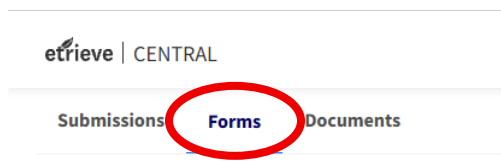


How to Complete and Submit an Athletic Waiver Form – Club Sports

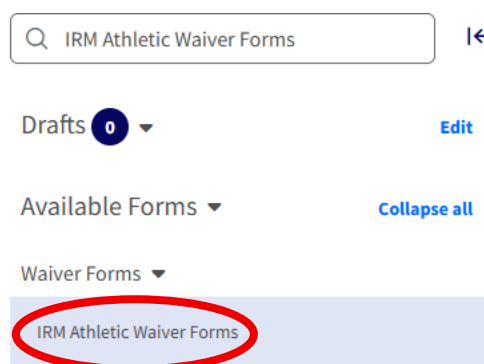
Step 1: Access the Athletic Waiver Forms

1. Navigate to the Athletic Waiver Forms page:
 - o <https://vu.etrive.cloud/central/forms/75?search=IRM%20Athletic%20Waiver%20Forms>
2. Click on **Forms**



Step 2: Open the Athletic Waiver Form

1. Under **Available Forms**, locate **IRM Athletic Waiver Forms**.
2. Select **IRM Athletic Waiver Forms** to open the waiver form.



Step 3: Complete the Form

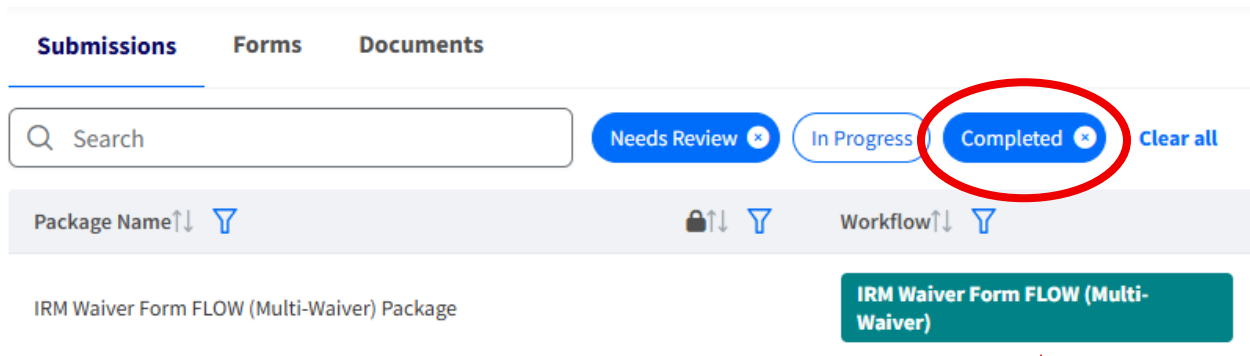
1. Verify that the following information is accurate:
 - o Your Name
 - o Villanova University ID (VUID)
 - o Emergency Contact Information
2. Select the waiver(s) applicable to your sport or activity.
3. Carefully review the waiver.

Step 4: Sign and Submit

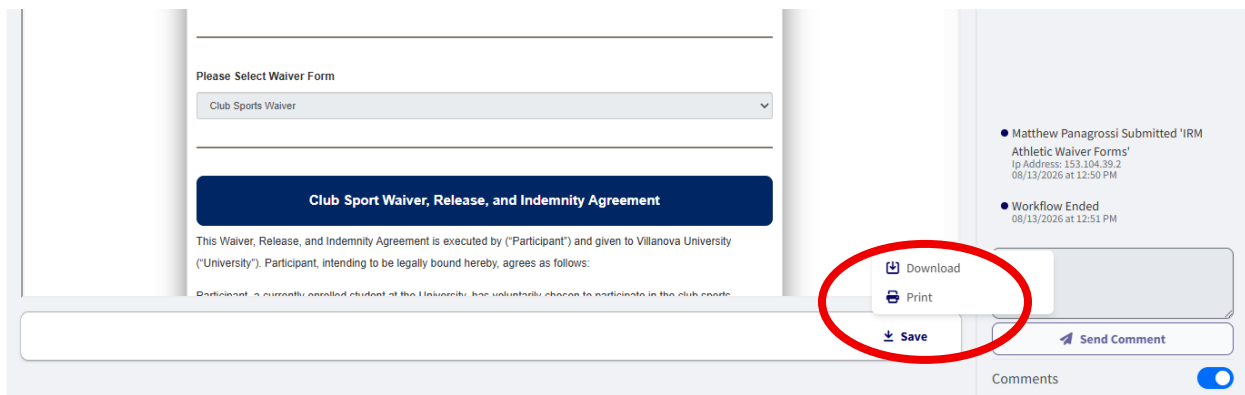
1. If you agree to the terms of the waiver, type your name in the signature field. Note your typed signature must exactly match your name as listed on the top of the form.
2. Enter the specific sport name when prompted (e.g., Rugby, Soccer, Volleyball, etc.).
3. The date field will populate automatically.
4. Select **Submit**.

Step 5: Save the Completed Waiver

1. After submitting, navigate to the **Submissions** tab.
2. Locate your waiver submission in the **Completed** tab.
 1. Click **Completed** to open your signed waivers.



3. Under the **Workflow** column, select the waiver to open it.
4. Once the waiver opens, select **Save and Download**.



Step 6: Log-in to DSERec and upload your waiver

1. Navigate to DSERec:
 - o <https://villanova.dserec.com/online/clubsports>
2. Click on your club sport team's **Registration** tab.
3. Complete the steps outlined, INCLUDING UPLOADING YOUR WAIVER.
4. An admin will approve your waiver and team roster sign-up.

Important Reminder: Your waiver is not complete until it has been uploaded to DSE.