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**1<sup>st</sup> Waiver Reminder (send to all players)**

Subject: Time to sign your waiver for Organization Season League!

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Thanks for flinging frisbees for fun & fitness in the 20XX edition of Organization Ultimate's Season League! We are using the USA Ultimate League Sanctioning program to provide required insurance & other benefits for this event. USAU has completed their upload of our rosters into their system, and they're ready for us to all sign their 20XX waiver to complete the process of getting you the liability insurance coverage that you've paid them for (it was built into the registration fee)

The easiest way to "sign" is online per the "Sign Annual Waiver Online" help doc at <http://play.usultimate.org/members/help/>

If you have never logged into that website before, know that you DO ALREADY HAVE AN ACCOUNT, because if USAU staff couldn't find one based on the registration list that we sent to them, then they created a new one for you, most likely using the email address from our registration system. Just go to <http://play.usultimate.org/members/forgot/> to request your username and/or a password reset link to be emailed to you. The password reset emails OFTEN get routed to Spam folders, so check there to see if you can get into the USAU site. If that doesn't work, let me know & we'll get their support staff to help.

After you log in, you'll see your ID# in the top right corner and your membership status & **waiver status!** You should be able to click the box that says "Waiver Expired (Inactive)" in red letters to read, sign & submit electronically (no paper mess, no USPS fuss). You do not have to join/renew (pay any money). You just have to sign a waiver (no charge)! After you sign, that same waiver box will say "Waiver Will Expire 12/31/20XX" in green letters.

If you discover that you've already signed a 20XX USAU waiver (for another event perhaps), and you're confused why you'd be on my list, then just send me your USAU ID#. They might have created a duplicate account or not realized that you already had duplicate accounts and rostered the other one. But I can get work with them to fix that.

If filling out & mailing a paper form is your strong preference, instead of online/electronic, then you can print a blank form from [http://www.usultimate.org/membership/default.aspx#Registration\\_Forms](http://www.usultimate.org/membership/default.aspx#Registration_Forms) to fill out. Give the completed form to your captain or to me, so we can put it on a series of fossil-fuel burning machines to get it to Colorado.

Let me know if you have any questions. Thanks for reading, signing, & playing!

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**2<sup>nd</sup> Waiver Reminder (send to waiver-incomplete players)**

Subject: (2<sup>nd</sup> Notice) Please sign your USA Ultimate waiver for Organization Season League!

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Friendly waiver reminder! I hope that you've been having a blast in Organization Ultimate's Season League this year. As you may be aware, Organization leagues are USA Ultimate sanctioned, which provides all participants with accident and liability insurance coverage. Per USA Ultimate's records, your account does not currently indicate a signed 2015 waiver, which completes the process to ensure that you're covered for AUDA events.

You can sign your waiver online per the "Sign Annual Waiver Online" help doc at <http://play.usultimate.org/members/help/>

All players do have accounts in USA Ultimate's system, so if you're unable to log in or have any trouble getting account username or password reset links emailed to you from the Forgot Password? link, then just email Josh Murphy [josh@hq.usultimate.org](mailto:josh@hq.usultimate.org) who can help restore your access!

If you see that you've already signed a 2015 USAU waiver after you log in, then just send Josh your account ID# (displayed in the upper right corner), and he'll figure out why the system is still showing you as waiver-incomplete when you're not.

Let me know if you have any questions. Thanks for reading, signing, & playing the ultimate sport!

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**3<sup>rd</sup> Waiver Reminder (send to still waiver-incomplete players)**

Subject: (3<sup>rd</sup> Notice) We NEED you to sign your USA Ultimate waiver for Organization Season League!

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Waiver reminder! If you are receiving this, then USAU is still showing your waiver status as "Not Verified" (which means incomplete), and I haven't collected a paper waiver form from you either (unless I failed to update my tracking doc). In talking to a few players this week at the games, I realized that I need to clarify that this is NOT the same waiver that was presented during league registration. USA Ultimate's insurance provider requires each player to either mail in a completed paper form or else to log into THEIR website in order to electronically "sign" so they have a verification method.

Details on logging into the USAU website at <http://play.usultimate.org/members/> are just below (in the email that I sent previously). All players do already have an account & might just need to get a password reset email to get in.

If you already signed a waiver & need to get off my list of incompletes, then just send me the ID# that is on your account (near the top of the page after you log in). They probably just need to switch out the ID# that they've put on our event roster.

Thanks for playing! Hope you're having a blast!

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**4<sup>th</sup> Waiver Reminder (send to those few remaining bastions  
of waiver-incompleteness)**

*Subject:* (4<sup>th</sup> Notice) You're one of the last few who hasn't signed!

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You're one of the very last few who hasn't pursued one of the 2 methods:

1) Online (aka the EASY way): It would be most convenient (for all involved) if you could sign electronically at <http://play.usultimate.org/members/> (if you've never logged in before or don't recall your password, then you have to request a new password be sent to your email account - they might have an old address for you, in which case you can email [membership@usultimate.org](mailto:membership@usultimate.org) to request that they update your account).

2) Paper (aka the not-so-easy way): If signing a waiver online defies your capacity, then you can also print out the form titled "Membership Form and Waiver" from [http://www.usultimate.org/membership/default.aspx#Registration\\_Forms](http://www.usultimate.org/membership/default.aspx#Registration_Forms) and bring it fully completed to your captain this Saturday to give to a league commissioner to send to USAU (after crossing you off our list of outstanding waiver-incomplete persona not very grata).

Let me know if you have any questions, concerns, or trouble getting into your USAU account. Thanks for playing!

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**5<sup>th</sup> Waiver Reminder (notify team captains now)**

Subject: (Final notice) John Doe can't play without signing a waiver!

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Hi Captain A & Captain B,

There is still 1 player on Team Awesome showing as waiver-INCOMPLETE on USA Ultimate's website (she/he is cc'ed on this email using the email address that USAU has):

First Name	Last Name	Email	USAU ID#
John	Doe	<a href="mailto:doeboy@emaildomain.fake">doeboy@emaildomain.fake</a>	987654321

I've already communicated to her/him the options for signing the waiver either online or via paper form (see below), and I haven't heard about problems encountered in attempting to do so. I just wanted to give you, as team captains, a heads-up that before she/he plays a point, we need to get her/him to sign the waiver. I'll do my best to check again before the next games to see if she/he has cleared. If you get a paper waiver, please get it to Event Organizer or to myself, so we can cross him off our list & mail to Colorado Springs.

Let me know if anyone has any questions. Gracias por playing and captaining the team!