



[Knowledge Base](#) > [Gym Management Software](#) > [Documents \(Waivers & Contracts\)](#) > [Send Waivers to Athletes in Bulk](#)

Send Waivers to Athletes in Bulk

Sandy Tannheimer - 2026-10-16 - [Documents \(Waivers & Contracts\)](#)

You can **send waivers to athletes in bulk** from the Athletes list in Kilo GMS. Filter the list to athletes who don't have a signed waiver on file, choose a waiver template, review who will receive it, and send it to everyone in one step. This is especially useful when you're onboarding or migrating a large group of athletes.

What you can do with bulk waiver sending

- Filter the Athletes list to athletes who have a signed waiver on file
 - Filter the Athletes list to athletes who still need to sign one
 - Send a waiver to many athletes at once instead of one at a time
 - Choose which existing waiver template to send
 - Review and adjust the list of recipients before sending
 - Send waivers for dependents to their parent or guardian
 - Avoid duplicate waivers for athletes who already have an unsigned one on file
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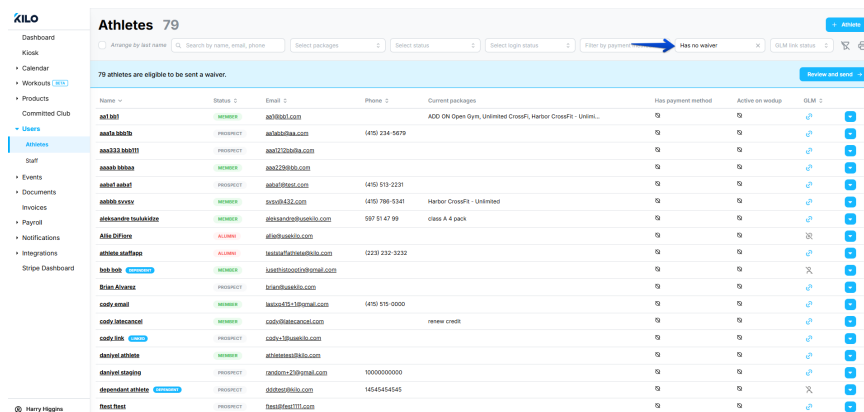
How do I find athletes who still need a waiver?

Two waiver filters are available on the Athletes list:

- **Has Waiver** shows athletes who have a signed waiver on file.
- **Has No Waiver** shows athletes who don't have a signed waiver yet. This includes athletes with no waiver document at all and athletes who have an unsigned waiver on file that was never sent to them.

To apply a waiver filter:

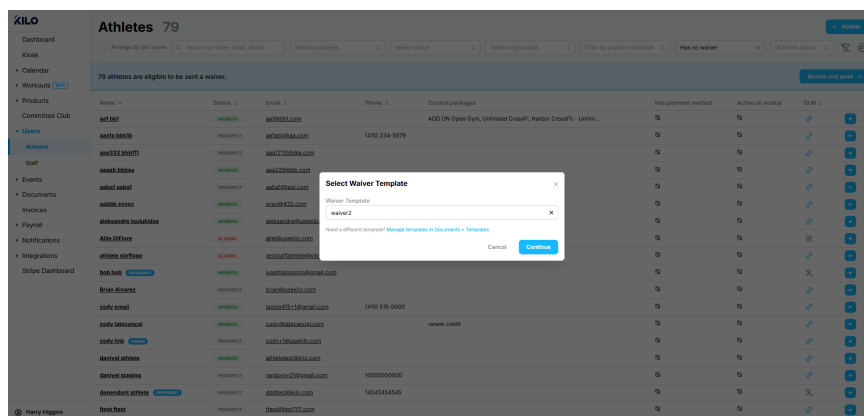
1. Go to **Athletes**.
2. Open the filters on the Athletes list.
3. Select **Has No Waiver** or **Has Waiver**.



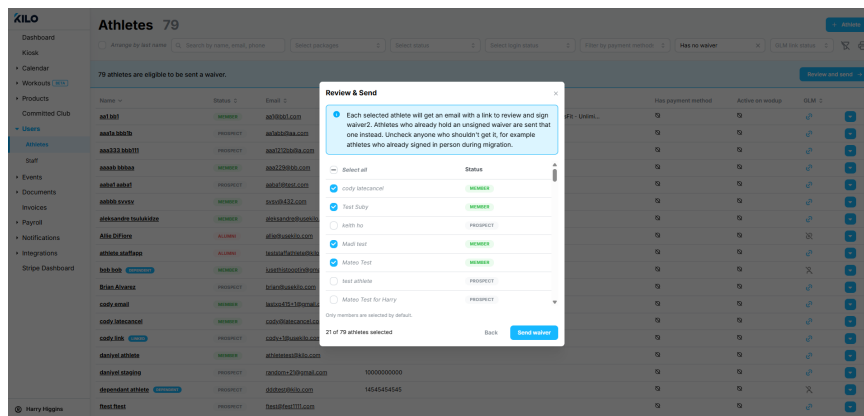
The **Has Waiver** filter is for visibility only. The **Has No Waiver** filter also gives you the **Send Waiver** action.

