

# FINALFORMS™

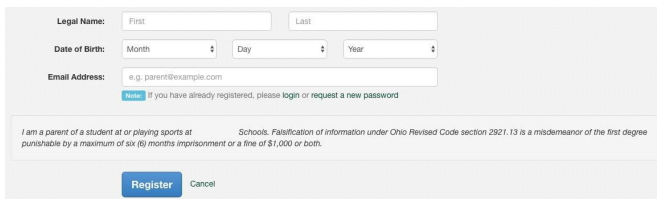
## PARENT REGISTRATION

### HOW DO I SIGN

1. Go to <https://ourladyelms-oh.finalforms.com/>

2. Click **NEW ACCOUNT** under the Parent Icon

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



The registration form includes fields for Legal Name (First and Last), Date of Birth (Month, Day, Year), and Email Address. A note below the email field states: "Note: If you have already registered, please login or request a new password." At the bottom, there is a "Register" button and a "Cancel" link. A disclaimer at the bottom of the form reads: "I am a parent of a student at or playing sports at Demoville Local Schools (OHE) Administration. Schools: Falsification of Information under Ohio Revised Code section 2921.13 is a misdemeanor of the first degree punishable by a maximum of six (6) months imprisonment or a fine of \$1,000 or both."



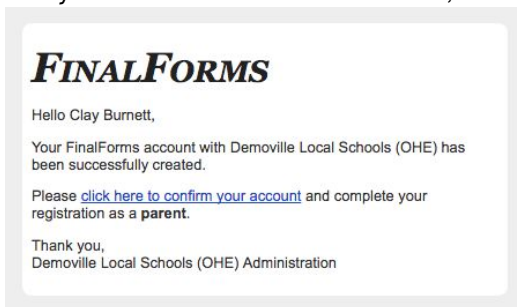
Parent

LOGIN

NEW ACCOUNT

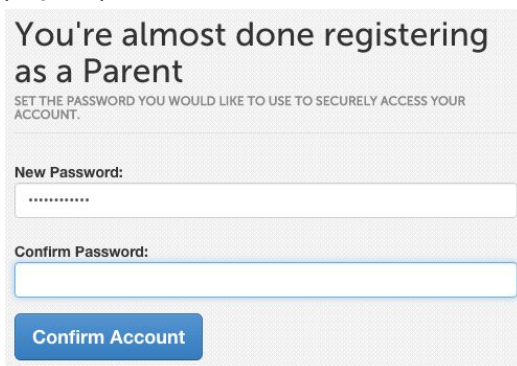
STUDENT LOGIN

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](mailto:support@finalforms.com)*

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



The page title is "You're almost done registering as a Parent". Below the title, it says "SET THE PASSWORD YOU WOULD LIKE TO USE TO SECURELY ACCESS YOUR ACCOUNT." There are two password input fields: "New Password:" and "Confirm Password:". A "Confirm Account" button is located at the bottom.

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 the NAME, DATE OF BIRTH and EMAIL, then click **ADD PARENT ACCOUNT**.

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

# FINALFORMS™

## REGISTERING A STUDENT

### WHAT INFO WILL I NEED?

- Basic Medical History & Health Information
- Insurance Company & Policy Number
- Doctor & Dentist Contact Information
- Hospital Preference
- *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 may Jump to Step 3.

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



Parent

→ LOGIN

\* NEW ACCOUNT

→ STUDENT LOGIN

Status	Name	Class	Actions
No registered students yet... Register Student			

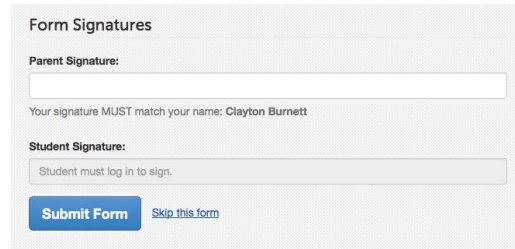
4. Complete the form including the Student's Legal Name, **EMAIL ADDRESS**, Date of Birth, Gender, Graduation Year, Home Address and any other information required by your School District, then click **CREATE STUDENT**

**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



Form Signatures

Parent Signature:

Your signature MUST match your name: Clayton Burnett

Student Signature:

Student must log in to sign.

[Submit Form](#) [Skip this form](#)

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\*\*\*** *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.*

9. Click MY STUDENTS if you are done, or REGISTER ANOTHER STUDENT if you need to add another.

[+ Register Another Student](#) [My Students](#)

10. At any point in the future, you may login at any time and click the [Update Forms](#) button to update information.