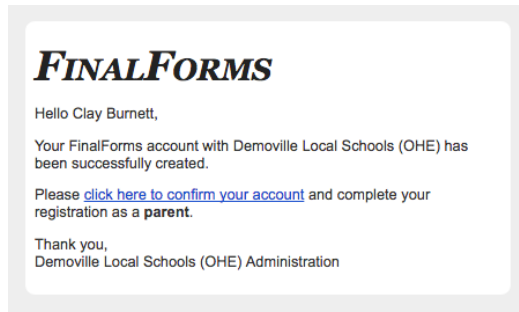


# **FINALFORMS**<sup>TM</sup>

## **PARENT REGISTRATION**

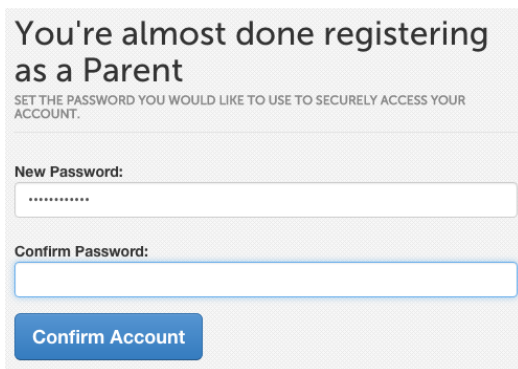
### **HOW DO I GET STARTED?**

1. Check your Email for a FinalForms Email, and click **CONFIRM YOUR ACCOUNT** in the email text.



*NOTE: You will receive an email from your District prompting you to confirm and complete your registration. If you do not receive an email, check your spam folder. If you still do not see the FinalForms email, please contact an Athletic Administrator.*

2. Create your new FinalForms password and click **CONFIRM ACCOUNT**

A screenshot of a web form titled 'You're almost done registering as a Parent'. Below the title, it says 'SET THE PASSWORD YOU WOULD LIKE TO USE TO SECURELY ACCESS YOUR ACCOUNT.' There are two input fields: 'New Password:' with a masked password '.....' and 'Confirm Password:' which is empty. At the bottom is a blue button labeled 'Confirm Account'.

3. Your account will be confirmed and you will be logged in, you can now proceed to the next page!

# FINALFORMS™

## REGISTERING A STUDENT

### WHAT INFO WILL I NEED?

- Basic Medical History & Health Information
- Doctor & Dentist Contact Information
- Insurance Company & Policy Number
- Hospital Preference

### HOW DO I REGISTER MY FIRST STUDENT?

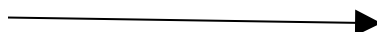
**\*\*\*IMPORTANT\*\*\*** If you have followed the steps on the previous page, you may Jump to Step 3.

1. Go to <https://betheltate-oh.finalforms.com>
2. Click **LOGIN** under the Parent Icon
3. Click **INCOMPLETE FORMS**



Parent

→ LOGIN



My Students → Add Student ● Instructions

MANAGE YOUR STUDENTS WITHIN THE SYSTEM.

Status	Name	Class	Sports/Activities	Actions
<b>Incomplete Forms</b> <small>(Click to complete them)</small> <small>Physical expires on 2/25/17 in 179 days</small>	Burnett, Junior <small>jay@finalforms.com</small>	2018	<b>+</b> Add a Sport	<b>U</b> Update Forms <b>+</b> PPEMedical <b>P</b> Profile <b>E</b> Edit

4. ***If your student plans to participate in a sport, activity, or club*** please click the checkbox for each. Click **UPDATE** after making your selection.

***NOTE: A selection can be changed any time until the registration deadline.***

5. Complete each form and sign your full name (e.g. "John Smith") into the Parent Signature field at the bottom of the page. After signing, click **SUBMIT FORM** and move on to the next form.

The screenshot shows a form titled "Form Signatures". It contains two signature fields. The first is labeled "Parent Signature:" and has a text input field below it. Below the input field is the text "Your signature MUST match your name: Clayton Burnett". The second is labeled "Student Signature:" and has a text input field below it with the text "Student must log in to sign." At the bottom of the form, there is a blue button labeled "Submit Form" and a link labeled "Skip this form".

6. When all forms are complete, you will see a "Forms Finished" message.

Forms finished!

7. ***\*\*\*IMPORTANT\*\*\* If required, an email will automatically be sent to the email address that you provided for your student prompting him/her to sign Student forms requiring his/her signature.***

8. Click MY STUDENTS if you are done. You may repeat steps 3 through 6 for additional Students.

9. At any point in the future, you may login at any time and click the update information.

 Update Forms o