

# How to Access Athlete Waiver Form

## **Coaches**

1. Pull up the North Carolina Amateur Sports (NCAS) Database and log in here:  
[https://www.keyinfoinc.com/html/northcarolina/loginCoach.asp?return=logi  
nCoach.asp](https://www.keyinfoinc.com/html/northcarolina/loginCoach.asp?return=logi<br/>nCoach.asp)
2. Use your email address and user ID to log in. The user ID is found on the top of your confirmation email, as a 4-digit code.
3. Once you are logged in, select the roster tab.
4. This roster will show what kids have had their parents sign the NCAS waiver in the far right column.
5. Each Athlete's ID is under the NCAS ID column, and must be emailed to each parent.

## **Parents**

1. Pull up the North Carolina Amateur Sports (NCAS) Database and log in here: <https://www.keyinfoinc.com/html/northcarolina/loginParent.asp>
2. Use your email address and user ID to log in. The user ID is a 4-digit code your team's coach will send you.
3. Once you are logged in, select review information.
4. On this page, first check to ensure all of your contact information is filled in correctly, then read the waiver, agree, and sign.
5. Once you have edited your information and read/signed the waiver, click update on the bottom.