Shepherd Center

ProMotion Fitness Center Forms Submission Process

Choose one of the methods below for completing and submitting the required PAR-Q and Member Release Form for membership at ProMotion Fitness Center at Shepherd Center. These forms must be submitted by the new gym member and reviewed by the ProMotion director before gym membership is activated.

Form Completion and Submission by Mail:
1. Download the forms from the ProMotion web page.
2. Print the forms.
3. Complete the forms in black or blue ink and sign.
4. Mail the completed forms to:
   Rebecca Washburn
   ProMotion Fitness Center
   Shepherd Center
   2020 Peachtree Road NW
   Atlanta, GA 30309

Form Completion and Submission via Fax:
1. Download the forms from the ProMotion web page.
2. Print the forms.
3. Complete the forms in black or blue ink and sign.
4. Fax the completed forms to the attention of Rebecca Washburn at 404-367-1227.

Form Completion and Submission on iPad and iPhone WITH Adobe Acrobat installed:
1. Tap on the form link to open form.
2. Tap on the share icon and select "Copy to Adobe Acrobat".
3. Acrobat will launch and open the PDF document.
4. Scroll through the document to complete the form fields by tapping within the field and then typing in the requested information.
5. To sign, tap on the comments icon at the bottom and then select the pencil icon. Use your finger to sign on the signature line.
6. Tap on "Save" in the upper right corner.
7. Tap on "Done" in the upper left corner.
8. Tap on "Submit" at the bottom of the form. Select "Share Flattened Copy" to open an Apple Email message that is automatically addressed to the appropriate recipient (Rebecca.washburn@shepherd.org) and includes an attachment of the completed and signed form.
9. Tap on "Send" to send the email.

Form Completion and Submission on Apple and Android tablets and phones WITHOUT Adobe Acrobat installed:

1. You will need to download and install the free mobile app called Adobe Fill & Sign. Apple device users, go to the Apple App store, and Android device users go to the Google Play store to search for the app, download and install.
2. Tap on the share icon and select "Copy to Adobe Fill & Sign".
3. Fill & Sign will launch and open the PDF document.
4. Scroll through the document to complete the form fields by tapping within the field and then typing in the requested information.
5. To sign, tap on the pen icon at the bottom and then select "Create Signature".
6. Use your finger to sign on the signature line.
7. Tap on "Done" in the upper right corner.
8. Resize the signature, if needed, and drag to the signature line.
9. Tap on the share icon and select "Mail" to open a new email message with the completed and signed form automatically attached.
10. In the "To" field, send to Rebecca.washburn@shepherd.org.
11. Tap on "Send" to send the email.

Form Completion and Submission on Computer:
1. Click on the form link to open the form.
2. Download the form. Web browsers vary on this process. In Google Chrome, the download icon is in the upper right.
3. Open the PDF form in Adobe Acrobat from your Downloads folder or other location where you saved it.
4. Click in the form fields and type in the requested information.
5. Click in the Signature field. A box will prompt you to create a digital signature identity, if you have not already done so. Select "Configure Digital ID".
6. Select "Create a New Digital ID".
7. Select "Save to File".
8. Add your email address in the appropriate field. The name field should automatically be populated if your computer is associated with your name. Click "Continue".
9. Accept the default location to save the Digital ID or browse to select another location to save it on your computer.
10. Type in a password for the Digital ID and then confirm the password in the fields indicated. Click on "Save".
11. Choose the new Digital ID if it is not already selected as the default. Click on "Continue".
12. Type in the password for the Digital ID and click on "Sign". Save the form when prompted.