

# Quick Start Guide

## How to setup and use your WaiverFile account

### 1 Setup Your Waiver Form

To get started, log into your admin dashboard and select Waiver Forms on the left. Click New Waiver Form. Give your form a name and add your agreement text. You can copy and paste from Word or a PDF.

If your form had underlines to fill in questions, these must be converted to our question system.

Below the editor, check the boxes of the standard questions you want to include, and choose if they should be required or optional.

Select the Custom Questions tab and use the form builder to add additional questions.

### 2 Start Collecting Waivers

#### Kiosk

Setup kiosks with iOS or Android tablets and the WaiverFile app. To get started, search for **WaiverFile** in the App Store or in Google Play. Our app even works offline!

#### Link

When you setup your account you will be provided with a custom web address. Share a link to this address via email or text message and your customers will be able to sign online using their computer, tablet or smartphone!

#### Website

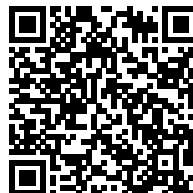
Link to your signature area on your website with a normal link, or use our embedding tool to place the forms directly on your website. You'll find code snippets in your admin dashboard under:

**Customize >> Share Buttons**

### 3 Find and Review Waivers

Your admin dashboard is where you will view signed waivers, manage check-ins, and more. Recent waivers are displayed and organized by event. The quick search bar on the left lets you find individual names quickly. Reports and archives offer more ways to download the data that you collect.

#### Mobile Apps for iOS and Android



Scan here or search for WaiverFile in the App Store or on Google Play.

#### Parties, Groups & Events

WaiverFile's event feature makes organizing waivers for parties and events fast and easy. Customers choose their event when they sign, and participants are grouped by event in the dashboard.

##### 1. Setup an event

- In the admin, go to **Events**
- Click **New Event**
- Enter an event name, date and time.
- Click **Save**

Your signature area will offer customers a list of upcoming events.

##### 2. Share your Event

- Copy the event link from the events list.
- The signature area offers a list of upcoming events to select from.

##### 3. Review Waivers

Your dashboard shows a list of upcoming events with signees organized under each event heading. You can also print lists and check people in as they arrive.

# About WaiverFile



## Electronic Waiver Service

### What is WaiverFile?

WaiverFile collects your waiver forms electronically, enabling your customers to sign in advance on a computer or mobile device, as well as at a kiosk at your location.

### How will my customers sign?

Customers can sign on a kiosk at your location, or via the web on their own computer, tablet or smartphone. Check the quick start guide on the next page to learn how to setup all the signing options.

## Top Benefits

### Compliance

WaiverFile helps make sure all your customers have signed waivers with a check-in process that's well organized and easy to use.

### Speed Up Check-in Time

With a suite of tools to enable signing in advance, as well as well organized dashboard and search tools, WaiverFile greatly improves check-in times.

### Collect Valuable Marketing Data

The data that you will collect is an extremely valuable marketing tool. Personal information and custom questions let you generate hyper-targeted marketing campaigns.

## Frequently Asked Questions

### Can I sign waivers offline?

Yes, you can use our app on iOS or Android to collect signatures even when offline. Search for WaiverFile in the App Store or in Google Play.

### How many kiosks/devices can I set up?

You can have as many kiosk and signing devices as you wish. We don't set any limits on signing devices or admin dashboard users. To facilitate faster signing, we recommend adding as many kiosk devices as you can.

### How many waiver forms can I have?

You can add as many different forms as you like. We have no limit on the number of forms you can create regardless of plan.

### Can I add questions to my waiver?

Yes! You can add custom text fields, dropdown lists and more. Just edit your waiver form and use the form builder to add as many questions as you like.

### Can completed waiver forms be emailed?

Yes, you can choose to offer an email button after completion, or have it sent automatically.

### Can I add other users to my account?

Yes, you can create accounts with varying levels of access for your staff to log in with.

### Can I add my logo to my form?

Yes, you can add a logo and other imagery to your waiver forms and signing pages. In the admin dashboard, select Customize >> Images to manage images. When editing your waiver agreement, there are also image tools that will let you add graphics to your waiver form itself.

### How much does WaiverFile cost?

We have a series of monthly plans and also offer custom quotes for seasonal and high volume customers. Feel free to contact us to learn more.