



FinalForms

Parent registration

Please Note: If the parent already has a Buckeye Hills FinalForms account, you may go to page 2.

How do I sign up?

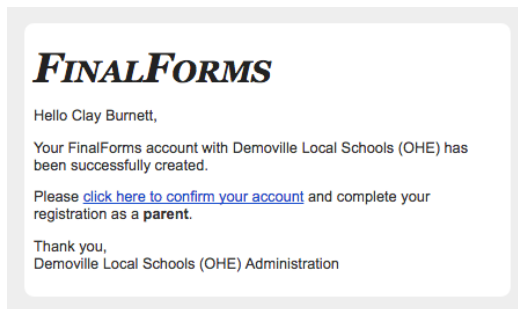
1. Go to: <https://buckeyehills-oh.finalforms.com> or scan the QR code below with your phone's camera and click the blue "Apply Now" button.
2. Locate the parent icon and click **NEW ACCOUNT**, then follow the steps to create your account.



3. Type your YOUR NAME, DATE OF BIRTH, and EMAIL. Next, click **REGISTER**.

NOTE: You will receive an email within 2 minutes prompting you to confirm and complete your registration. If you do not receive an email, then check your spam folder. If you still can not locate the FinalForms email, then email support@finalforms.com informing our team of the issue.

4. Check your email for an **ACCOUNT CONFIRMATION EMAIL** from the FinalForms Mailman. Once received and opened, click **CONFIRM YOUR ACCOUNT** in the email text.



5. Create your new FinalForms password. Next, click **CONFIRM ACCOUNT**. "How to Add and Manage Your Students" will appear. Read the information and click on "Close."
6. Click **REGISTER (Add) STUDENT** for your first child.





FinalForms

Registering a student

What information will I need?

Addresses, phone numbers, and email addresses of student and parents. Student's career program choices and t-shirt size.

How do I register my first student?

IMPORTANT: If you followed the steps on the previous page, you may Jump to Step number 3.

1. Go to: <https://buckeyehills-oh.finalforms.com> or scan the QR code on Page 1 with your phone's camera and click the blue "Apply Now" button.

2. Click **LOGIN** under the Parent Icon, then login.



3. Locate and click the **ADD STUDENT** button.
4. Type in the **LEGAL NAME** and other required information. Then, click **CREATE STUDENT**.
 - Please **skip** the Sport History and Homeschooled/External Student
5. Complete each form and sign (type) your full name (i.e. 'Jonathan Smith') in the parent signature field on each page. After signing each, click **SUBMIT FORM** and move on to the next form.

6. When all forms are complete, you will see a 'Forms Finished' message.

IMPORTANT: After you have completed all forms, an email will automatically be sent from FinalForms to the email address that you provided for your student. They will be prompted to create their account and sign the required form. Students will not be able to edit the form, so please be sure that their Career-Tech Choices and t-shirt size are correct before you sign.

How do I register additional students?

Click **MY STUDENTS**. Then, repeat steps number 3 through number 7 for each additional student.

How do I update information?

Login at any time and click **UPDATE FORMS** to update information for any student.