



CGAA Online Form to add to JustGo Profile

The links provided below are for the forms playing members must complete to be fully registered. These are for the Concussion Code of Conduct/Waiver (new in 2021). The Concussion form(s) must be completed through these online MS Form below and uploaded by the member to 'Credentials' section on JustGo.

Steps for Club Secretary to create their Club specific online forms and adjust settings so members can download a PDF of their completed forms (see p.3 for screen capture visuals):

1. Click on the link to the form in the language(s) you require
2. Click **Duplicate**
3. Edit form title to delete the word (Copy) in the title
4. Click on the **3 dots** in the upper right corner
5. Click on **Settings** in the upper right corner
6. Under "Response receipts" at the bottom, tick the box beside "Allow receipt of responses after submission" (this changes the setting so a member can download a PDF of their completed forms which then will upload to JustGo under "Credentials")
7. Click on **Share** in upper right corner
8. Under "Send and collect responses" copy the link. This is the link you share with your members to complete their form.

Note: If your Club has already created a duplicate and had members complete the online forms prior to the re-launch of JustGo, the Club Secretary can go into the MS Forms and download a PDF of each form that has been submitted by members. Once each form is downloaded, the Club Secretary can either 1) send the PDF to the member and ask the member to upload the PDF to JustGo **OR** 2) go into each members' profile and upload the forms to each member's profile. See p. 4 for how to download.

Concussion Code of Conduct/Waiver Forms

Athlete/Players

- English: https://forms.office.com/Pages/ShareFormPage.aspx?id=hrxFrNSvpUKfwz6H4bd_zrVByi8sWvpJilAHigOm4IVUMFU2SFcyOUxWSTIRREhJUjVDQUNWVVFDMY4u&sharetoken=oqP2W5wLRqglbNAZDf4U
- French: https://forms.office.com/Pages/ShareFormPage.aspx?id=hrxFrNSvpUKfwz6H4bd_zrVByi8sWvpJilAHigOm4IVUN1FJVFRaMVZGWFQ2MVU4RU5YSjk1N1c0Ni4u&sharetoken=QjVbpjN5yyi5kEJVStzD

Coaches/Trainers

- English: https://forms.office.com/Pages/ShareFormPage.aspx?id=hrxFrNSvpUKfwz6H4bd_zrVByi8sWvpJilAHigOm4IVUOUJNSlc5QzE2NIBYODNBMzdZNzIDRFdJSi4u&sharetoken=5Oq0vIZ3XYOiF8eFMBR6



- French: https://forms.office.com/Pages/ShareFormPage.aspx?id=hrxFrNSvpUKfwz6H4bd_zrVByi8sWvpJilAHigOm4IVUQjVDNVFOSihYV0FOSzQ1V0FLTDRWMEVaUy4u&sharetoken=4p1t6eF28ajDR3NeOwOj

