**How to Use the Waiver Application**

1. Navigate to Desktop/Waivers. Double click on the file “waiverApp.py”. This will start the program.
2. In Google, turn ON “Less secure app access” under the security settings. Please make sure to turn OFF access once you have finished running the program.  
   <https://myaccount.google.com/u/4/lesssecureapps>
3. In the App, type in the password to the email.
4. Type in the number of emails you would like to access. This number must be less than the total number of emails in that box.
5. Press Submit. You will start to see the program running on the command line and printing names to the screen.  
   **Note 1:** If you end the program early or close the command line prematurely, then the program will not finish and the results will not be printed to the Output file.   
   **Note 2:** Please leave the application open and do not click out of the window. If you run this program in the background, the processes may be paused and it will take longer to get the results.   
   **Error:** If the Output.csv file is open when you press the Submit button, you will receive an error and the program will close. Always make sure that you have exited out of the Output.csv file.
6. Open the Output.csv file. Your results will be here. Verify with the command line screen to ensure names were copied over properly.
7. **In Google, turn OFF “Less secure app access” under the security settings. This step is extremely important.**

**Processing the Output File**

1. Open the Output.csv file.
2. Select the entire first column. Highlight any duplicate names. In the ribbon,   
   click “Conditional Formatting” > “Highlight Cell Rules” > “Duplicate Values”
3. Delete any duplicates that do not contain additional participants.
   1. If there is a minor without a guardian signature, type “Needs Waiver” in the signature column, unless a parent or guardian over 18 is listed on the form as well.
4. Insert a row at the very top. Apply a filter to the rows.