

**PARENT REGISTRATION**



**HOW DO I SIGN UP?**

1. Go to [https://zeeland-mi.finalforms.com](https://zeeland-mi.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**





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.



**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://zeeland-mi.finalforms.com](https://zeeland-mi.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