

Instructions for Completing UC Irvine Event Waivers in Advance of Arrival to Campus (External Guests)

NEW USERS: To complete the UC Irvine Event Waiver (from the [custom Event Waiver link](#)) click on the following link valid for the 2019 USA Cheer Camps at the UC Irvine campus:

<https://waivers.ehs.uci.edu/index.aspx?view=item&item=44249>

1. Click "Add to Cart". As a new user, you will be re-directed to the Login screen
2. Create an account (*if a new user, otherwise account holders may proceed to #3b and Login*)
 - a. Choose affiliation "All Others, Campus Visitors" and click the "Continue" Button
 - b. Click "Create an Account" Button
 - c. Complete the required fields, indicated with an asterisk (*):
 - i. First Name and Last Name
 - ii. Email address (This will be the user name for community accounts)
 - iii. Create a Password (Password must be at least 7 characters)
 - iv. Enter your preferred Phone Number in the format shown
 - v. Enter your Address Information
 - d. Click the "Create an Account" button
3. Login
 - a. When you receive the confirmation of account setup, click the "Login" link (top right) to login to your new account
 - b. Choose affiliation "All Others, Campus Visitors" and click the "Continue" Button
 - c. Enter your Email Address and Password used to create account and click the "Log In" Button
4. Complete Waiver
 - a. Select the Participants for which to complete the waiver
 - i. Check "Self" if over the age of 18 and completing for self
 - ii. Click "Continue"
 - iii. If satisfied with the shopping cart, click "Continue" (Continue to Waivers), otherwise click Add/Edit, Remove, or Continue Browsing

- OR -

- i. Click "Add New Child Participant" if a Parent or Legal Guardian completing for a Minor Participant (Participant under the age of 18)
 1. Enter First Name and Last Name of Minor Participant
 2. Click "Add"

3. Click "Add Another Dependent" if applicable, or Click on "CART" (top right) to continue
 - ii. Select appropriate Dependents to include on the Waiver
 - iii. Click "Continue"
 - iv. If satisfied with the shopping cart, click "Continue" (Continue to Waivers), otherwise click Add/Edit, Remove, or Continue Browsing
 - b. Read Waiver
 - c. Check the acknowledgement box if you agree to terms
 - d. Click "Continue" (Continue to Forms)
 - e. Review Order
 - f. Click "Proceed to Checkout". A transaction receipt will be generated, as well as an email confirmation sent to the email address of the account.
 - g. Logout when complete (top right)