



Norwood High School & Middle School

FINALFORMS

All data entered will be stored securely from season to season, year to year. Initially, you will have to input all data and you and your student(s) will have to sign all forms. Annually, you will have to update any changes to your data and you and your student(s) will have to sign all forms. All forms must be filled out, signed and submitted prior to the start of tryouts. Your student(s) will be unable to try out for a sport without this information fully finished. This includes turning in a hard copy of the annual Sports Physical to the Athletic Office.

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

1. Click NEW ACCOUNT under the Parent Icon. Type your NAME and EMAIL and then click REGISTER.
2. Check your Email and click CONFIRM YOUR ACCOUNT in the email text.
 - a. 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. Also note that your student will have to follow this same process when they log in to sign their forms as well.
3. Type your password and click CONFIRM ACCOUNT.
4. You will be asked if you want to grant another Parent/Guardian access to your registered students. Either click SKIP THIS STEP or type Name and Email Address and click ADD PARENT ACCOUNT.
5. Your account will be created, you can then REGISTER STUDENT for your first child.

Registering A Student: What Info Will I Need to Get Started?

- Email Address for BOTH you and your student.
- Insurance Company & Policy Number
- Hospital Preference
- Doctor & Dentist Contact Information

How Do I Register My Student?

1. After logging in using the above information.... Click REGISTER STUDENT.
2. Type your student' name, email address, date of birth, gender, graduation year/grade and home address then click CREATE STUDENT.
 - a. **NOTE:** An e-mail address is necessary for your student and must be different than the parent e-mail. This is how the student will log in to sign their copy of the forms.
3. If you student is a fall sports athlete, please assign your student to a sport by clicking its checkbox. Click UPDATE SPORTS after making your selection.
4. Complete each form and enter 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. If it does not move on, then go back and make sure everything was fully entered. It should highlight the area that needs to be corrected.
5. When all forms are complete, you will see a "Forms Finished" message.
6. If you are registering an additional student, click MY STUDENTS at the top of the page and start the process over. 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.
7. In the future you may log in at any time and click UPDATE FORMS to update information.

BUT WAIT! We aren't done yet!

1. An email will automatically be sent to the email address you provided for your student prompting him/her to CONFIRM THEIR ACCOUNT by clicking the link in the e-mail.
2. They will then set up a password to log in.
3. Next, your student will have to sign all the forms that require their signature (you will see these in red on the left). They will scroll down to the bottom of the page, type their name and hit SUBMIT FORM.
4. The next form to sign will automatically pop up and they will do it all over again. Scroll down, type name and SUBMIT FORM. Until they see the "Forms Finished" Message.

ALL DONE! You athlete is now registered to try out for a Norwood Sport! Please note that your Sports Physical must be turned in before try outs as well. A copy of this is located in the Athletics Office OR online at http://www.norwoodschoools.org/norwoodathletics_home.aspx