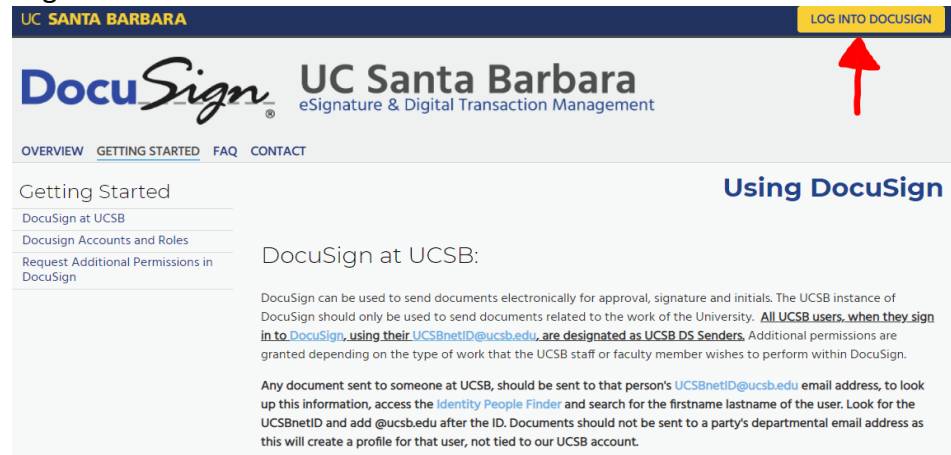


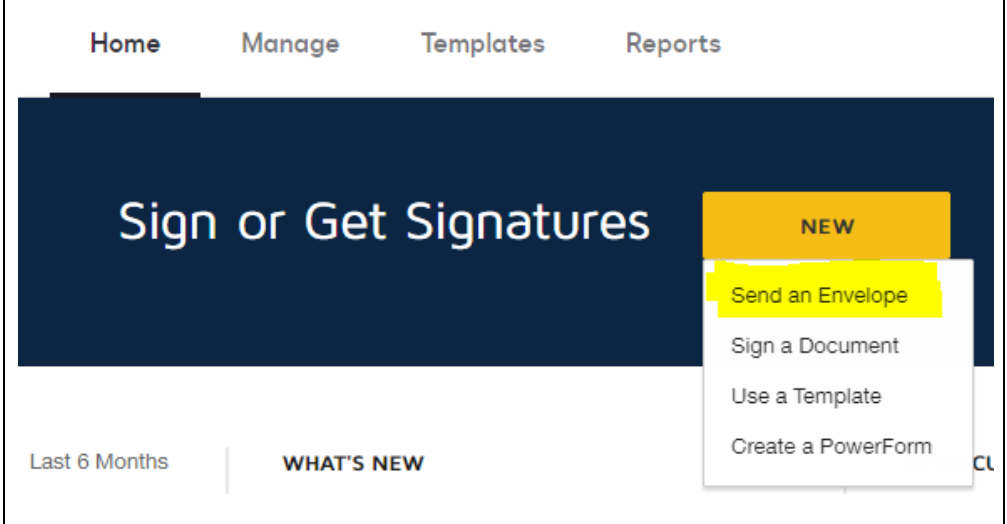
DocuSign – Liability Waiver

These instructions are for the liability waiver template on DocuSign. This template is to be sent to one individual at a time. If you have **multiple participants(5+)** you need to send this form to, contact Tanya Munoz to help issue a bulk send through DocuSign.

