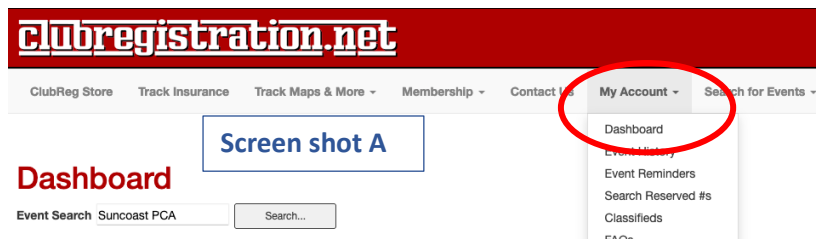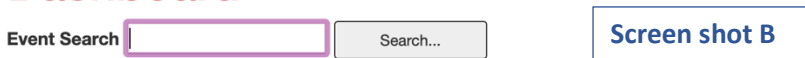# ClubRegistration.net
E-Signature Process for Porsche Club of America (PCA)
Event Attendees

Attendance at PCA events requires completion of one or two PCA waivers. The PCA Communicable Disease Waiver must be completed once a year. When done in electronically in ClubReg, it will carry forward from event to event. Any event in which car(s) may be moving will require completion of a second waiver, the PCA Release and Waiver of Liability Waiver. This is required for events such as Autocross, Drivers Education, Rally, Tour, Tech session with car on lift, etc. When you register for the event, https://ClubRegistration.net (ClubReg) will prompt you to sign the required waiver documents during registration and the system then continues on to the payment screen.

To verify waiver completion, in your Account select Dashboard (screen shot A). In the Dashboard, you will see either a "Not Signed" or "Signed but not verified" when something needs to be done for a particular event. If you see a message "not signed" or feel your signature was not successfully entered, you should select "Sign" or "Resign Document" (see screen shots B & C below)

Screen shot A

Screen shot B

Step 1 – Sign documents and submit Signature: You must click and hold (with finger or mouse) and draw your initials or signature in the box. The box must have something resembling a signature before submitting. If you attempt to submit a blank box the system will not register a good signature. You must have something in the box as that is the signature attached to the waiver if event administrators have to print it or produce a copy for PCA National. You cannot see your signature(s) once you submit them. Once the signature is submitted, ClubReg will send you an e-mail or text to verify your signature – this must be done to complete the process (see Step 2).

E-signatures is a 2 step process. Both steps must completed.

Dashboard

Screen shot C

Event Search [   ] [Search...]

Suncoast Florida Region PCA - Suncoast PCA DE at Sebring: May 22 & 23 (Driver's Ed)

Dates 05/22/21 - 05/23/21 📅

Status Confirmed

Registrar deregistrar@suncoastpca.org **Phone:** 727-215-7452

Share https://clubregistration.net/events/signUp.cfm/event/11076
[f Share]

[Details]
[Payment / Cancel]
[View Roster]
[Need Numbers?]
[Track Insurance]

eSignatures

Communicable Disease Exposure *expires: 02/28/22*
- Step 1: [Signed] Resign Document
- Step 2: [Signature not verified. Check your text/email for verification link. Or resign.]
Resend verification via Email
Resend verification via Text

Release and Waiver of Liability
- Step 1: [Signed] Resign Document
- Step 2: [Signature not verified. Check your text/email for verification link. Or resign.]
Resend verification via Email
Resend verification via Text

Step 2 – Verify your Signature: You will receive either an e-mail (check spam folder) or a text from ClubReg. Open the message and click on CLICK HERE TO VERIFY SIGNATURE. If you can't locate the e-mail or text, select "Resend verification via Email" or "Resend verification via Text" (screen shot C). Locate the e-mail or text message and then select "Click here to verify signature."

Signed and Verified: When successfully completed - On your Dashboard you will see no Red and boxes will indicate "Signed" and "Signature Verified" (screen shot D).

Screen shot D

eSignatures

Communicable Disease Exposure *expires: 02/28/22*
Step 1: [Signed] Resign Document
Step 2: [Signature verified]

Release and Waiver of Liability
Step 1: [Signed] Resign Document
Step 2: [Signature verified]