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Create Waiver & Contract Templates

Laura Gibson - 2026-08-24 - [Documents \(Waivers & Contracts\)](#)

Waiver and contract templates are how you set up the documents your athletes will sign in Kilo GMS. Templates let you write the document once, personalize it with each athlete's information automatically, and reuse it for every athlete who needs to sign that type of agreement.

You can create as many templates as you need: multiple waivers for different events, multiple contracts for different membership types, or just one of each if that is all your gym uses.

What you can do with templates

- Create separate waiver templates for general membership, events, or special programs
 - Create contract templates tailored to specific membership packages or programs
 - Populate each document automatically with the athlete's name, address, and package details
 - Require athletes to initial specific sections of a contract before signing
 - Generate a waiver automatically whenever a new athlete is created
 - Generate a contract automatically whenever a package is added to an athlete
 - Require a signed waiver or contract before an athlete can check in or reserve a class
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Waivers vs. contracts: which should you use?

The two document types serve different purposes, and most gyms use both at once.

Question	Waiver	Contract
What is it for	Liability agreement, applies broadly	Membership or package terms
Typical scope	All athletes, or one event	Tied to one or more packages
Generated automatically when	An athlete is created, if toggled on	A package is added to an athlete
Common examples	General Membership Waiver, Murph Event Waiver	Bootcamp Contract, Personal Training Contract
Can require initials on sections	No	Yes
Can be required before check-in	Yes	Yes

How do I create a waiver template?

Waivers collect standard liability agreements. You might have a **General Membership Waiver** that every athlete completes, plus an event waiver for something like a Murph event or a competition.

1. Go to **Documents → Templates**.
2. Click **+ Template** in the upper right.
3. Choose **Waiver**.
4. Enter a title and description.
5. Toggle on **Automatically Generate Waiver on Athlete Creation** if every new athlete should receive this waiver.
6. Toggle on **Require Waiver Signature for Class Check-In and Reservations** if athletes must sign before attending.
7. Add variables such as **Gym Name**, **Athlete Name**, and **Athlete Address** wherever the document should fill in an athlete's details.
8. Click **Save**.

Tip

Leave both toggles off for an event or special waiver. That way it is not applied to everyone by default, and you assign it only to the athletes it covers.

Give templates descriptive titles. **General Membership Waiver** and **Murph Event Waiver** are far easier to work with in a list than **Waiver 1** and **Waiver 2**.

How do I create a contract template?

Contracts collect agreements tied to specific packages or programs, such as a **Bootcamp Contract** or a **Personal Training Contract**.

1. Go to **Documents → Templates**.

2. Click **+ Template** in the upper right.
3. Choose **Contract**.
4. Enter a title and description.
5. Toggle **Require Contract to Reserve/Check In** if athletes must sign before attending sessions on that package.
6. Choose which packages this contract applies to.
7. Add variables wherever the document should fill in details. Contracts can use the same variables as waivers, plus package-specific ones such as **Package Details** and **Package Billing Schedule**.
8. Click the **Request Athlete Initials** custom value at each point where the athlete should initial. Add as many as you need.
9. Click **Save**.

Step 8 is optional, and it is worth using on clauses athletes most often push back on or overlook, such as a cancellation policy, billing terms, or photo consent. Athletes are prompted to initial every required field before they can complete the full signature.

You can also assign packages to a contract from the package itself when creating or editing it. Either direction works.

When waivers and contracts are generated

Waivers are generated when a new athlete is created, if **Automatically Generate Waiver on Athlete Creation** is on for that template.

Contracts are generated when a package is added to an athlete, not when the package starts. If you add a package with a future start date, the contract is issued right away, so the athlete can sign before their package begins.

Editing an existing template

1. Go to **Documents → Templates**.
2. Click the blue arrow action button next to the template you want to change.
3. Select **Edit**.
4. Make your changes.
5. Click **Save**.

Note

Updating a template does not change documents that have already been issued. If you add a new clause or an initial requirement and you need existing athletes to sign the updated version, re-issue the document to them.

Frequently asked questions

What is the difference between a waiver and a contract?

Waivers are broad liability agreements typically signed by every athlete. Contracts are package-specific agreements tied to particular memberships or programs. Waivers generate when an athlete is created, contracts generate when a package is added, and either can be required before an athlete checks in or reserves.

When is a contract generated for an athlete?

The moment you add a package to them, not when the package start date arrives. That gives the athlete time to sign before their package actually begins.

Can I require athletes to initial specific sections of a contract?

Yes. While creating or editing a contract template, use the **Request Athlete Initials** custom value to place initial requirements at exact spots in the document. Athletes are prompted to initial every required field before they can complete the full signature. This is available for contracts only.

Can waivers require initials on specific sections too?

No. The Request Athlete Initials custom value works on contract templates only. Waivers use full-signature acknowledgment.

What happens to athletes who already signed if I update the template?

Documents that have already been issued are unaffected. The updated template applies to newly issued documents going forward. To get existing athletes onto the new version, re-issue the document to them.

Can I have more than one active waiver at a time?

Yes. Most gyms use one general waiver for all athletes plus one or more event-specific waivers. Turn auto-generate on for the general waiver only, so event waivers are not applied to everyone.

Do I have to attach a contract to every package?

No. Contracts are optional per package. Some gyms require them only for higher-commitment offerings such as personal training or long-term memberships, and skip them for drop-ins and short-term packages.

Can I set which packages a contract applies to from the package screen instead?

Yes. Assign a contract to packages either from the contract template or from the individual package when creating or editing it. Use whichever fits your workflow.

Where do I see all my templates in one place?

Documents → Templates. Every waiver and contract template lives on that page, with an action menu for editing or removing each one.

Helpful tips

- Use descriptive template titles, so your list stays readable as it grows
 - Turn on **Automatically Generate Waiver on Athlete Creation** for your standard waiver, so you never have to remember to issue it
 - Require initials on the clauses athletes most often question, such as cancellation policies and billing terms
 - Attach contracts to packages during package setup rather than afterward
 - Plan a follow-up sweep to re-issue updated documents whenever you change a template's content
 - Review your templates once a year, so the terms still match how your gym operates
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If you have questions about waiver or contract templates in Kilo GMS, our Support team is happy to help. Reach us at **hello@usekilo.com**.

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