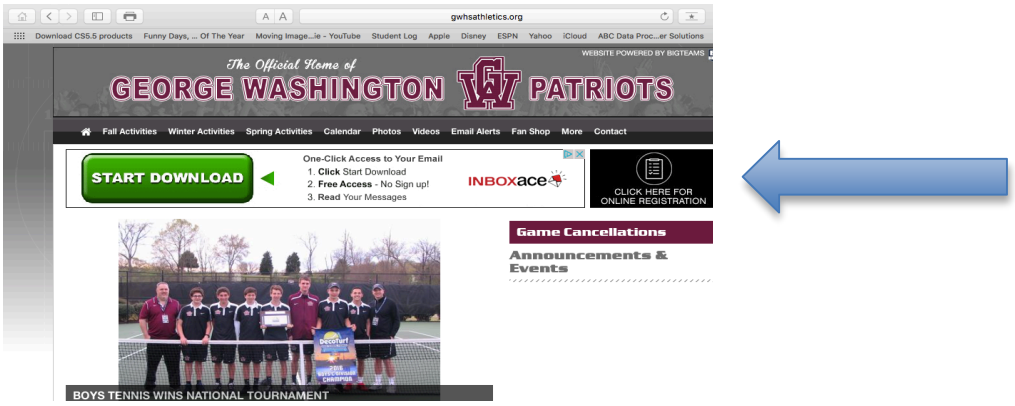
Online Forms

How to fill out your students forms online- 6 Steps

You cannot fill these forms out on a phone or tablet, you must use a PC or Mac. Google Chrome is the best browser to use (Firefox may also work). Sometimes the Safari browser will not work correctly. Some workplace security measures may also prevent you from completing the at work. Also, you will need to have Adobe Acrobat Reader installed on your computer. If you don't have it, get it free at https://get.adobe.com/reader/otherversions/. If you do have it, make sure yours is updated to the latest version.

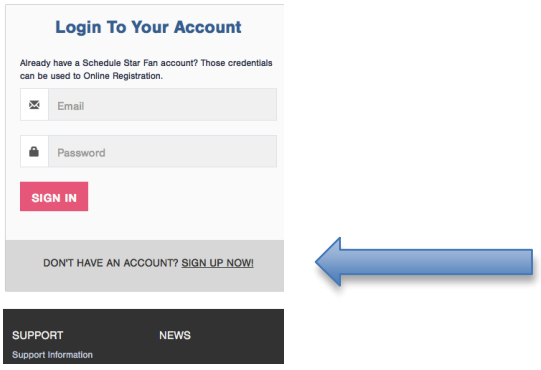
Step 1 Go To the Website

Go to www.gwhsathletics.org and click the black box in the top right that say "CLICK HERE FOR ONLINE REGISTRATION"



Step 2 Create Account

Create a new account

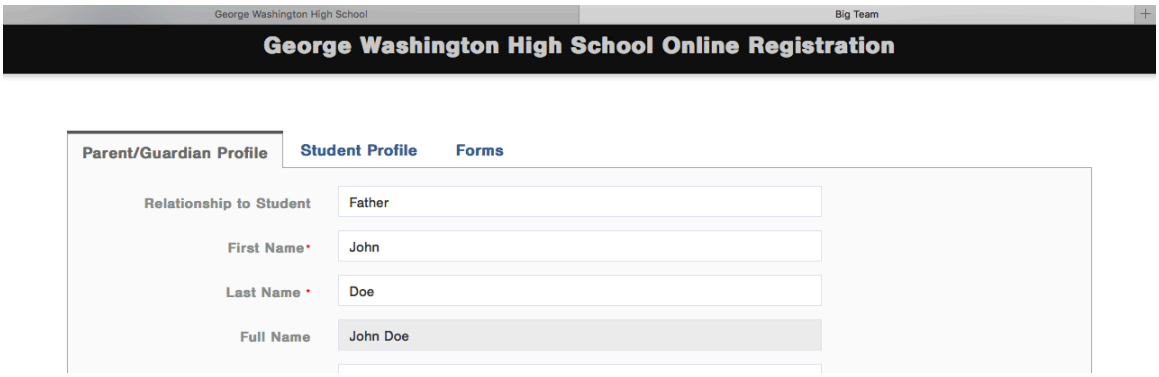


Step 3 Set Up Your Account

Fill out parent info on the "Set Up Your Account" page.

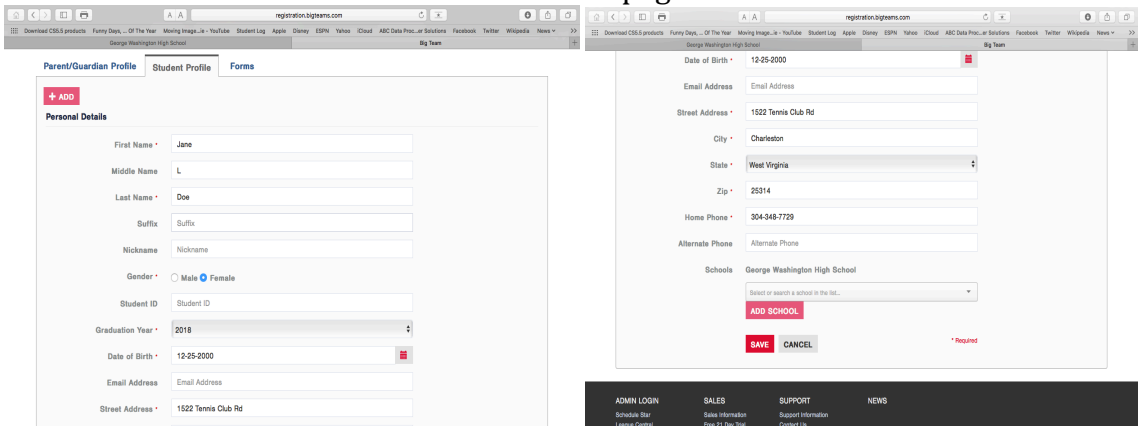
Step 4 Parent/Guardian Profile

Fill out the Parent Guardian Profile. Once you fill this info out, it will automatically submit it into all the forms you have to fill out!



