

WESO 2022

Guide to form collection and submission

Dear WESO Head Coaches,

Organizing your school's WESO team is a laborious task and we understand that dealing with forms is a frustrating process. There are additional forms this year due to COVID and we know it is difficult to keep track of them all. We hope this guide will assist in this process. We are also providing an alternative collection method for some of the forms using Google forms which may simplify the process on both sides.

Emergency Medical Card

You need to collect this form from every student participating in WESO from your school. You **do not** submit these forms to us. You must have these forms with you on June 5th. In the case of an emergency, we would reach out to you for this information. Since this form contains personal health information for your participants, we recommend you do not collect this information electronically and destroy the paper documents after the event.

[Emergency Medical Card](#)

Participant Release Form and Covid Waiver

These two forms must be submitted to WESO by May 29th for every student participating from your school. There are two options for the collection and submission of these forms:

Option 1 - The standard process

Share the link to the two forms with your families. They will fill them out, sign them and return them to you either physically or by scanning them and sending them to you. You will need to scan all your collected forms (2 separate files, Participation Release forms and Covid Waivers) and send these two files to us at weso.science@gmail.com

[Participant Release Form](#)

[Student Covid Waiver](#)

Option 2 - Using Google Forms

We have generated one Google form that contains the information contained in both documents in one form. You can copy this form into your own drive and then share it with your families. **Do not reshare our original form. It will not accept responses.** See the end of this document for copying instructions. Once all your families have completed this form, you can share your responses in Google sheets with us at weso.science@gmail.com

[WESO Student Participation Google Form](#)

Covid Screening Guidelines and HC form

The COVID-19 screening guideline must be shared with all your families prior to WESO. Head Coaches must sign and submit a waiver by June 5th saying that they have provided this

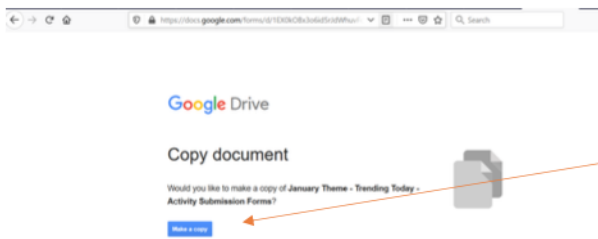
information to all of their families. All head coaches should share the document with their families using this link and then fill out this Google form verifying that you have provided that information to all your families. In this google form you will also verify that you have provided us with Participant Release form and Covid Waiver for all of your students either by sharing your responses from the Google form above or emailing us the file containing all the signed forms.

[WESO Participant Screening Guidelines](#)

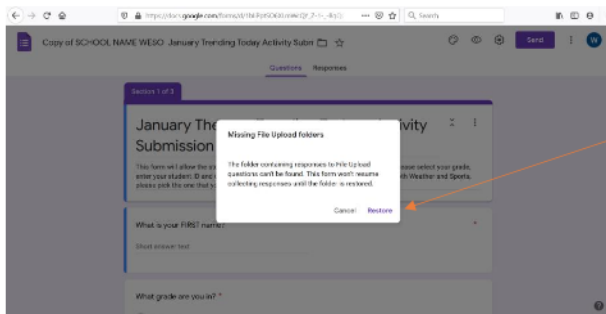
[COVID-19 Screening Guidelines and Head Coach Waiver Google Form](#)

How to Copy a Google Form

- Set up a gmail account if you do not already have one/
- Open up your Google drive and create a new folder titled WESO 2022 waivers
- Open up a new browser tab and paste this link into address line:
https://docs.google.com/forms/u/2/d/1yCvDPkL_Dlci57N6-QGKO7zyLvMnNUkmOqpB9hKn_t4/copy



Click "Make a copy" to make a copy of this form for your school.



Click "Restore" to create a file structure for the students' submissions