Referees

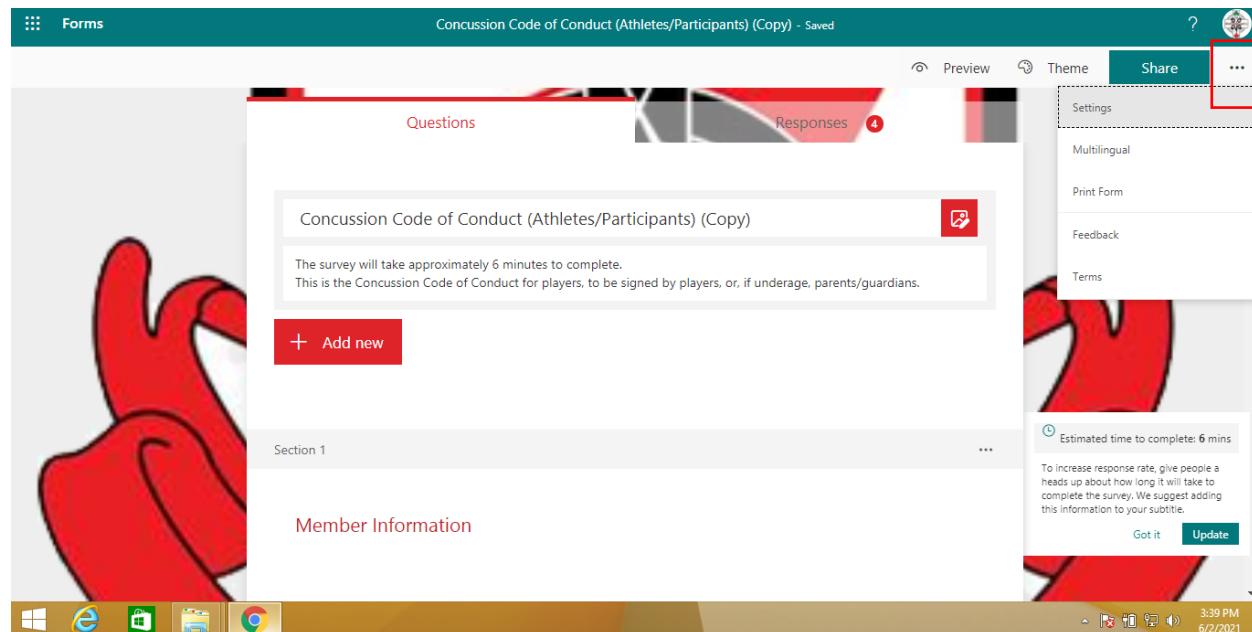
- English: https://forms.office.com/Pages/ShareFormPage.aspx?id=hrxFrNSvpUKfwz6H4bd_zrVByi8sWvpJilAHigOm4IVUQIY1MEkwQIRLV0xNQUcyQVU2N0JBMINQWS4u&sharetoken=nFqtmMCbdvHwslc1kstX
- French: https://forms.office.com/Pages/ShareFormPage.aspx?id=hrxFrNSvpUKfwz6H4bd_zrVByi8sWvpJilAHigOm4IVUOVVWM09QUFRJWjFZQVRXMVA5SEJZTIkwTi4u&sharetoken=USh8VuaHoJHwF2d2axw6

See p. 3 & 4 below for step by step guide.

