

# Online waiver setup and retrieval checklist

From wording to front desk to finding a signed copy, the steps in order.

*This checklist is not legal advice. Have a lawyer in your state approve the release wording.*

## 1. Wording

- ☐ Release text approved by a lawyer, dated: \_\_\_\_\_
- ☐ Written in plain language a participant can read in two minutes
- ☐ Separate consent for minors (parent / guardian form) if children take part
- ☐ Separate photo and video release if you post pictures of clients

## 2. The form

- ☐ Full name, date of birth, email, phone
- ☐ Emergency contact name and phone
- ☐ Release heading and text shown in full before the tick box
- ☐ "I have read and agree" tick box, required
- ☐ Drawn signature, required
- ☐ Tested on a phone and on the front-desk tablet

## 3. Front desk

- ☐ QR code printed and placed where people wait
- ☐ Tablet with the full-page form open, charged, with a stylus or clean screen
- ☐ Waiver link added to booking confirmations so people sign at home
- ☐ Staff know how to check a name in Results before the session starts

## 4. Retrieval drill (do it once a month)

| Date | Name searched | Found in (seconds) | PDF opened               | Who checked |
|------|---------------|--------------------|--------------------------|-------------|
|      |               |                    | <input type="checkbox"/> |             |
|      |               |                    | <input type="checkbox"/> |             |
|      |               |                    | <input type="checkbox"/> |             |

| Date | Name searched | Found in (seconds) | PDF opened               | Who checked |
|------|---------------|--------------------|--------------------------|-------------|
|      |               |                    | <input type="checkbox"/> |             |
|      |               |                    | <input type="checkbox"/> |             |
|      |               |                    | <input type="checkbox"/> |             |
|      |               |                    |                          |             |

The full guide, with the video: [fynl.io/blog/online-waiver-form-signature/](https://fynl.io/blog/online-waiver-form-signature/)

Free form builder: [fynl.io/free-form-builder](https://fynl.io/free-form-builder)