

How to Complete and Submit an Athletic Waiver Form

Step 1: Access the Athletic Waiver Forms

1. Navigate to the Athletic Waiver Forms page:

<https://vu.etrieve.cloud/central/forms/75?search=IRM%20Athletic%20Waiver%20Forms>

2. You will see three tabs: Submissions, Forms, and Documents.
3. Confirm that the Forms tab is selected.

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:
 - Your Name
 - Villanova University ID (VUID)
 - Emergency Contact Information
2. Select the Intramural Sports Waiver
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. The date field will populate automatically.
3. 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.
3. Under the Workflow column, select the waiver to open it.
4. Once the waiver opens, select Save and Download.

Upload your waiver through the add document link on DSE

Important Reminder

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