Step 5 Student Profile

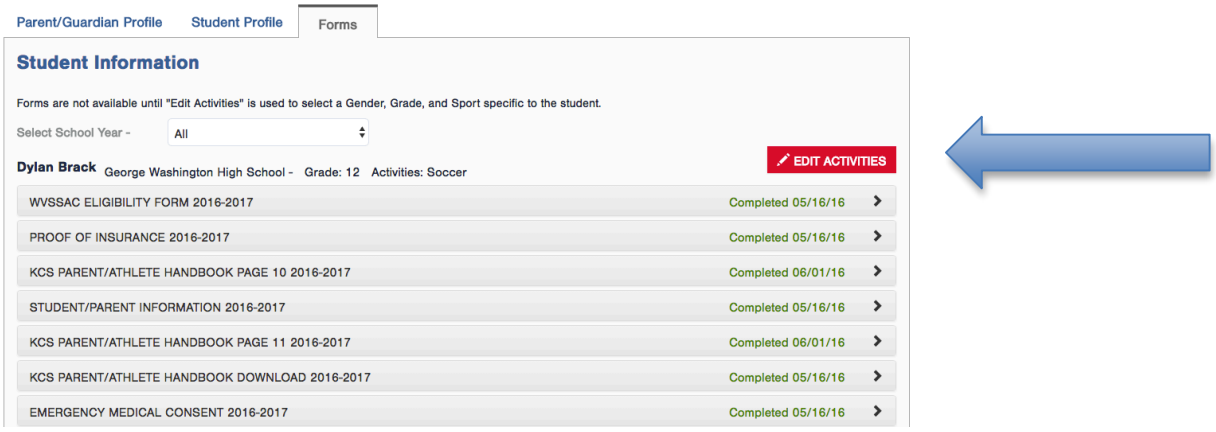
Fill out the Student Profile. Click the red ADD button to create student profiles. If you have multiple students create a profile for each one. After you create each student profile make sure to click the red SAVE button at the bottom of the page.



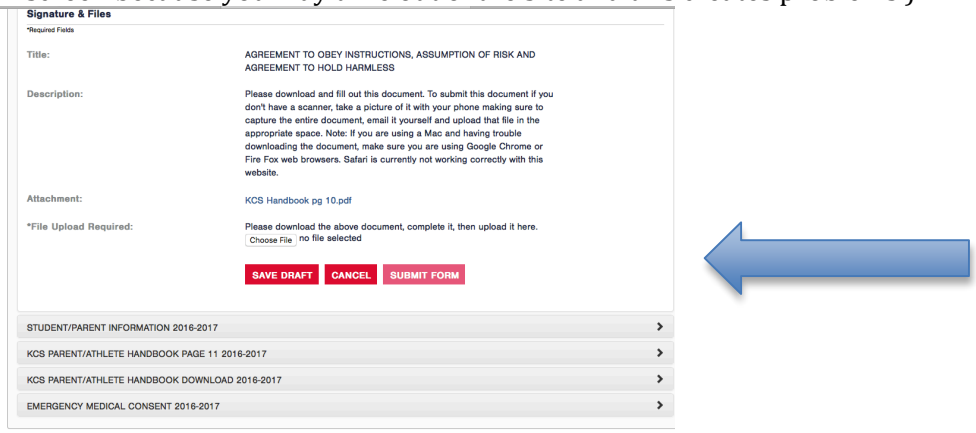
Step 6 Forms

1. Click the “Forms” tab at the top. At the top make sure to select the 2016-2017 School Year.

2. Then click on “Edit Activities” and select all the sports that your student will be participating in this school year. This will bring up a list of all the forms you need to complete.



3. Click on each form and complete it. After completing each form, make sure that you click the red “SUBMIT FORM” button. Once you have done that it will say “Completed” and the show the date it was completed on. You can also save the info that you have put in and come back to it later by clicking the red “SAVE DRAFT” button. (Don’t just leave the form up on your screen because you may time out of the site and this creates problems.)



4. NOTE: When completing the forms entitled KCS Parent/Student Handbook Page 10 and KCS Parent/Student Handbook page 11, you will have to sign these documents and then submit them. There are 2 ways to do this:
    a. Pull up the form then print it, you and your student sign it, take a picture of the entire form, email it to yourself, download it, and finally put that file in where it says “CHOOSE FILE” …..OR,
    b. Pull up the form (it is an Adobe Acrobat .PDF file) and on the toolbox at the top of the form on the right, click on “Fill and Sign.” Then click on “Place Signature.” A box will pop up, click on the choice “Draw My Signature” and in the area provided, use your mouse pad and draw your signature with your finger. Your signature is now saved and moveable and you can drag it and place it into the document on the signature line. Once you’ve placed it on the signature line, click outside the blue box that surrounds the signature. When you need to complete the form that also requires your son’s signature, you will need to go back to the “Place Signature” box and click on the arrow beside it to pull down the drop down menu and click on “Change Saved Signature.” Then go through the steps again to save and place his signature on the document.