

PARENT REGISTRATION

HOW DO I SIGN UP?

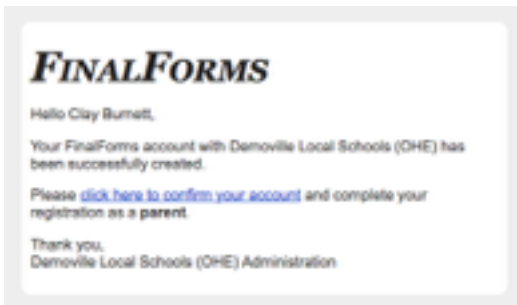


1. Go to <https://westg-oh.finalforms.com/>
2. Click **NEW ACCOUNT** under the Parent Icon →
3. Type your NAME, DATE OF BIRTH and EMAIL, then click **REGISTER**

- 4.
- 5.
- 6.
- 7.

A registration form with three input fields: 'Name' (with 'first' and 'last' sub-fields), 'Date of Birth' (with 'Month', 'Day', and 'Year' dropdowns), and 'Email Address'. Below the fields is a blue 'Register' button and a grey 'Cancel' button. A small blue link says 'If you have already registered, please login or request a new password.' At the bottom, there is a small disclaimer: 'I am a parent of a student or a playing sports at [School Name] Registration of information under Ohio Revised Code section 3317.11 as an understanding of the final steps permitted by a maximum of 30 months imprisonment and a fine of \$1,000 or both.'

8. 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

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

A form titled 'You're almost done registering as a Parent'. Below the title is the instruction 'SET THE PASSWORD YOU WOULD LIKE TO USE TO SECURELY ACCESS YOUR ACCOUNT.' There are two input fields: 'New Password:' and 'Confirm Password:'. A blue 'Confirm Account' button is at the bottom.

10. 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.

A form titled 'Add Another Parent? or Skip this step'. It contains the text: 'Grant access to an additional parent account (perhaps for your spouse), allowing them to manage your students. If this individual already has an account, use their email address and they will be automatically linked when you click submit.' Below this are three input sections: 'Name' (with 'First' and 'Last' sub-fields), 'Date of Birth' (with 'Month', 'Day', and 'Year' dropdowns), and 'Email Address' (with a placeholder 'e.g. parent@example.com'). At the bottom are two buttons: a blue 'Add Parent Account' button and a red 'No thanks.' link.

REGISTERING A STUDENT

WHAT INFO WILL I NEED?

- Basic Medical History & Health Information
- Doctor & Dentist Contact Information
- *Email Address for BOTH you and your student (if required by your district)*
- Insurance Company & Policy Number
- Hospital Preference

HOW DO I REGISTER MY FIRST STUDENT?

*****IMPORTANT***** If you have followed the steps on the previous page, you may Jump to Step 3.



Parent

LOGIN

NEW ACCOUNT

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

2. Click **LOGIN** under the Parent Icon

3. Click **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.

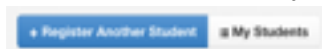
6. Complete each form and sign your full name (e.g. "John Smith") into the Parent Signature field at the bottom of the page. After signing, click **SUBMIT FORM** and move on to the next form.

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.



10. At any point in the future, you may login at any time and click the **Update Forms** button to update information.

Update Forms