

FINALFORMS

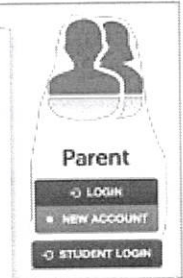
PARENT REGISTRATION

HOW DO I SIGN UP?

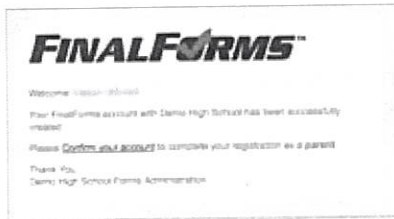
1. Go to <https://fairfieldleesburg-oh.finalforms.com>
2. Click **NEW ACCOUNT** under the Parent Icon
3. Type your NAME and EMAIL, click **REGISTER**



A screenshot of the registration form. It has fields for 'Name' (First and Last) and 'Email Address'. Below the email field is a note: 'Note: If you have already registered, please login or request a new password'. At the bottom are 'Register' and 'Cancel' buttons.

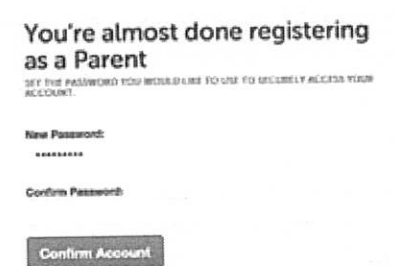


4. Check your Email and click **CONFIRM YOUR ACCOUNT** in the email text



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

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



A form titled 'You're almost done registering as a Parent'. It asks for a 'New Password' and a 'Confirm Password'. At the bottom is a 'Confirm Account' button.

6. You will be asked if you want to grant another Parent/Guardian access to your registered students. Either click **SKIP THIS STEP** or type Name and Email Address and click **ADD PARENT ACCOUNT**



A form titled 'Add Another Parent?' with a 'Skip this step' link. It explains that it grants access to an additional parent account. It has fields for 'Name' and 'Email Address'. At the bottom are 'Add Parent Account' and 'No, thank you' buttons.

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

FINAL FORMS

REGISTERING A STUDENT

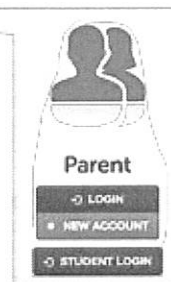
WHAT INFO WILL I NEED?

- Insurance Company & Policy Number
- Hospital Preference
- Doctor & Dentist Contact Information
- Email Address for BOTH you and your student*

HOW DO I REGISTER MY FIRST STUDENT? □□


IMPORTANT If you have followed the steps on the previous page, you are already logged in. Jump to Step 3. □

1. Go to <https://fairfieldleesburg-oh.finalforms.com>
2. Click **LOGIN** under the Parent Icon □
3. Click **REGISTER STUDENT**



4. Type your Student's **NAME**, **EMAIL ADDRESS**, **DATE OF BIRTH**, **GENDER**, □ **GRADUATION YEAR/GRADE** and **HOME ADDRESS** then click **CREATE STUDENT**
NOTE: The email address provided will be used to send reminders to your student. A student email address may or may not be required, depending on your school preferences. □
5. **If your student is an athlete**, please assign your student to a sport by clicking a checkbox. Sports are separated by year, season, and registration deadline. Click **UPDATE SPORTS** after making your selection.
NOTE: A sport selection can be changed anytime up until the it's registration deadline
6. Complete each form and enter 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*** 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, if required
9. If you are registering an additional student, click **MY STUDENTS** at the top of the page and jump back to Step 3. Most of the information, like home address and contact information, is automatically copied to your additional students. All forms for additional students will still require your signature
10. In the future, you may login at any time and click the  button to update information