How do I send a waiver to multiple athletes at once?

1. Go to **Athletes**.
2. Apply the **Has No Waiver** filter.
3. Click **Send Waiver**.
4. In the **Select Waiver Template** step, choose the waiver template you want to send.



5. Click **Continue**.
6. In the **Review & Send** step, review the list of athletes who will receive the waiver. Members are checked by default, and prospects and alumni are listed but unchecked.



7. Uncheck anyone who shouldn't receive the waiver, such as athletes who already signed a paper waiver with your gym.
8. Check any prospects or alumni you want to include.
9. Confirm sending the waivers.

You can choose one waiver template per send. **Continue** stays unavailable until you select a template.

Default

Waiver templates are created and edited in **Documents → Templates**, not in the Send Waiver flow. If the template you need isn't listed, set it up there first and then return to the Athletes list.

What happens when the waivers are sent?

Every checked athlete receives an email with a link to review and sign their waiver. What Kilo GMS sends depends on what's already on the athlete's account:

- **No waiver document on file:** a new waiver is created from the template you selected and sent to the athlete.
- **An unsigned waiver already on file:** that existing waiver is sent to the athlete, and no new document is created. This applies even if the existing waiver came from a different template than the one you selected.

Dependents are included in the **Has No Waiver** filter and in the Review & Send list. Because a dependent is on a parent or guardian's account, their waiver email goes to the parent or guardian's email address so they can review and sign it.

Once an athlete signs, the completed waiver is saved to their documents, and they move from the **Has No Waiver** filter to the **Has Waiver** filter.

Frequently asked questions

Who can send waivers in bulk?

The gym owner and any staff member who has permission to send a waiver to an individual athlete. The same permission covers bulk sending, so if a staff member can already send a waiver to one athlete, they can send waivers in bulk too.

What counts as having a waiver on file?

Only a signed waiver counts. An athlete with an unsigned waiver on their account still appears in the **Has No Waiver** filter because they haven't completed it yet.

Will athletes who already have an unsigned waiver get a duplicate?

No. If an athlete already has an unsigned waiver on file, Kilo GMS sends them that existing waiver instead of creating a new one. The template you choose in the Select Waiver Template step is only used for athletes who have no waiver document at all.

Can I send different waivers to different athletes in the same batch?

No. Each send uses one waiver template for the whole batch. To send a different waiver to another group of athletes, run **Send Waiver** again and select the other template.

How are waivers for minors or dependents handled?

Waivers for dependents are sent to the parent or guardian's email address on the account. Dependents appear in the **Has No Waiver** filter and the Review & Send list like any other athlete, and the parent or guardian receives the email to review and sign.

Why isn't an athlete showing up in the Has No Waiver filter?

They most likely have a signed waiver on file already. Apply the **Has Waiver** filter to confirm. Athletes with a signed waiver are not included in the Send Waiver flow.

Some of my athletes signed a paper waiver before joining Kilo. How do I keep them from getting another one?

Uncheck them in the Review & Send step before you confirm. Only checked athletes receive the waiver email.

Where do I create or edit a waiver template?

Go to Documents → Templates. The Send Waiver flow only lists existing templates, so any new or updated template needs to be set up there first.

Helpful tips

- Check the **Has No Waiver** filter after adding or migrating a group of athletes, so no one starts training without a signed waiver.
- Review the full list in the Review & Send step before confirming, since every checked athlete receives an email.
- Uncheck athletes who already signed a waiver outside of Kilo GMS.
- Decide whether prospects and alumni should receive the waiver, since they're unchecked by default.
- Use the **Has Waiver** filter to track who has signed as responses come in.
- Set up your waiver template in **Documents → Templates** before you start a bulk send.

When this feature is most helpful

- Migrating athletes into Kilo GMS from another system

- Onboarding a large group of new athletes at once
- Catching up on athletes whose waiver was created but never sent
- Collecting waivers for dependents through their parent or guardian
- Auditing which athletes have a signed waiver on file

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

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