

PARENT REGISTRATION

HOW DO I SIGN UP?

1. Go to <https://springfield-oh.finalforms.com>
2. Click **NEW ACCOUNT** under the Parent Icon
3. Type your NAME, DATE OF BIRTH and EMAIL, then click **REGISTER**



Parent

LOGIN

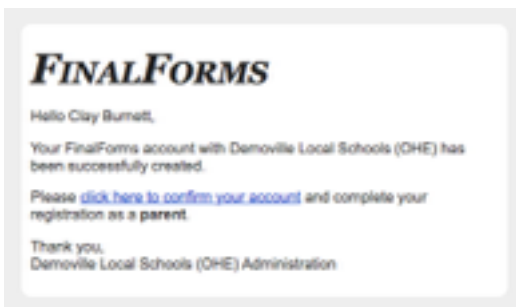
NEW ACCOUNT

STUDENT LOGIN

- 4.
- 5.
- 6.
- 7.

Registration form with fields for Login Name, Date of Birth, and Email Address. A Register button is visible at the bottom.

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



NOTE: You will receive an email within 2 minutes 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 email support@finalforms.com

9. Type your password and click **CONFIRM ACCOUNT**

Form titled "You're almost done registering as a Parent" with fields for New Password and Confirm Password. A Confirm Account button is visible at the bottom.

10. You will be asked if you want to grant another Parent/Guardian access to your registered students. Either click **SKIP THIS STEP** or type the NAME, DATE OF BIRTH and EMAIL, then click **ADD PARENT ACCOUNT**.

Form titled "Add Another Parent?" with fields for Name, Date of Birth, and Email Address. It includes a "Skip this step" link and buttons for "Add Parent Account" and "No thanks".

7. Your account(s) will be created, you can then click **REGISTER STUDENT** for your first child.

REGISTERING A STUDENT

WHAT INFO WILL I NEED?

- Basic Medical History & Health Information
- Doctor & Dentist Contact Information
- *Email Address for BOTH you and your student (if required by your district)*
- 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://springfield-oh.finalforms.com>

2. Click **LOGIN** under the Parent Icon



Parent

← LOGIN

• NEW ACCOUNT

← STUDENT LOGIN

3. Click **REGISTER STUDENT**



4. Complete the form including the Student's Legal Name, **EMAIL ADDRESS**, Date of Birth, Gender, Graduation Year, Home Address and any other information required by your School District, then click **CREATE STUDENT**

NOTE: A student email address may or may not be required depending on your school district preferences. If so, the email address provided may be used to send reminders to your student.

5. **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.

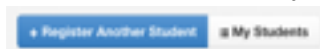
6. Complete each form and sign your full name (e.g. "John Smith") into the Parent Signature field at the bottom of the page. After signing, click **SUBMIT FORM** and move on to the next form.

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

Forms finished!

8. *****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.

9. Click MY STUDENTS if you are done, or REGISTER ANOTHER STUDENT if you need to add another.



10. At any point in the future, you may login at any time and click the

Update Forms

button to update information.