

FINALFORMS™

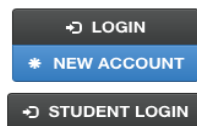
PARENT REGISTRATION

HOW DO I SIGN UP?

1. Go to: <http://toledodiocese-oh.finalforms.com>
2. Click **NEW ACCOUNT** under the Parent Icon



Parent



3. Type your **NAME**, **DATE OF BIRTH** and **EMAIL**, then click **REGISTER**

Legal Name: First Last

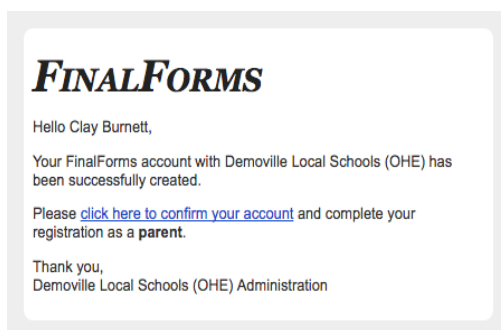
Date of Birth: Month Day Year

Email Address: e.g. parent@example.com

Note: If you have already registered, please login or request a new password

I am a parent of a student at or playing sports at _____ Schools. Falsification of information under Ohio Revised Code section 2921.13 is a misdemeanor of the first degree punishable by a maximum of six (6) months imprisonment or a fine of \$1,000 or both.

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

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

The screenshot shows a registration form with the following elements:

- Header: "You're almost done registering as a Parent" with a sub-header "SET THE PASSWORD YOU WOULD LIKE TO USE TO SECURELY ACCESS YOUR ACCOUNT."
- Field: "New Password:" with a text input box containing seven dots.
- Field: "Confirm Password:" with an empty text input box.
- Button: "Confirm Account" in a blue box.

6. You will be asked if you want to grant another Parent/Guardian access to your registered students.
7. 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.



The screenshot shows a form titled "Add Another Parent?" with a link "or Skip this step" in red. The form includes:

- 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."
- Section: "Name:" with two input boxes for "First" and "Last".
- Section: "Date of Birth:" with three dropdown menus for "Month", "Day", and "Year".
- Section: "Email Address:" with a text input box containing the placeholder "e.g. parent@example.com".
- Buttons: "Add Parent Account" in a blue box and "No thanks." in red text.

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REGISTERING A STUDENT

WHAT INFO WILL I NEED?

- Basic Medical History & Health Information
- Insurance Company & Policy Number
- Doctor & Dentist Contact Information
- 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.

1. Go to <http://toledodiocese-oh.finalforms.com>
2. Click **LOGIN** under the Parent Icon
3. Click **REGISTER STUDENT**



Parent

→ LOGIN

* NEW ACCOUNT

→ STUDENT LOGIN

4. Complete the form including the Student's Legal Name, 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.

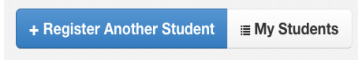
NOTE: A selection can be changed any time until the registration deadline.

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. 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 information.

