Final Forms Parent Registration Instructions

https://alter-oh.finalforms.com/

Register on FinalForms - For Parents

Where does a parent go to register on FinalForms?
Every school district has a unique URL, or link, for Parents and Students to register and login.

Where can I find the URL or link?

https://alter-oh.finalforms.com/

What do I do once I'm there?

Option 1 - NEW USERS
1. Click **New Account** under the PARENT icon.
2. Type your Name, Email, and Date of Birth Click **Register**.
3. Check your email and CONFIRM YOUR ACCOUNT by clicking the link 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.
4. Type your password as requested and **Confirm Account**.

Congratulations, you have created your account!

Option 2 - RETURNING USERS
1. Click **Login** under the PARENT icon.
2. Enter your Email and Password.
   NOTE: If you forgot your password, click "forgot password?". You will receive an email with a link to create a new password within 2 minutes.
3. Click Login.

Congratulations, you are now logged in!

You must now register your student

REGISTERING STUDENT(S)

WHAT INFO WILL I NEED?
• Insurance Company & Policy Number • Doctor & Dentist Contact Information
• Hospital Preference   • Email Address for BOTH you and y**our student***

HOW DO I REGISTER MY FIRST STUDENT?
I**MPORTANTIf you have followed the steps on the previous page, you are already logged in. Jum*p to Step 3.

1. Go to https://alter-oh.finalforms.com
2. Click LOGINunder the Parent Icon
3. **Click REGISTER STUDENT**
4. Type your **Student'sNAME, STUDENT'S 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 registrati*on 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.***
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

*2*ⁿᵈ *Student, etc.*

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 ***update forms*** button to update information

Be sure you print out the Physical Form for each student – Instructions on the Next Page

Where to Find the Physical Form to Print for Physicians?

We have links to the standard state-specific forms within the application itself. You, as a parent, can find these in three different locations.

1. There is a permanent link in your profile dropdown on the top right of the screen.
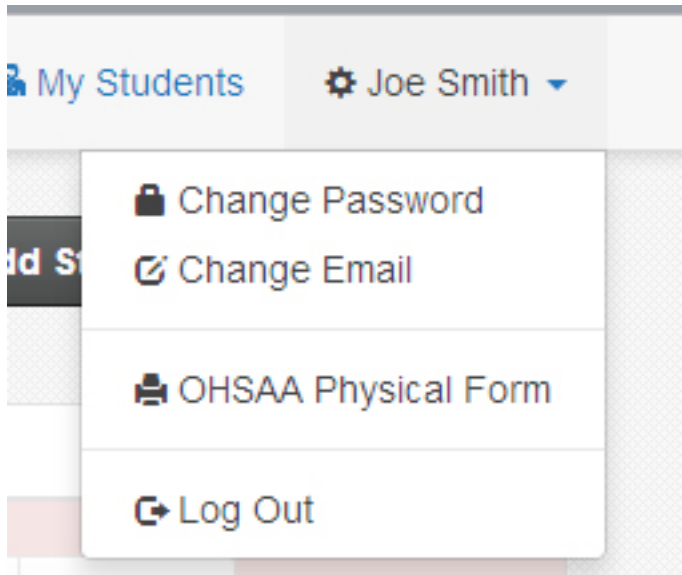
2. There is a link within the Instructions panel when you click "Instructions" on the students' page.

3. Once you complete your athletic forms on the site and your student signs them as well, the next call to action button will be a prompt to download and print the physical form PDF.