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Have Athletes Sign Documents

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

Signing documents is a standard part of onboarding an athlete in Kilo GMS. Whether it is a waiver or a contract, there are three ways to get it signed, depending on whether the athlete is standing in front of you, at home on their phone, or somewhere in between.

What you can do

- Let athletes sign their own unsigned documents in the Kilo app
- Have an athlete sign on your computer during a visit
- Pull up any athlete's documents from their profile and walk them through signing
- Email an unsigned document so the athlete can sign remotely
- See every issued document and its status in one report

Signing in the Kilo app

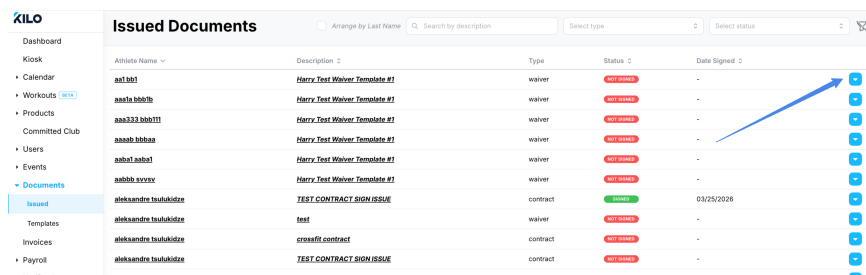
Most athletes sign this way, and it takes no action from you. When an athlete logs in to the Kilo app, any unsigned documents on their account appear automatically under **Not Signed**, and they can sign on their phone.

Once a document has been issued, this happens on its own, so pointing new athletes to the app at signup collects most of your signatures without staff involvement. If someone needs walking through it, send them [Sign Your Documents and Waivers in the Kilo App](#), which covers it from their side.

Signing from the Documents Issued report

Use this when you want a view of every document your gym has issued, or when an athlete is with you and you want to sign from your own screen.

1. Go to **Documents → Issued**.
2. Review the list. Each row shows who the document is for, what type it is, and its current status.
3. Find the document you need signed and click the blue action button on that row.



Athlete Name	Description	Type	Status	Date Signed	Actions
test test	Harry Test Waiver Template #1	waiver	not signed	-	+
aaaaa bbbbbb	Harry Test Waiver Template #1	waiver	not signed	-	+
aaaa333 bbb111	Harry Test Waiver Template #1	waiver	not signed	-	+
aaaaa bbbbaa	Harry Test Waiver Template #1	waiver	not signed	-	+
aaaa test	Harry Test Waiver Template #1	waiver	not signed	-	+
aaaaa bbbbaa	Harry Test Waiver Template #1	waiver	not signed	-	+
aleksandra tsukakidze	TEST CONTRACT SIGN ISSUE	contract	signed	03/25/2026	+
aleksandra tsukakidze	test	waiver	not signed	-	+
aleksandra tsukakidze	crossfit contract	contract	not signed	-	+
aleksandra tsukakidze	TEST CONTRACT SIGN ISSUE	contract	not signed	-	+

4. Click **Edit**.

The document opens with its variables filled in, including the athlete's name, package information, and billing date. From here you can sign in person or send it out.

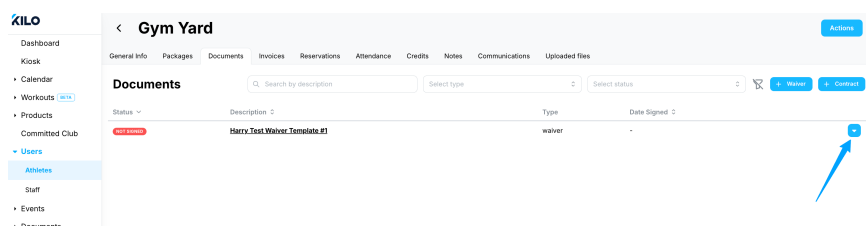
To sign in person, have the athlete sign in the **Signature** box on your screen, then click **Execute** to submit it. **Execute** stays unavailable until a signature has been drawn.

To send it instead, click **Email to Athlete**. They receive a link to log in and sign on their own device.

Signing from the athlete's profile

Use this when you are already working in an athlete's profile, or when you want one athlete's documents rather than the full list.

1. Go to **Users → Athletes**.
2. Find the athlete.
3. Click the **Documents** tab on their profile.



Status	Description	Type	Date Signed	Actions
not signed	Harry Test Waiver Template #1	waiver	-	+

4. Find the unsigned document and click the blue action button on that row.

5. Click **Edit**.
6. Have the athlete sign in the **Signature** box and click **Execute**, or click **Email to Athlete** to send it to them.

Signing works the same way as it does from the Documents Issued report. The only difference is where you started.

Which method should you use?

Situation	Use this
The athlete has the Kilo app and is comfortable with it	The Kilo app
The athlete is in front of you without their phone	Documents Issued or their profile, signing on your computer
You need to see documents for many athletes at once	Documents Issued
You are already in one athlete's profile	Their profile Documents tab
The athlete needs to sign later, from home	Any method, then email the document

Frequently asked questions

How do athletes know they have a document to sign?

Unsigned documents appear automatically when they log in to the Kilo app, under Not Signed. If you use **Email to Athlete**, they also get a link to log in and sign.

Can an athlete sign at home rather than at the gym?

Yes. Open the document from the Documents Issued report or their profile and click **Email to Athlete**. They receive a link, log in, and sign on their own device. The document also keeps showing as unsigned in the Kilo app until they complete it.

Can I have an athlete sign on my computer during a visit?

Yes. Open the document from Documents Issued or their profile, click the blue action button, then **Edit**. The athlete signs in the **Signature** box on your screen and you click **Execute** to submit it.

How do I find every athlete with an unsigned document?

The Documents Issued report shows every issued document with its status. Filter or sort by status to see which ones are still outstanding.

What does the athlete see when they open the document?

Their own details, filled in. Variables such as their name, package information, and billing date are populated, so they are signing an accurate personal copy rather than a generic template.

Can I resend a document if the athlete does not sign the first time?

Yes. Open it again from Documents Issued or their profile and click **Email to Athlete** again. It also stays visible as unsigned in the Kilo app every time they log in, so many athletes complete it on their own.

What happens after a document is signed?

Its status updates to signed and the signed copy stays attached to the athlete's profile. You can view it from Documents Issued or their Documents tab at any time.

Do these methods work for both waivers and contracts?

Yes. Waivers and contracts live in the same Documents system, and all three methods work for either type.

Helpful tips

- Point new athletes to the Kilo app at signup, since it is the smoothest option and needs nothing from your staff afterward
- Use the Documents Issued report as a weekly cleanup view, scanning for anything unsigned for a while
- When signing in person, have the athlete check the filled-in name, package, and billing date before signing, which catches onboarding data entry errors
- Pull a signed copy from the athlete's Documents tab whenever they ask for one
- Walk an athlete through the Kilo app once if they struggle to find documents, since most of the friction is first-time only

When this is most helpful

- Onboarding a new member and getting their waiver signed on day one
- Getting a contract signed when an existing member's package changes
- Clearing a backlog of unsigned documents after a busy sales week
- Signing with an athlete in person during a scheduled appointment
- Following up remotely with someone who was rushed at signup

If you have questions about athlete documents in Kilo GMS, our Support team is happy to help. Reach us at **hello@usekilo.com**.

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