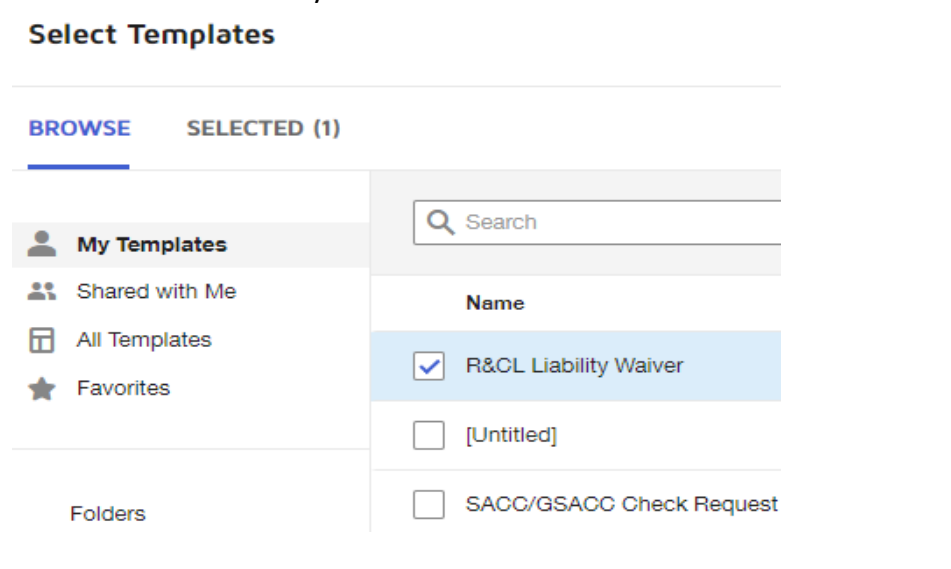
Step 1: Go to <https://docusign.lsit.ucsb.edu/using-docusign> and click on *Log Into DocuSign*. Enter your UCSBnetID and UCSBnetID password and click Login.



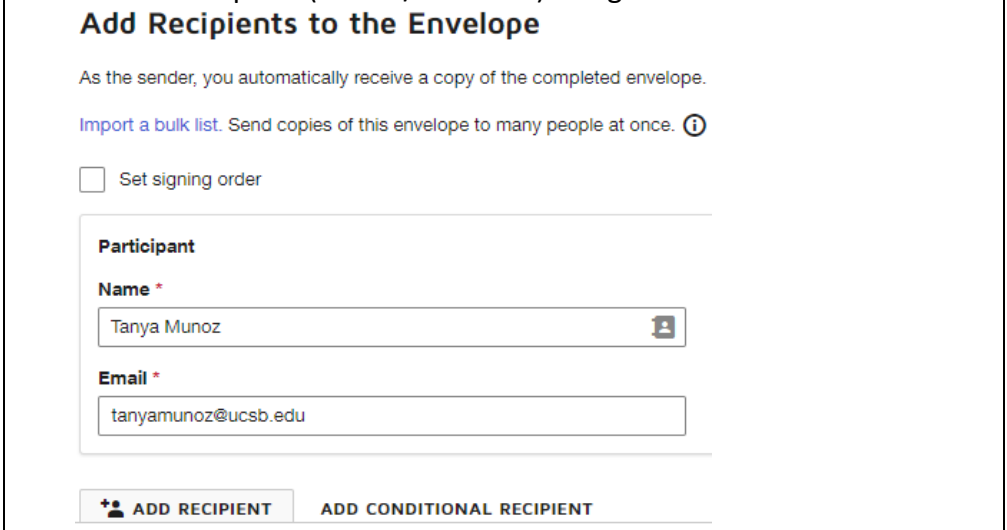
Step 2: On the *Home* tab of DocuSign, click “New” and then select “Send an Envelope”



Step 3: Select “Use a Template” and click on the *Shared with Me* folder. Select the R&CL Liability Waiver Form and then click “Add Selected”.



Step 4: Under the “Add Recipients to Envelope” section, add the name and email of the participant. If the participant is a minor, you will need to add another recipient (Parent/Guardian) to sign the form as well.



Step 5 (Optional): In the “Message to All Recipients” section, you can update the Email Subject and add a message to the recipient(s) explaining what they are signing. Then, Click “Next”.

