



FINALFORMS™

Half Hollow Hills Athletic Department has partnered with FinalForms, an online form and data management service. FinalForms allows you to complete and sign athletic participation forms for your students. FinalForms saves data from season-to-season and year-to-year, eliminating the need to enter the same information twice!

You will be able to review your information once per school year to verify information is current and sign the forms.

Registration is now open for the following winter athletic teams:

7th or 8th grade:

- Boys Basketball
- Girls Volleyball

9th- 12th Grade:

- Basketball (Boys & Girls)
- Bowling (Boys & Girls)
- Fencing (Boys & Girls)
- Swimming (Boys)
- Winter Cheerleading
- Winter Track (Boys & Girls)
- Wrestling

The Parent Playbook (below) will get you started in FinalForms. If you require any support during the process, scroll to the page bottom and click "User Support".

If your child is interested in trying out for the aforementioned sports you must **REGISTER** them through this process.

Please register at -- <https://halfhollowhills-ny.finalforms.com/> -- now and electronically complete **ALL** forms!

Thank you for your assistance in streamlining our paperwork processes at Half Hollow Hills School District Athletic Department.

APPROVED FOR DISTRIBUTION
OCT 11 2019
DR. PATRICK HARRIGAN
SUPERINTENDENT OF SCHOOLS

Amme
10/10/19



PARENT REGISTRATION

HOW DO I SIGN UP?

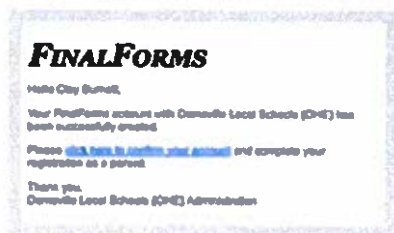
1. Go to <https://halfhollowhills-ny.finalforms.com>
2. Click **NEW ACCOUNT** under the Parent Icon
3. Type your NAME, DATE OF BIRTH and EMAIL, then click **REGISTER**
4. Check your Email for a FinalForms Email, and click **CONFIRM YOUR ACCOUNT** in the email text.



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

5. Create your new FinalForms password and click **CONFIRM ACCOUNT**

You're almost done registering as a Parent

SET THE PASSWORD YOU WOULD LIKE TO USE TO SECURELY ACCESS YOUR ACCOUNT

New Password:

Confirm Password:

Confirm Account

6. You may 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**.

Add Another Parent? or **Skip this step**

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".

Name:

Date of Birth:

Email Address:

Add Parent Account

No thanks

7. Your account(s) will be created, you can then click **REGISTER STUDENT** for your first child.



FINALFORMS™

REGISTERING A STUDENT

WHAT INFO WILL I NEED?

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

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://halfhollowhills-ny.finalforms.com>



Parent

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.

*****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.

8. Click **MY STUDENTS** if you are done, or **REGISTER ANOTHER STUDENT** if you need to add another.

9. At any point in the future, you may login at any time and click the **UPDATE FORMS** button