

OBJECTIVES

To guide club secretaries through the process of accessing, managing, and utilizing digital waiver submissions and related documents via their club's OH CRA Gmail account and Google Drive. This ensures a seamless transition from paper-based waivers to an efficient digital system, streamlining club operations and facilitating easy access for TEAM KOKUA and club members.

WHAT TO DO...

1. Accessing Club Waiver Submissions via email

Login to mail.google.com with the credentials for your club's OH CRA Gmail account [clubname@ohcra.com]. All submitted waivers from your club's digital waiver link will be automatically sent to this email address. Use the search bar to quickly find specific submissions by typing keywords like the participant's name. A copy of the OH CRA and HCRA waivers will be attached to the email.

2. Managing Waiver Data on Google Drive

Using the same credentials, open Google Drive using the Google Apps icon at the top right (9 dot grid). There you will have access to the clubs folder with copies of the waivers and additional documents submitted through the online form. You will also have access to a spreadsheet which will include all fields from the online form. This spreadsheet will be read-only but can be used to create a working version, click File > Make a copy. The copy can be used to make multiple lists. (ie - Crew lists for coaches, Emergency contact list for Head Coaches, Phone lists...the options are endless.) Share customized lists directly with coaches and club members via Google Drive. Allow read-only access for

security or grant editing rights based on the user's role. Access these lists conveniently from personal devices, streamlining operations during practices and regattas. It can streamline processes at practice and regattas.

3. Data Sharing and Information Security

This new digital method eliminates the need for scanning and emailing paper waivers for approval. All submitted waivers are automatically stored in the club's Google Drive folder, accessible by both the club and TEAM KOKUA for verification and approval. When paddler validation is requested, TEAM KOKUA members can directly access the club's Drive space to review and approve waivers. TEAM KOKUA is granted specific access to the club's Drive folder to ensure efficient processing.

STREAMLINING APPROVALS

By adopting this digital system, clubs can significantly reduce administrative workload, enhance data security, and streamline the overall process of managing paddler information and waiver approvals. The automatic storage and centralized access to digital waivers eliminate manual scanning and submission steps, allowing TEAM KOKUA to efficiently locate and verify waivers directly within the club's Google Drive. This streamlined approach ensures faster approvals, reduces errors associated with paper-based systems, and provides real-time access to required documents, enabling clubs and TEAM KOKUA to focus more on supporting paddlers and organizing successful events.



Contact TEAM KOKUA for login details