



PARENT REGISTRATION

HOW DO I SIGN UP?

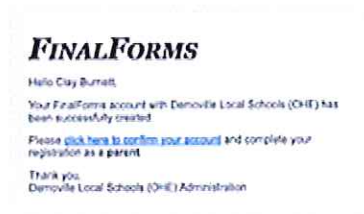


Parent

LOG IN

NEW ACCOUNT

1. Go to <https://sugarcreek-oh.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

5. Type your 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 you include an email for an account, we will email address and they will be automatically added when you click submit.

Name:

First

Last

Date of Birth:

Month Day Year

Email Address:

e.g. clay@demoville.k12.oh.us

Add Parent Account [No thanks](#)

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



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://sugarcreek-oh.finalforms.com>



Parent

LOGIN
NEW ACCOUNT

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.

Email must be your student address ending in: @bss.k12.oh.us (using your 5-digit student ID)

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.

If your child has an active physical on file with the Athletic Office, we will activate their physical information once you complete all other online informational forms.

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