

## NEW – Athletic Forms NOW Online!



We are very excited that the Solon Schools Athletic Department has partnered with ***FinalForms***, an online application, that will enable parents and students to sign-up for your sport and complete and file athletic forms electronically.

***FinalForms*** is now available for all Solon student athletes in grades 7-12. You **MUST** log on and register with ***FinalForms*** to sign up for a spring sport & tryout. ***FinalForms*** is available for all parents & athletes online at:

<https://solon-oh.finalforms.com>

The **ONLY** form that you are still required to actually print, complete and return to the Athletic Department, is the OHSAA Physical form pages 3 & 4. The physical form must be completed by the doctor and by law we are required to have a signed copy on file. Once your student's physical is received by the Athletic Department, we will input the expiration date into ***FinalForms*** and then you will receive automatic notifications when your student's physical and other forms need to be updated. Even if we already have your current physical on file please register your student and the athletic department will input the expiration date.

Registering your first child will take about 10 minutes. Registering additional children will take 4-5 minutes each. Information is stored from season-to-season, year-to-year and also shared within families eliminating the need to enter the same info more than once. Your only annual requirement will be logging in to verify the existing information for your child by re-signing each form.

If you have any questions or experience any issues during registration, please direct all support requests to [support@finalforms.com](mailto:support@finalforms.com)

Thank you for your assistance in streamlining our paperwork process in the Athletic Department.

# FINALFORMS

## PARENT REGISTRATION

### HOW DO I SIGN UP?

1. Go to <https://solon-oh.finalforms.com>
2. Click **NEW ACCOUNT** under the Parent Icon
3. Type your NAME and EMAIL, click **REGISTER**



Parent



4. Check your Email and click **CONFIRM YOUR ACCOUNT** in the email text



Welcome,  
FinalForms has just set up your account. You have been assigned a role of Parent.  
Please [confirm your account](#) to complete your registration as a parent.  
Thank You,  
Solon High School of the Americas

**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](mailto:support@finalforms.com)

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

### You're almost done registering as a Parent

Set a strong password for your account. You will use this to login to the system.

New Password:  
\*\*\*\*\*

Confirm Password:

**Confirm Account**

6. You will be asked if you want to grant another Parent/Guardian access to your registered students. Either click **SKIP THIS STEP** or type Name and Email Address and click **ADD PARENT ACCOUNT**

Add Another Parent? [Skip this step](#)

Grant access to an additional parent account (perhaps for your spouse), allowing them to manage your students.

Click on the Add Parent button to add another parent account.



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

# FINAL FORMS

## REGISTERING A STUDENT

### WHAT INFO WILL I NEED?

- Insurance Company & Policy Number
- Hospital Preference
- Doctor & Dentist Contact Information
- Email Address for BOTH you and your student\*

### HOW DO I REGISTER MY FIRST STUDENT?□□

**\*\*\*IMPORTANT\*\*\*** If you have followed the steps on the previous page, you are already logged in. Jump to Step 3.□

1. Go to <https://solon-oh.finalforms.com> □
2. Click LOGIN under the Parent Icon □
3. Click REGISTER STUDENT



Parent



4. Type your Student's NAME, **EMAIL ADDRESS**, DATE OF BIRTH, GENDER, □GRADUATION YEAR/GRADE and HOME ADDRESS then click **CREATE STUDENT**  
**NOTE: The email address provided will be used to send reminders to your student. A student email address may or may not be required, depending on your school preferences.□**
5. **If your student is an athlete**, please assign your student to a sport by clicking a checkbox. Sports are separated by year, season, and registration deadline. Click **UPDATE SPORTS** after making your selection.  
**NOTE: A sport selection can be changed anytime up until the it's registration deadline**
6. Complete each form and enter 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. **\*\*\*IMPORTANT\*\*\* 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, if required**
9. If you are registering an additional student, click **MY STUDENTS** at the top of the page and jump back to Step 3. Most of the information, like home address and contact information, is automatically copied to your additional students. All forms for additional students will still require your signature
10. In the future, you may login at any time and click the **Update Forms** button to update information