



Future City Online Form Instructions

Future City Educators: Please follow these instructions to submit the Media Waivers and the Honor Statement forms for the 2021-2022 season.

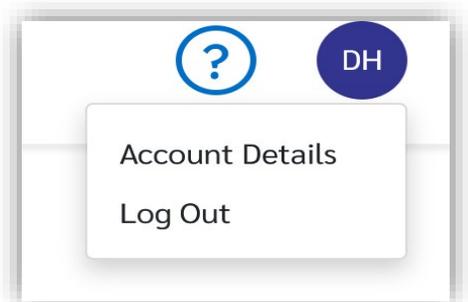
Media Waivers

The parent/legal guardian of each student must digitally sign the media waiver.

In order for a parent/guardian to complete this form, the team's educator should provide three items to the parent/guardian:

- The link to the online form page (<https://dashboard.futurecity.org/future-city-waivers-forms/>)
- The exact name of the student's Future City team as it appears in the Educator's Dashboard
- Your Educator User ID

Your Educator User ID can be found by logging into your account at FutureCity.org and selecting "Account Details" after clicking on your initials in the upper corner.



Each parent/guardian will go to the media waiver form page (<https://dashboard.futurecity.org/future-city-waivers-forms/>) and access their student's specific form by selecting the team name and inputting your educator ID for verification. Then they select their student's name and complete the form.

A screenshot of the "Team & educator information" form. The title "Team & educator information" is at the top. Below it is the instruction: "Please select the name of your participant's team and your educator's Future City ID to access forms to be signed." There are two input fields: "Team/City name" with a dropdown menu showing a blacked-out name and the word "City", and "Educator ID" with a text input field containing "##". A blue "Submit" button is at the bottom left.

Remember: The educator must add a student to the team *before* they will appear on the dropdown list and have their media waiver available for a parent/guardian's signature.

Honor Statement

The Honor Statement must be signed by each team member via the educator's account.

Step 1: Log into your educator account at FutureCity.org; select the student's profile; then choose "Forms"

The screenshot shows the Future City Competition educator dashboard. On the left is a navigation menu with options: Dashboard, Organization, Resources, Schedule, Teams (expanded to show Team Members, Project Management, Deliverables, Submissions, and Create a new team), and + Create a new team. The main content area is titled 'Roster' and includes a note: 'Be sure to enter all participating team members, even if they don't have a designated role!'. Below this are links for 'Create a new student' and 'Create a new team', and a 'Download CSV' button. A search bar is present. A table lists team members with columns for Name, Grade, Team, ADA?, Media Waiver, and Honor Statement. All 'Media Waiver' and 'Honor Statement' cells contain a 'Not signed' button.

Student details

Profile **Forms**

Media waiver

Not signed

[View](#)

Honor statement

Not signed

[View](#)

[Save](#)

[Delete student](#)

Step 2: Read the Future City Honor Statement and have the team member/student fill out the form.

Honor statement

Future City is, at its core, an educational program. As a program participant, I will conduct myself in a positive manner throughout the competition cycle and abide by the competition rules and judges' decisions. The project represents the ideas and original work of the students. The adults acted only as advisors.

Student information

Region	Organization
<input type="text"/>	<input type="text"/>
Educator	Team name
<input type="text"/>	<input type="text"/>
Student last name	Student first name
<input type="text"/>	<input type="text"/>

Signature

Student signature

Today's date: November 10, 2021

[Submit](#)

Alternative ways to sign either form:

If the student and educator are not in the same space (or don't have access to a computer), or if a parent doesn't have access to the internet for the media waiver, the educator can:

- Share their login credentials with students, or
- The educator can print copies of the form(s) to be signed, collect the information and signatures, then transcribe the details and sign the digital form. The hard copy must mention that the educator will sign and submit the online version on the person's behalf. Hard copies must be kept for the entire competition cycle.