

May 12, 2017

Maple Heights Athletic Department

1 Mustang Way, Maple Heights, OH 44137
Nick Kaliszewski - Athletic Director

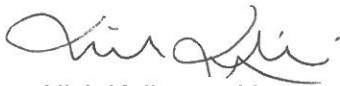
We are very excited to announce that the Maple Heights Athletic Department has partnered with FinalForms, an online forms and data management service. FinalForms allows you to complete and sign athletic participation forms for your students. The most exciting news is that FinalForms saves data from season-to-season 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 will only have to review your information once per school year to verify information is current and sign the forms.

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

We are asking that ALL parents of athletes use FinalForms. Please register at -- <https://mapleheights-oh.finalforms.com/> -- now and electronically complete ALL forms!

Thank you for your assistance in streamlining our paperwork processes at Maple Heights !



Nick Kaliszewski
Athletic Director

All Athletes need to have a current physical on file with the Athletic Department prior to trying out for a sport. Sport Physicals are only good for one year from the date that the physical was completed. The sport physical expiration date will be entered into Final Forms by the Athletic Trainer or Athletic Director.



PARENT REGISTRATION

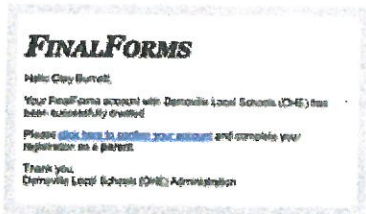
HOW DO I SIGN UP?



Parent



1. Go to <https://mapleheights-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. 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:

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:

[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://mapleheights-oh.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