

Online registration for school, sports, and more.

# **FinalForms PARENT registration**

First, you must have access to an email address. If you do not, please skip to the 3rd page, titled: "I don't have an email address".

### How do I sign up?

1. Go to: <a href="https://medina-oh.finalforms.com/">https://medina-oh.finalforms.com/</a>

NOTE: If you already have an account, please skip to number 3 on the next page!

2. Click **NEW ACCOUNT** under the parent icon.



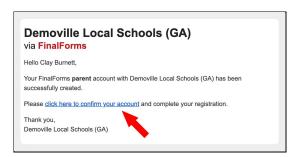
3. Type your YOUR NAME, DATE OF BIRTH, and EMAIL. Next, click **REGISTER**. Why is date of birth required? To help schools verify your identity.



NOTE: FinalForms will send an ACCOUNT CONFIRMATION email within 2 minutes. If you do not receive an email, then check your spam folder. If you still can not find the FinalForms email, please email <a href="mailto:support@finalforms.com">support@finalforms.com</a> so the support team can help.

- 4. Check your email for an ACCOUNT CONFIRMATION email from mailman@finalforms.com
- 5. Open the email, click the **CONFIRM YOUR ACCOUNT** link in the email text.

  Clicking this link will take you to FinalForms in your browser ( Chrome, Safari, etc.).



6. Create your new FinalForms password. Next, click **CONFIRM ACCOUNT**. Clicking this button will confirm your account and you will be logged in.



Please skip to number 3 on the next page!



# Online registration for school, sports, and more.

# **FinalForms STUDENT registration**

#### What information will I need?

Basic medical and health history as well as preferred hospital, doctor, dentist, medical specialist, and insurance information.

### How do I register my first student?

IMPORTANT: If you followed the steps on the previous page, skip to number 3.

- 1. Go to: <a href="https://medina-oh.finalforms.com/">https://medina-oh.finalforms.com/</a>
- 2. Click **LOGIN** under the Parent Icon, then login.



- 3. Locate and click the **ADD STUDENT** button.
- 4. Type in the **LEGAL NAME** and other required information. Then, click **CREATE STUDENT**.
- 5. **If your student plans to participate in a sport, activity, or club** then click the checkbox for each. After making your selections, click **UPDATE**. Selections may be changed until the registration deadline.
- 6. Next, complete each form and sign your full name (i.e. 'Jonathan Smith') in the parent signature field on each page. After signing each, click **SUBMIT FORM** to go to the next form.



7. When all forms are complete, you will see a FORMS FINISHED message.

IMPORTANT: If required by your district, an email will automatically be sent to the email address that you provided for your student. This email includes instructions and a link to help your student sign forms.

# How do I register additional students?

Click MY STUDENTS. Then, repeat numbers 3 through number 7 for each additional student.

#### How do I update information?

Login at any time and click **UPDATE FORMS** to update information for any student.



# I don't have an Email Address

# Q: How do I set up an email address?

A: Open any browser ( Chrome, Safari, etc.). Type the following web address into the bar near the top of your browser: <a href="https://accounts.google.com/signup">https://accounts.google.com/signup</a> Follow instructions to create a FREE email address address.

# Q: Why do I need an email address?

A: You will confirm your FinalForms account via email. Plus, your school sends enrollment, eligibility, health, & safety info via email.

# Q: Do I have to check my email?

A: Yes! Why? So you don't miss important deadlines that could leave your child on the sidelines or ineligible for opportunities. *No FinalForms means no playing time!* 

# Q: Can someone help me?

A: Yes. We recommend visiting your school or library for help with setting up your email address -AND-connecting it to your phone, tablet, or computer.

IMPORTANT: Tell your school's main office about your new email address!