

June 28, 2017

Wayne Athletic Department

5400 Chambersburg Road, Huber Heights, OH 45424 - (937) 237-4130

Jay Minton - Athletic Director

We are very excited to announce that the Wayne 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 will need to review your information once per school year to verify information is current and sign the forms.

Click on the Parent Playbook (attached) to get started in FinalForms. If you require any support during the process, scroll to the page bottom and click "Use Support".

We are asking that ALL parents of athletes use FinalForms. Please register at -- <https://huberheights-oh.finalforms.com> -- now and electronically complete ALL forms!

Thank you for your assistance in streamlining our paperwork processes at Wayne Athletic Department.

Jay Minton
Athletic Director



PARENT REGISTRATION

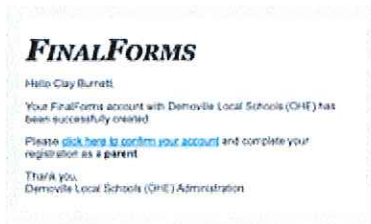
HOW DO I SIGN UP?



Parent



1. Go to <https://huberheights-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.



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**

You're almost done registering as a Parent

SET THE PASSWORD YOU WOULD LIKE TO USE TO SECURELY ACCESS YOUR ACCOUNT.

New Password:

Confirm Password:

Confirm 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? or **Skip this step**

Grant access to an additional parent account (perhaps for your spouse), allowing them to manage your students. If this is not your intent, skip this account. Use the email address and they will be automatically invited when you click Register.

Name:

First

Last

Date of Birth: Month Day Year

Email Address:

e.g. john@domain.com

Add Parent Account [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 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://huberheights-oh.finalforms.com>



Parent

LOGIN
NEW ACCOUNT

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 to