



## **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, there for you will never 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 will open on **February 9<sup>th</sup>** for the following Spring HS athletic teams:

### **9<sup>th</sup>- 12<sup>th</sup> Grade:**

- Badminton (Boys & Girls)
- Baseball
- Golf (Girls)
- Lacrosse (Boys & Girls)
- Softball
- Spring Track (Boys & Girls)
- Tennis (Boys)

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/> -- you can login at any time to start the forms, however registration for a specific spring 2020 sport will begin on February 9<sup>th</sup>.

IF YOU REGISTERED YOUR CHILD FOR A WINTER SPORT – you will need to login after Feb. 9<sup>th</sup> to update and register him/her for the spring sport.

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



# FINALFORMS™

## PARENT REGISTRATION

### HOW DO I SIGN UP?

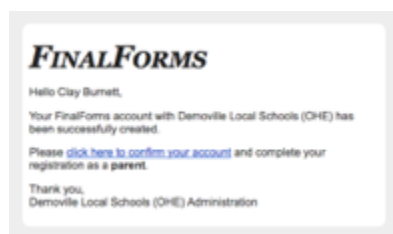


Parent

LOGIN

NEW ACCOUNT

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.



*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](mailto:support@finalforms.com)*

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

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



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## 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>



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