

## **Bellingham Athletic Department**

We are very excited to announce that the Bellingham School District Athletic Department has partnered with FinalForms, an online forms and data management service. FinalForms allows you to complete and sign athletic participation forms for your students. The most exciting news is that FinalForms saves data from season-to-season and year-to-year, meaning that you will never need to enter the same information twice! FinalForms also pre-populates information wherever possible, for each of your students, saving you time.

You may review your data at any time to verify it is current. You will be required to sign your forms once per year and after any update.

Click on the Parent Playbook (attached) to get started in FinalForms. If you require any support during the process, scroll to the page bottom and click "Use Support".

**We are asking that ALL PARENTS OF ATHLETES use FinalForms.**

**IMPORTANT: You will receive an account confirmation email from FinalForms. Please click the link and follow the steps to login and access your student(s).**

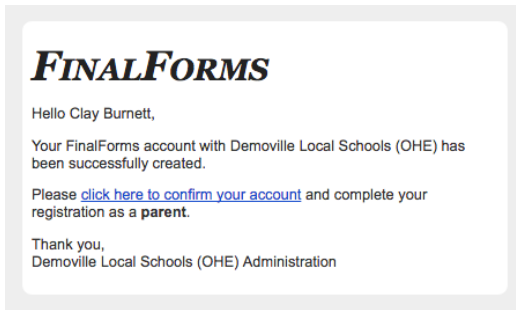
Thank you for your assistance in streamlining our paperwork processes at Bellingham School District.

# **FINALFORMS**<sup>TM</sup>

## **PARENT REGISTRATION**

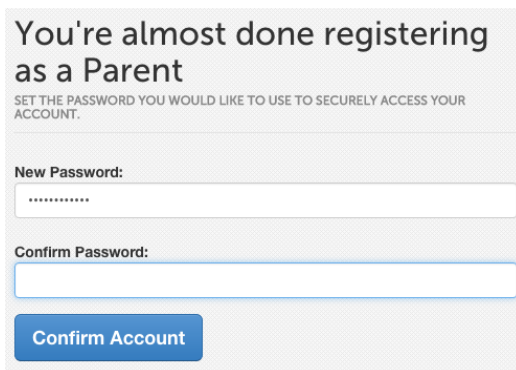
### **HOW DO I GET STARTED?**

1. Check your Email for a FinalForms Email, and click **CONFIRM YOUR ACCOUNT** in the email text.



*NOTE: You will receive an email from your District 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 contact an Athletic Administrator.*

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

A screenshot of the FinalForms password confirmation page. The page title is "You're almost done registering as a Parent". Below the title, it says "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 located at the bottom of the form.

3. Your account will be confirmed and you will be logged in, you can now proceed to the next page!

# FINALFORMS™

## REGISTERING A STUDENT

### WHAT INFO WILL I NEED?

- Basic Medical History & Health Information
- Doctor & Dentist Contact Information
- 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.

1. Go to <https://bellingham-wa.finalforms.com>
2. Click **LOGIN** under the Parent Icon
3. Click **INCOMPLETE FORMS**



Parent

→ LOGIN

Status	Name	Class	Sports/Activities	Actions
<b>Incomplete Forms</b> <small>(Click to complete them)</small> <small>Physical expires on 2/8/17 (in 179 days)</small>	Burnett, Junior <small>clay@finalforms.com</small>	2018	+ Add a Sport	Update Forms + PPEMedical Profile Edit

4. **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.

5. 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.

Form Signatures

Parent Signature:

Your signature MUST match your name: Clayton Burnett

Student Signature:

Student must log in to sign.

**Submit Form** [Skip this form](#)

6. When all forms are complete, you will see a "Forms Finished" message. **Forms finished!**

7. **\*\*\*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. You may repeat steps 3 through 6 for additional Students.

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

**Update Forms**