



PARENT REGISTRATION

HOW DO I SIGN UP?

1. Go to <https://oldfort-oh.finalforms.com>
2. Click **NEW ACCOUNT** under the Parent icon
3. Type your NAME, DATE OF BIRTH and EMAIL, then click **REGISTER**
4. Check your Email for a FinalForms Email, and click **CONFIRM YOUR ACCOUNT** in the email text.



FinalForms

Make sure you are logged in to your account. If you are not logged in, click the "Log In" button. If you are logged in, click the "Log Out" button. If you are logged in and want to create a new account, click the "New Account" button. If you are logged in and want to update your account, click the "Update Account" button. If you are logged in and want to delete your account, click the "Delete Account" button.

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

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

You're almost done registering as a Parent

Not sure what to do? Click the "Help" button for more information.

Enter Password:

Confirm Password:

Create Account

6. You may 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**.

Add Another Parent? [Skip this step](#)

Grant access to another parent/guardian to view and update your child's information.

Name:

Date of Birth:

Month: 1 Day: 1 Year: 1

Email Address:

Add Parent Account [Cancel](#)

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 Info
- Doctor, Dentist & Hospital Information
- Insurance Company & Policy Number
- Email Address for BOTH you and your student (if required by your district)

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://oldfort-oh.finalforms.com>

2. Click LOGIN under the Parent Icon



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.

*****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, or **REGISTER ANOTHER STUDENT** if you need to add another.

9. At any point in the future, you may login at any time and click the **UPDATE FORMS** button