

# IMMANUEL LUTHERAN CHURCH & SCHOOL

## LIABILITY RELEASE FORM / COMPLETION GUIDE (r1.3)

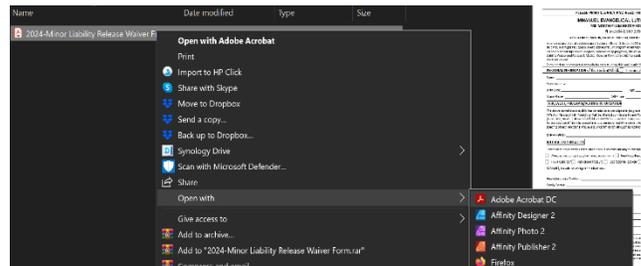
These instructions are provided to assist anyone who needs to complete our Medical Liability / Medical / Photographic Release document. The Release Form may be completed in any of three ways; (1) fully electronically, (2) half electronically and half manually or (3) all manually (paper and pen). The process is fairly intuitive, but some guidance can prove helpful for first-time users. Either PC or Apple computers can be used. Phones and Tablets cannot be used to complete the form electronically, due to limitations of .pdf documents.

### 1 - Fully ELECTRONIC Completion:

Filling-in and digitally (electronically) signing the Liability Release requires the availability of the Adobe Acrobat Reader application. This free application is pre-installed on many PC computers, as it is often the default application for opening and viewing (but not authoring) .pdf documents. If completing the form electronically using an Apple computer, then the no-cost Acrobat Reader application may need to be downloaded and installed.

The Liability Release form is a .pdf document, that has been made editable; meaning that its fields may be filled-out by simply selecting them and then typing. Additionally, the form may be securely and legally signed electronically. Once filled-out and signed electronically, the form can be attached to an email and sent to the desired destination, typically the School at: [lwert@ilcp.org](mailto:lwert@ilcp.org) or to the Church office at: [immanuel@ilcp.org](mailto:immanuel@ilcp.org).

1. The Minor (under 18 years of age) and the Adult versions of the Liability Release form may be downloaded from our Downloads page at: <https://www.immanuelpalatine.org/downloads/>.
2. Click-Right on the desired form and select Save As from the resulting pop-out contextual menu. Then select a location for the file and download it to your computer. Note: You cannot complete and digitally sign the form within your browser due to .pdf file limitations.
3. Locate the just-downloaded Liability Release form's .pdf file and double-click it to open it.
4. The Release Form should open in the Adobe Acrobat Reader application, which is the common default program for opening .pdf documents on most PC computers. On Apple computers, the default .pdf program is Preview, which will NOT support the signing of the document; see next step.
5. If that Acrobat Reader was not available on your computer, then download and install the application here: <https://get.adobe.com/reader/>
6. If the Release Form opens in a different application, close the document and then specify the Adobe Reader application to open it, by right-clicking on the link, and selecting Open With and then Adobe Reader. See the figure to the right. For Apple Macintosh computers, use Control/Click to open the contextual menu with the "Open With" option, then select Acrobat Reader.
7. With the Release Form now open in Acrobat Reader, complete all the questions by simply clicking in each field and typing. Use the left and right arrows to navigate between fields.
8. Note that all fields with a thin red border are required fields and must be answered.
9. Once all questions have been completed, it's time to digitally sign the form.
10. The signing process begins by clicking on the Signature field, at the bottom of the form.

