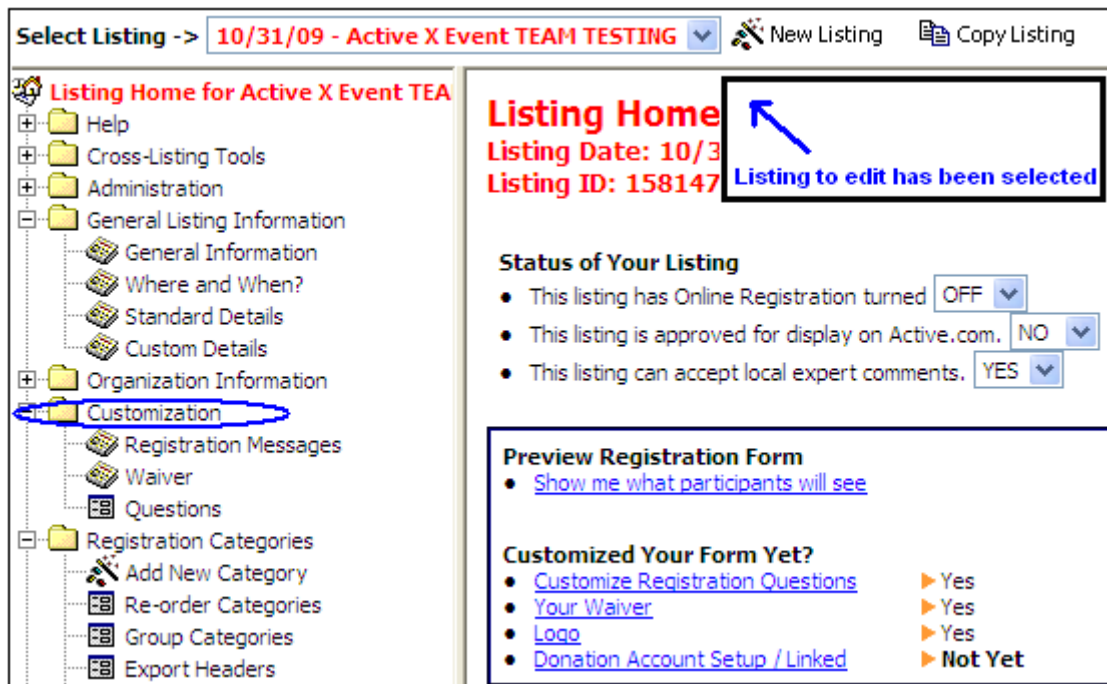


How to Update or Add Registration Messages & Waiver

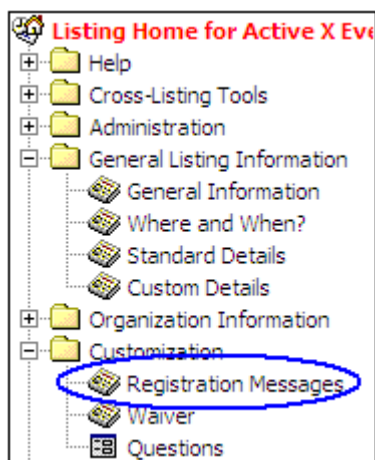
This document will show the process of how to update or add Registration Messages and Waiver.

Registration Messages

1. Go to the Customization folder on the left side of the screen.



2. Click **REGISTRATION MESSAGES** tab.



3. In this section you will have the option to add and/ or update:
 - A. Message to display when registration is closed
 - B. Message to include on confirmation page
 - C. Message to include in confirmation e-mail

A. Message to display when registration is closed: ⓘ

REGISTRATION IS CLOSED MESSAGE

B. Message to include on confirmation page: ⓘ

[View Sample Confirmation Page](#)

CONFIRMATION MESSAGE

C. Message to include in confirmation e-mail: ⓘ

[View Sample Email Confirmation](#)

EMAIL CONFIRMATION MESSAGE

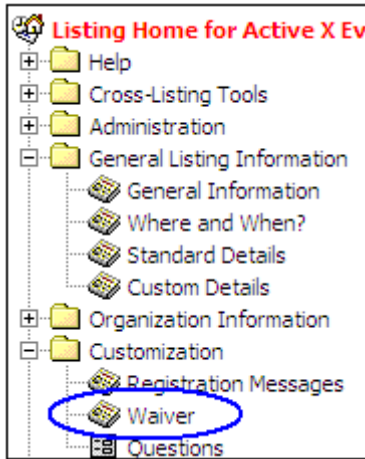
File to attach to confirmation e-mail:

Accepted File Types: .txt, .html, .doc, .pdf, .jpg, .gif, .bmp, .xls

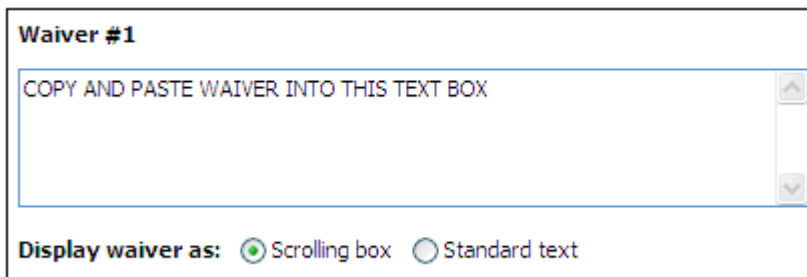
4. If you have text entered in any of these fields, make sure to update dates and times that were in reference to the previous year's event.
5. To preview the confirmation message and/ or confirmation email, **click View Sample Confirmation/Email** link.
6. **Click SAVE** at the bottom of the screen.

Waiver

1. To add and/ or update a waiver **click Waiver** tab.

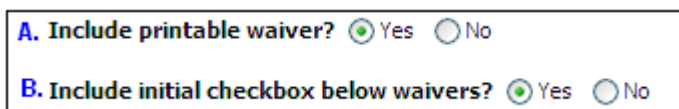


2. A waiver can be copied and pasted into the waiver text box field.



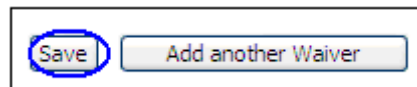
The image shows a form titled "Waiver #1". It contains a large text area with the placeholder text "COPY AND PASTE WAIVER INTO THIS TEXT BOX". Below the text area, there is a label "Display waiver as:" followed by two radio buttons: "Scrolling box" (which is selected) and "Standard text".

3. There is also the option to choose:
 - A. To include as a printable waiver.
 - B. To include an initial checkbox below the waiver.



The image shows two radio button options:
A. Include printable waiver? Yes No
B. Include initial checkbox below waivers? Yes No

4. If any changes have been made, **click SAVE** at the bottom of the screen.



The image shows two buttons at the bottom of the form: "Save" (circled in blue) and "Add another Waiver".