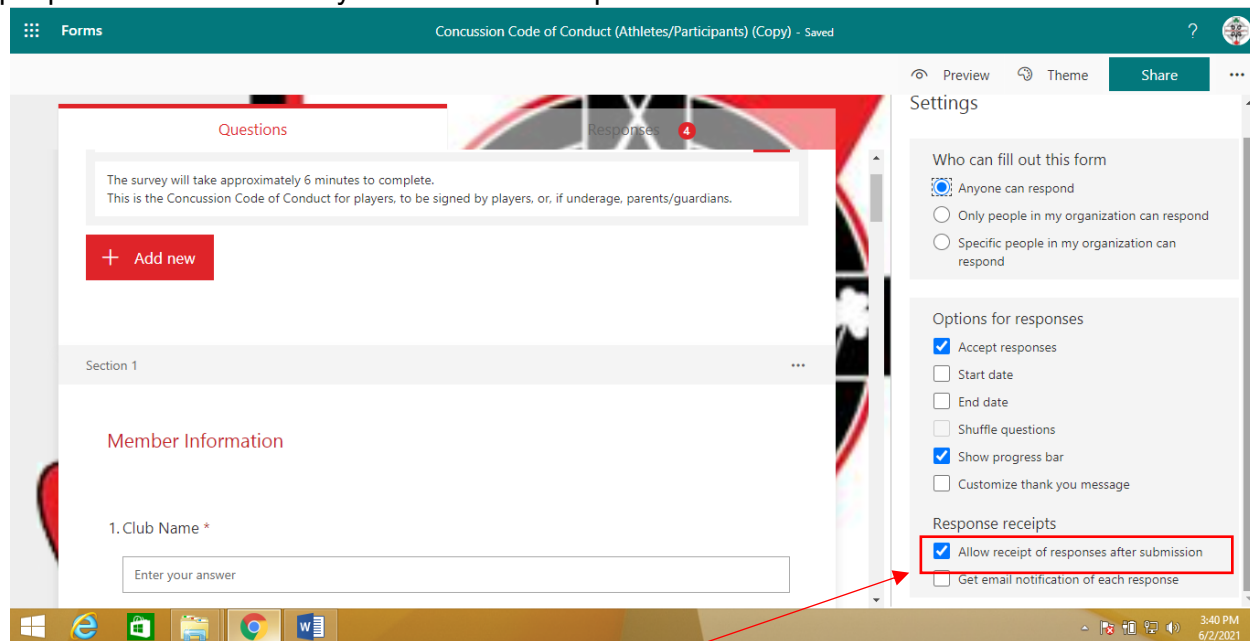


Guide to adjust settings so members can download their MS Forms submission

After you have created a Duplicate of the form, click on the three dots in the right corner. Click **Settings**.



When you are in Settings, click **“Allow receipt of responses after submission”**. When people fill out the form they will then see the option to Download PDF of their submission.

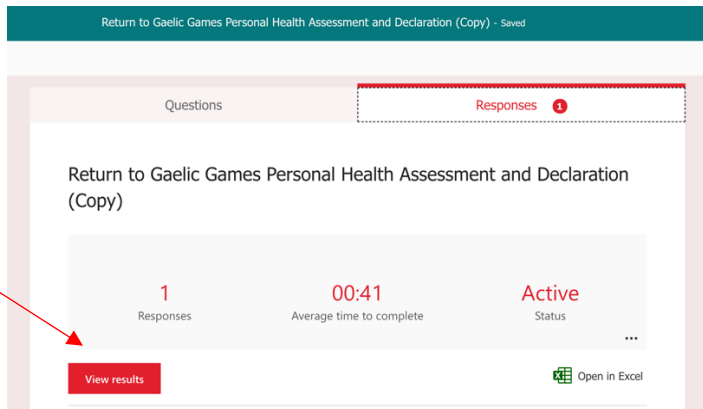


Once a member completes the form, they download it and then upload to “Credentials” on their JustGo profile. The forms to be completed this way are 1) Concussion Code of Conduct for (Player, Coach and/or Referee) The player Waiver and Media Release (Youth only) reside on the JustGo platform and are agreed to when completing player registration.

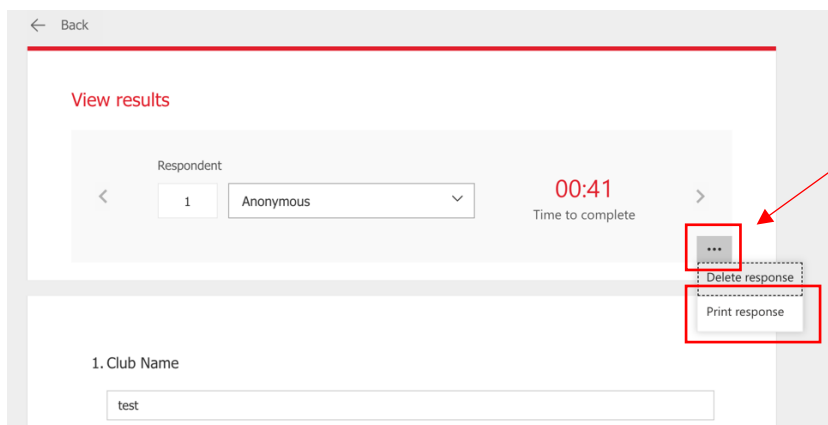


Guide to download PDF of member form submission that is then uploaded to JustGo

Go into MSForms and select the Concussion form, click on **Responses**, click on the red **View Results** button



Click on the **3 dots** on the right side, click on the red **Print response**



Click on **Save as PDF** as the printer option. Save to your computer, then upload to JustGo.