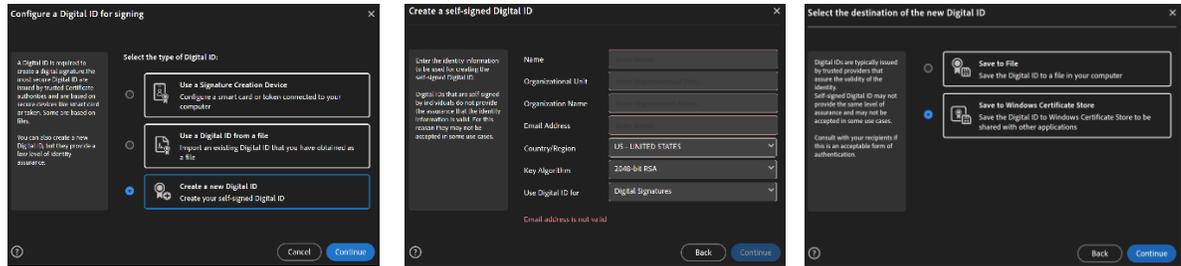
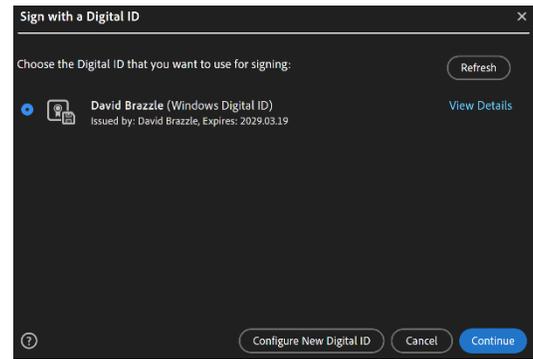


I certify the information provided on this document is true and correct and I have read the LIABILITY WAIVER RELEASE above and understand its contents. I agree to its terms and sign this of my own free act and deed.

Adult Participant's Signature:  Date:

Adult Participant's Printed Name

11. A “Digital Certificate” is required to sign the Release Form electronically. This certificate digitally links and validates your signature to you and to your computer.
12. If you have digitally signed documents previously within Adobe Acrobat, a previously generated certificate can be selected and used, as shown to the right. In that case, press Continue.
13. If this is the first time signing a document (no certificate is available, or if a new/different certificate is desired), then a new certificate must be created.
14. Clicking on the “Configure New Digital ID” button will begin the process of creating the needed certificate.



15. Answer the Name and Email questions and click on Continue to create a new certificate.
16. Select the “Save to Windows Certificate Store” option and press Continue again.
17. The newly created certificate can now be selected and used to legally sign the Release Form.
18. Once the form is electronically signed, a Save dialog box will appear to ask where you want to save the signed form, and with what name. Do not change the name of the form. Take note of where you save the form, so that you can find it, as needed in the next step.
19. Open your email program, start a new email, add a descriptive Subject line, address the email to where you want to send the completed form, attach the signed .pdf file from the previous step and add some descriptive text to the body of the email. Typical email addresses are:  
 School office at: [lwert@ilcp.org](mailto:lwert@ilcp.org)      Church office at: [immanuel@ilcp.org](mailto:immanuel@ilcp.org)
20. Press Send – You’re Done!

## 2 - HYBRID Completion - Download & Fill-In Fields Electronically, Then Sign & Deliver Manually:

The hybrid option allows the form to be opened and filled-in electronically. All the fields other than the Signature field can be completed electronically on your computer. Then the form is then locally printed, signed with a pen and then delivered to the School or Church in person or by mailing it. This method of completion does not require Adobe Reader or downloading the .pdf to your computer. Filling-in the form’s fields (other than Signature) can be done within your standard browser window, for both PC and Apple computers.

1. Double-click on the Release Form’s URL link or use the links below to open the form in your browser.  
 Minors (under 18 years): [Click Here](#)      Adults: [Click Here](#)
2. Fill out the fields of the form, using your mouse to select the fields and your keyboard to enter text. The form cannot be electronically signed within a browser due to .pdf limitations.
3. Print the completed (but unsigned) form using your printer.
4. Sign the Signature field, using a black pen
5. Hand deliver or mail the now fully completed form to the School or Church office.
6. You’re done!

### **3 - Fully MANUAL Completion:**

If you prefer to fill-out, sign and deliver the Release Form manually, then use the following instructions:

1. Double-click on the Release Form's URL link or use the links below to open the form in your browser.  
Minors (under 18 years): [Click Here](#)      Adults: [Click Here](#)
2. Print the blank form using your printer.
3. Using a black pen, complete all the fields and sign the document.
4. Deliver the completed and signed Release Form document to the School or Church office.
5. You're Done!