



We are very excited that our School and Athletic Department has partnered with FinalForms, an online application that will enable parents and students to complete and file athletic forms electronically.

FinalForms is available for all Bishop Hartley athletes online at:
<http://hartley.finalforms.com>.

If your child or children is not participating in a sport, then you will only be required to complete the Academic Forms online.

If you have a child that is an athlete, you will be required to complete the Academic and Athletic forms online for that child. The ONLY form that you are still required to print, complete and return the Athletic Department, is the OHSAA Physical form pages 1-4. 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 forms need to be updated.

Registering your first child will take 5-10 minutes. Registering additional children will take 2-3 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

Thank you for your assistance in streamlining our paperwork process.

PARENT REGISTRATION

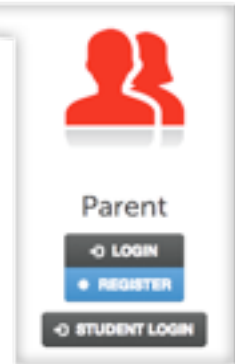
HOW DO I SIGN UP?

1. Go to <http://hartley.finalforms.com>
2. Click **REGISTER** under the Parent Icon
3. Type your NAME and EMAIL and then click **REGISTER**

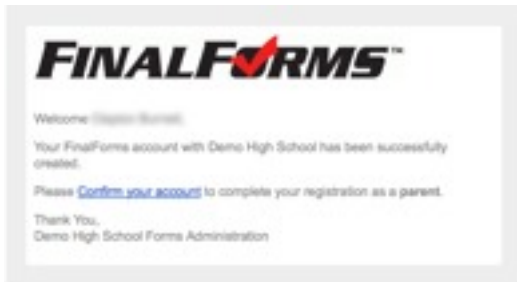
Name: First Last

Email Address:

Note: If you have already registered, please login or request a new password



4. Check your 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. Type your 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 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? 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: First Last

Email Address:

No thanks

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

REGISTERING A STUDENT

WHAT INFO WILL I NEED?

- Insurance Company & Policy Number
- Your Email Address & Student's Email Address
- Doctor & Dentist Contact Information
- Hospital Preference

HOW DO I REGISTER MY FIRST STUDENT?

NOTE: If you have followed the steps on the previous page, you are already logged in. Jump to Step 3.

1. Go to <http://hartley.finalforms.com>

2. Click **LOGIN** under the Parent Icon

3. Click **REGISTER STUDENT**

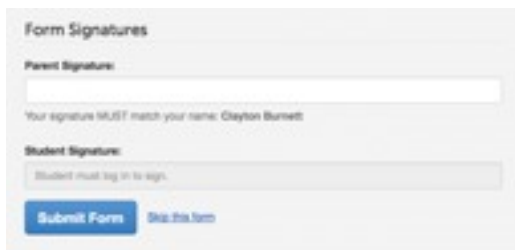


4. Type your Student's NAME, EMAIL ADDRESS, DATE OF BIRTH, GENDER, HS GRADUATION YEAR and HOME ADDRESS and click **CREATE STUDENT**

5. Assign your student to a sport by clicking it's 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.

An email will automatically be sent to the email address on record for your student prompting him/her to sign forms requiring student signature.

8. 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.

