

Crew Management Tool – How to Build a Team Roster and Complete Online Waivers

1. Under “CREW MANAGEMENT”, click the team name that you would like to create a roster for. It is important to note that if a registration is in Pending Payment status, a roster cannot be created. Payment must be received in order to create a roster and complete waivers online.
2. The Crew Management Tool allows a Team Captain to invite crew members to join their team (or delete crew members) **Please note: Inviting your members is an important step, as this is your roster list**
 - Click the “MY CREW” button to begin
 - From the drop-down list, select the position for that team member
 - Enter both the First and Last names and Gender of a team member. Click the “Invite Button”. This will generate an invitation email.
 - Once your invitee receives the email, they will be prompted to accept or decline your invitation to join your crew. If they accept the invitation, they will be brought to the website to create an account and **digitally sign the event waiver.** Acceptance will appear on your Crew Management homepage. Each team member must accept the invite in order to complete the waiver.
 - Team captains will be able to invite tpast members as long as they were their team captain. Click on the “**Invite Crew from Past Events**” to view and select this year’s crew roster list.

Note on Participants under 18:

Please still add them to your team online, as this does act as your roster list. You can download the waiver (which is on your crew management page), print off copies and have them filled out and signed by their guardian. Please fax or scan & email the waiver to the GWN Office. The GWN team will cross-reference them with your team roster list, and GWN will sign the waiver (electronically) on their behalf.

Note on family members sharing an email address:

Please register one of them with the one email address they have. For the other family member(s), please use the member's phone number(s) in conjunction with our domain name: e.g. 4165551212@gwndragonboat.com. (We will receive the member's invitation). This way, the participant’s name will be in the system as this also acts as your team's roster list.

Please have the family member(s) send in their waiver to the GWN Office via scan & email. GWN will then electronically sign the waiver on their behalf and accept membership on the team.

Email: info@gwndragonboat.com

Tool Features for Team Members:

- You will receive an email from your team captain / administrator to accept the invitation to join the team
- Upon accepting, you will be brought to the website to create a member profile and to sign the waiver electronically by clicking on the check box (after reading the Festival's waiver posted on the page)
- You will be able to view all the team info that your team captain has entered. You do not have the ability to make any changes as the team captain / administrator only has the capabilities to do so

Additional Tool Features for Team Captains:

- Communicate with your team with any news/messages by clicking the "Email Team" button
- Remind any members to Accept their invitation and sign their waiver by clicking the "Remind" button beside each member's name
- Check on the status of your team anytime
- Modify team information i.e. team name, team website
- Download event waiver for those participants under 18 and for those sharing email addresses