR code' (with a QR code icon). The 'Link' option is selected, and a red arrow points to it. Below the 'Send via' section, there's a 'Link' field containing the URL 'https://docs.google.com/forms/d/e/1FAIpQLSelUinShstmkGoPRAN2954ZaS3XcoxK'. There's also a checkbox 'Shorten URL' which is unchecked. At the bottom right of the dialog box, there are 'Cancel' and 'Copy' buttons. The 'Copy' button is highlighted with a red arrow.

You can check for completed waivers by choosing “Responses” at the top of your form. From there, you can click “View in Sheets,” and a spreadsheet will be created with all of the completed waiver information.



Once all parents have completed the waiver, please choose “Share” from the spreadsheet and enter my email address (syhasecretary@gmail.com) into the share box. This is important, as I will not know your waivers have all been completed if you don't share it back with me.

