Phone Submission for 2023 Grad Knight Waivers

We are using an alias email address connected to our main Google account to help sort incoming email for waiver submission.

We have found that emailing photos of waivers directly from your phone to the <u>newportgradknights+waivers@gmail.com</u> email address is not consistent across mobile email platforms.

If you take a photo of your signed waiver, **please** make sure the document fills the entire screen on your phone and then entire page of the document is visible in your phone window.

• We will need both pages of the 2023 Senior Release Waiver.

If you wish to attempt to email the photos of the waivers directly from your phone using the link on the webpage, you may need add back the + and remove a space in order to send via your mobile email platform.

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Alias displays in the To Line w/out the + sign. Click into the email address and add the + sign and remove any unnecessary spaces.

The email address appears to transfer appropriately to the To line in some email platforms but the email itself when sent is rejected and is identified as spam and is undeliverable.

If this happens, please email yourself the photos of the waivers and forward the photos with your student's name in the subject line to the <u>newportgradknights+waivers@gmail.com</u> email address from your primary account on your desktop client. We have not had issues with waiver delivery when using this email from your desktop client.

You will get an email confirmation from the <u>newportgradknights+canned.response@gmail.com</u> email address if your waiver was received successfully.

If ALL those attempts fail, we are accepting paper copies in the counseling office.

Thanks for your patience as we attempt to move to a more online submission process. 2023 Newport Grad Knight Committee