Message to All Recipients

Custom email and language for each recipient

Email Subject*

Please DocuSign: Liability Waiver

Characters remaining: 67

Email Message

Enter Message

Characters remaining: 10000

Step 6: Fill out the department name and write the program in the Class/Activity and Waiver section. To write in the fields, click on the particular text box and type the information directly or type in the “Add text” box that pops up on the right side of the form. If the participant is not a minor, skip to **Step 9**.



Waiver of Liability, Assumption of Risk & Indemnity Agreement

University of California, Santa Barbara
Elective/Voluntary Activities Waiver

R&CL - Family Student Housing

Example RA Program

Department

Class/Activity

Waiver: In consideration of being permitted to participate in any way in

Example RA Program

Step 7 (If Needed): If the participant is a minor and you have added the Parent/Guardian info in the “Add Recipient” section, you will need to add additional fields for them to sign the document. Click on the top right-hand corner on the participants name and click on the Parent/Guardian’s name.

Step 8 (If needed): In the standard fields section, click and drag the signature, text, and date signed fields to the corresponding sections on the form.

Standard Fields

Signature

DS Initial

Date Signed

Name

Email

Company

Title

Text

shall be held liable for loss of sight, limb or other injuries, medical expenses, and consequences of such injuries including paralysis and death.

I have read the previous paragraphs and I know, understand, and appreciate the other risks that are inherent in The Activity. I hereby assert that my participation is voluntary and that I knowingly assume all such risks.

Indemnification and Hold Harmless: I also agree to INDEMNIFY AND HOLD THE REGENT UNIVERSITY OF CALIFORNIA HARMLESS from any and all claims, actions, suits, procedures, costs, or damages and liabilities, including attorney's fees brought as a result of my involvement in The Act to reimburse them for any such expenses incurred.

Severability: The undersigned further expressly agrees that the foregoing waiver and assumption of risk agreement is intended to be as broad and inclusive as is permitted by the law of the State of California and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, remain in full legal force and effect.

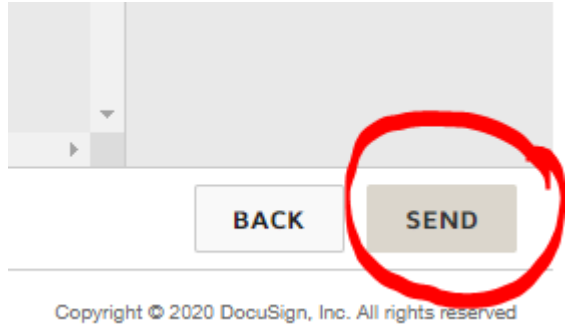
Acknowledgment of Understanding: I have read this waiver of liability, assumption of risk, and indemnity agreement, fully understand its terms, and understand that I am giving up substantial rights, in my right to sue. I acknowledge that I am signing the agreement freely and voluntarily, and intend my signature to be a complete and unconditional release of all liability to the greatest extent all law.

The diagram shows two rows of fields. The first row is for the participant, with fields for Signature, First Name of Participant, and Date Signed. The second row is for the parent/guardian, with fields for Signature of Parent/Guardian of Participant if Minor, First Name of Parent/Guardian of Participant if Minor, and Date. Red circles highlight the 'Sign' and 'Date Signed' buttons in both rows.

The screenshot shows a recipient list on the left with 'Julia Choi' selected and circled in red. Below the list are fields for 'DS Initial', 'Date Signed', 'Name', and 'Email'. On the right, a document preview is shown with the same fields highlighted in yellow. The document text includes a waiver and indemnity agreement.

The screenshot shows the 'Standard Fields' section on the left, with 'Signature', 'Date Signed', and 'Text' fields highlighted in yellow. On the right, the document preview shows the placement of these fields for both the participant and the parent/guardian, with red circles highlighting the 'Sign' and 'Date Signed' buttons.

Step 9: Once the form is ready to send out, click "Send".



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