Online Waivers

Thanks for booking with Lake Retreat Camp! All participants are required to submit a Lake Retreat Waiver. Lake Retreat uses SmartWaiver to host our online waivers.

Your group's primary contact has been listed as the "Event Manager" in SmartWaiver (this person /persons can access the SmartWaiver dashboard). On the dashboard, you will find the unique **weblink to the online waiver** (include this in your registration process). You can also view who has signed the waiver.

Let us know if you would like to add or make changes to the Event Manager.

Event Manager:

1. The Event Manager will receive an email from SmartWaiver.
2. They will open the email and click the "**Manage Your Event**" button.
3. It will prompt them to enter their last name (it is case sensitive).
4. They will be taken to the Dashboard where they can:
    a. Get the **link to the waiver** that should be given to all participants
    b. View completed waivers.

SmartWaiver Dashboard:

Participants (guests/campers):

1. The Event Manager should give the link to the waiver (found on the SmartWaiver Dashboard) to each participant (or parent/guardian).
2. The Participant will click the link and it will take them to Lake Retreat's online waiver. They will fill it out and sign it electronically.
3. They will receive an email from SmartWaiver. They will open email and click "Confirm Email Address" button.
4. Their waiver is now complete and will show up on the SmartWaiver Dashboard.

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