

FINALFORMS™

PARENT REGISTRATION

HOW DO I SIGN UP?

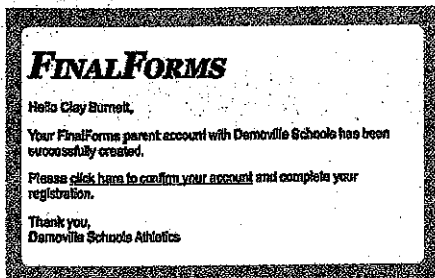
1. Go to <https://westottawa-mi.finalforms.com>
2. Click **NEW ACCOUNT** under the Parent Icon.
3. Type your **NAME, DATE OF BIRTH, and EMAIL**; then click **REGISTER**.
4. Check your Email for a FinalForms Email, and click **CONFIRM YOURACCOUNT** in the email text.



Parent

→ LOGIN

← NEW ACCOUNT



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.

ACCOUNT.

5. Create your new FinalForms password and click **CONFIRM**
6. Click **REGISTER STUDENT** for your first child.

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REGISTERING A STUDENT

WHAT INFO WILL I NEED?

• Basic Medical History & Health Information
& Dentist Contact Information

• Insurance Company & Policy Number
• Hospital Preference

• Doctor

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://westottawa-mi.finalforms.com>

2. Click LOGIN under the Parent Icon.



Parent

→ LOGIN

→ NEW ACCOUNT

3. Click REGISTER STUDENT

4. Type in LEGAL NAME and other basic information about the student. Click CREATE 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 (i.e. '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*** If required, an email will automatically be sent to the email address that you provided for your Student prompting him/her to sign required Student forms.

HOW DO I REGISTER ADDITIONAL STUDENTS?

Click MY STUDENTS. You may repeat steps 3 through 7 for each additional Student.

HOW DO I UPDATE INFORMATION?

LOGIN at any time and click UPDATE FORMS to update information for any Student.