

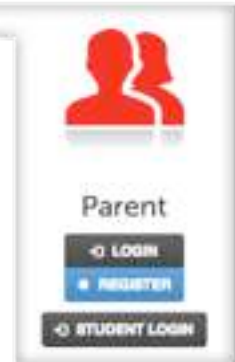


## PARENT REGISTRATION

### HOW DO I SIGN UP?

1. Go to <http://olentangy.finalforms.com>
2. Click **REGISTER** under the Parent Icon
3. Type your NAME and EMAIL and then click **REGISTER**

Registration form for a parent account. It includes fields for 'First' and 'Last' name, and an 'Email Address' field. 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](mailto:support@finalforms.com)*

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

A form titled 'You're almost done registering as a Parent'. It asks the user to 'SET THE PASSWORD YOU WOULD LIKE TO USE TO SECURELY ACCESS YOUR ACCOUNT.' It has fields for 'New Password' and 'Confirm Password', and 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?'. It has a link to 'Skip this step'. The text says: 'Grant access to an additional parent account (perhaps for your spouse), allowing them to manage your students. If you already already have an account, use that email address and they will be automatically added when you click submit.' It includes fields for 'First' and 'Last' name, and an 'Email Address' field. At the bottom are 'Add Parent Account' and 'No Thanks' buttons.

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



## REGISTERING A STUDENT

### WHAT INFO WILL I NEED?

- Insurance Company & Policy Number
- Your Email Address & Student's Email Address
- Doctor & Dentist Contact Information
- Hospital Preference

### HOW DO I REGISTER MY FIRST STUDENT?

*NOTE: If you have followed the steps on the previous page, you are already logged in. Jump to Step 3.*

1. Go to <http://olentangy.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, HS GRADUATION YEAR and HOME ADDRESS and click **CREATE STUDENT**
5. Assign your student to a sport by clicking it's 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.  
An email will automatically be sent to the email address on record for your student prompting him/her to sign forms requiring student signature.
8. 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.

