

# DIGITAL WAIVERS



## OBJECTIVES

OHCRA utilizes digital waivers to provide participants with a secure and convenient way to complete required participation documents. Digital signing reduces administrative processing, limits the handling of paper documents, and provides participants with an electronic copy of their completed waiver for their records.

The information collected through the waiver process is used by OHCRA for event participation, registration, verification, and administrative purposes. Digital forms also provide additional safeguards for personally identifiable information. This retains the basic purpose of your current "Objectives" section while removing the club-registration emphasis.

## WHO SHOULD USE THIS WAIVER?

Use the OHCRA Participant Waiver if you are participating in an OHCRA-sanctioned event and are not completing a waiver through an OHCRA member canoe club.

This may include participants affiliated with:

- Neighbor-island canoe associations
- Mainland or international canoe organizations
- Independent or visiting crews
- Other organizations participating in an OHCRA event
- Individuals specifically directed by OHCRA to complete the general participant waiver

I like this section because it immediately answers the question a visiting paddler will have: "Is this the form I'm supposed to use?"

## WHAT TO DO...

### 1. Navigate to the OHCRA Participant Waiver

<https://www.alohaforms.org/ohcra>

### 2. Complete the digital waiver

Complete all required fields on the web form.

Items to Note:

- Enter your legal name exactly as it appears on your driver's license, passport, or other government-issued identification.
- Enter your correct date of birth.
- Select or enter your canoe club, association, organization, or crew affiliation when applicable.
- If your organization is not listed, select "Other/Non-OHCRA" and enter the requested information.
- Your signature will be captured using your mouse, touchscreen, or finger in the signature field provided.

That improves on the existing instructions, which currently tell the user their name must match their government-issued ID and explain how the signature is captured.

### 3. Waiver Copies

Copies of your signed Waiver will be sent to the email address provided as well as to your club representatives and OHCRA's TEAM Kokua. This will improve the annual validation process.