

Palmer July 2020 Registration Procedures

Track Waiver: The track waiver will be signed at the gate as you enter. Please make sure that you and YOUR GUESTS sign the track waiver. If the track gives you a pen please bring it with you to PCA registration as we will not be providing or loaning pens.

PCA Registration: Registration will open about 7:00 AM each day and will be held on the deck outside the classroom. Registration will consist of three stations which you should complete as follows. Please remember to wear a mask and observe social distancing protocols during the registration process. THANK YOU!

PCA Communicable Disease Release Form: PCA National requires all attendees at PCA-run events, including drivers and guests, complete a communicable disease release form. Click on this [link](#) if you need a copy. Please print and complete this form and bring it with you to the next NER Driver Education event you attend. During registration show the form with your signature to the person at registration. Once they check you off the list please put the form in the communicable disease release collection box provided.

An **eSignature** version of this release is available. The process for enabling and using the ClubReg electronic signatures for event waivers is appended at the end of this document.

On-Line Drivers' Meeting top cover: Everyone should read the On-Line Drivers' Meeting Pack. The On-Line Drivers' Meeting Pack was emailed to our drivers earlier. Click on this [link](#) if you need a copy. ALL drivers (Blue, White, Black and Red run groups) should PRINT the top cover. Once you have read the document - and found the answer to the "Secret Question" included in the main text - complete and sign the top cover and BRING THE SIGNED TOP PAGE with you to your first day of Registration. During registration show the top cover to the person at registration. Once they check you off the list please put the form in the On-Line Driver Meeting collection box provided.

PCA Waiver: Please make sure that you and YOUR GUESTS sign the PCA waiver. Minor waivers must be filled out for all minors in attendance. For drivers and guests arriving later in the day PLEASE MAKE SURE EVERYONE SIGNS OUR PCA WAIVER AT CONTROL. Everybody attending the event (including your guests and family) will be required to wear wristbands to indicate that they have signed the waivers. These will be distributed at registration. PLEASE MAKE SURE THAT EVERYBODY ASSOCIATED WITH YOU SIGNS THE PCA WAIVER AS WELL AS THE TRACK WAIVER. The PCA waivers can be found at the following links: [ADULT](#) and [MINOR](#). In order to reduce handling of paper and any associated communicable disease risk please print and sign the appropriate waivers (cohabitating adults can sign the same PCA waiver but you will need an individual waiver for each minor) and bring them with you to registration. During registration show the waiver(s) to the person at registration. Once they check you off the list please put the form in the PCA Waiver collection box provided.

An **eSignature** version of the PCA adult waiver is available. The process for enabling and using the ClubReg electronic signatures for event waivers is appended at the end of this document.

LAST STEP! PCA Waiver person will issue your run group and/or guest wristband(s).

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Registration and waiver signing is necessary only the first day you or your guests attend (keep your wristbands from day-to-day).

Thank you for helping us make this a fun and safe event!

ClubRegistration.net eSignatures

A guide to enabling and using electronic signatures for event waivers

A direct result of the recent COVID-19 pandemic environment that requires a hands-off approach to staff and participant interaction and maintain social distancing requirements at events, ClubRegistration.net has enabled the ability to sign waivers electronically. This provides participants a contactless means to register for an event and pre-sign waivers and avoid long lines at the front-gate and registration table.

How it Works

The process of enabling and using e-Signatures requires some interaction with your ClubRegistration.net account. Once enabled, you'll have the ability to sign documents required to be reviewed and signed for each individual event. This does require a computer or some type of smart device such as a phone or tablet to work. If you don't have electronic access, you will be required to sign paper copies at event registration.

Signup

Log into ClubRegistration.net (<https://clubregistration.net>) and perform the following steps to enable e-Signatures for your account:

- a) From the navigation bar click on **My Account** and from the sub-menu click on **Edit Profile**
- b) In the left column listing of account attributes, click on **e-Signature**. This will take you to the *eSignature* section of your profile.
- c) To enable e-Signature, click on the top radio-button to indicate that you have read the disclosure statement and agree to the use of electronic signatures on ClubRegistration.net.
- d) Click on the **Update** button to complete the e-Signature signup.

Using the e-Signature

Log into your ClubRegistration.net account where you are presented with your dashboard of registered events. (You can always find your dashboard under **My Account->Dashboard**.) For each event you will find an eSignatures area that displays one or more **Request** buttons. Each will be tagged with a description of the document that needs to be signed.

The process of electronically signing a document is a multi-step one:

- 1) For the document to be signed, click on the **Request** button. This will email a link to the event document that requires your signature.
- 2) Look for a message with the subject *ClubReg: eSignature Request*. Open that message and click on the link of the document title to open a window using your preferred browser.
- 3) Read through the document content and, if you agree to its contents, click on the **Continue to Sign** button at the bottom to be presented with a signature box.
- 4) Your name should be prepopulated above the signature box. If not, enter your first and last name in the respective boxes. Enter your signature in the larger box and click on **Submit Signature** to complete the process. If you need to re-enter your signature, click on the **Clear Signature** button and enter it again.