



REED CITY AREA PUBLIC SCHOOLS ATHLETIC DEPARTMENT

225 West Church Avenue, Reed City, MI 49677
Phone: (231) 832-2224 X 2008 Fax: (231) 832-2501

Ryan Hansen - Athletic Director
rhansen@reedcityschools.org

Sam Beilfuss - Secretary of Athletics
sbeilfuss@reedcityschools.org

We are very excited to announce that the Athletic Department has partnered with FinalForms, an online forms and data management service. FinalForms allows you to complete and sign athletic participation forms for your students. The most exciting news is that FinalForms saves data from season-to-season and year-to-year, meaning that you will never need to enter the same information twice! FinalForms also pre-populates information wherever possible, for each of your students, saving you time.

You may review your data at any time to verify that it is current. You will also be required to sign your forms once per year and after any update.

Visit the link below to get started in FinalForms. If you require any support during the process, please see below and print the 'parent playbook' to guide you through the enrollment process or feel free to contact the athletic department for assistance!

Please register at: <https://reedcity-mi.finalforms.com/>

and follow the prompts to create your account, create your students and sign your forms.

In order for your child to participate in athletics at Reed City Area Public Schools, ALL parents of athletes must create an account and complete all mandatory paperwork for their child(ren) through FinalForms.

Thank you for your assistance in streamlining our paperwork process for athletics!

Ryan Hansen
Athletic Director

FinalForms

Parent registration

How do I sign up?

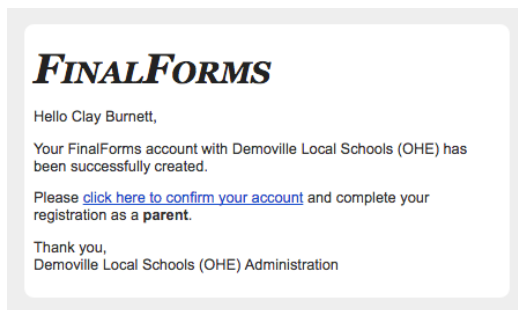
1. Go to: <https://reedcity-mi.finalforms.com/>
2. Locate the parent icon and click **NEW ACCOUNT** below.



3. Type your YOUR NAME, DATE OF BIRTH, and EMAIL. Next, click **REGISTER**.

NOTE: You will receive an email within 2 minutes prompting you to confirm and complete your registration. If you do not receive an email, then check your spam folder. If you still can not locate the FinalForms email, then email support@finalforms.com informing our team of the issue.

4. Check your email for an **ACCOUNT CONFIRMATION EMAIL** from the FinalForms Mailman. Once received and opened, click **CONFIRM YOUR ACCOUNT** in the email text.



5. Create your new FinalForms password. Next, click **CONFIRM ACCOUNT**.
6. Click **REGISTER STUDENT** for your first child.

FinalForms

Registering a student

What information will I need?

Basic medical history and health information. Insurance company and policy number. Doctor, dentist, and medical specialist contact information. Hospital preference and contact information.

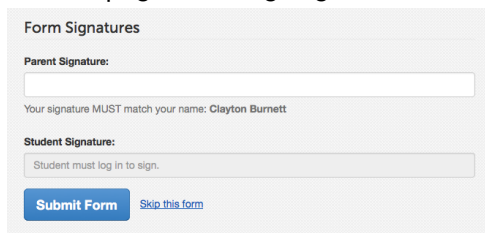
How do I register my first student?

IMPORTANT: If you followed the steps on the previous page, you may Jump to Step number 3.

1. Go to: <https://reedcity-mi.finalforms.com/>
2. Click **LOGIN** under the Parent Icon.



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. Then, click **UPDATE** after making your selection. Selections may be changed until the registration deadline.
6. 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** and move on to the next form.

A screenshot of a web 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." below that. At the bottom of the form are two buttons: a blue "Submit Form" button and a grey "Skip this form" button.

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 that will prompt your student to sign required forms.

How do I register additional students?

Click **MY STUDENTS**. Then, repeat steps number 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.