

# **FINALFORMS**



The St. John the Baptist Athletic Department has partnered with FinalForms, an online form and data management service. FinalForms allows you to complete and sign athletic participation forms for your students. FinalForms saves data from season-to-season and year-to-year so you will never need to enter the same information twice! You will be able to review and verify/update information and sign all required forms.

**SJB Fall Athletic Team Sign-Ups begin June 1, 2024 and end June 10, 2024.**

**9<sup>th</sup>- 12<sup>th</sup> Grade:**

- Cheerleading
- Crew (co-ed)
- Cross Country (Boys & Girls)
- Equestrian (co-ed)
- Football
- Kickline
- Sailing (co-ed)
- Soccer (Boys & Girls)
- Girls Swimming
- Girls Tennis
- Girls Volleyball

The Parent Playbook (below) will provide directions on how to register in FinalForms. If you require any support during the process, scroll to the page bottom and click "Use Support".

**If your child is interested in trying out for the aforementioned sports, you must REGISTER them through this process (register and sign-ups). Please register at <https://stjohnthebaptist-ny.finalforms.com> and electronically complete ALL forms. Thank you!**



## FinalForms **Parent registration**

### How do I sign up?

1. Go to: <https://stjohnthebaptist-ny.finalforms.com>
2. Locate the parent icon and click **NEW ACCOUNT** below.

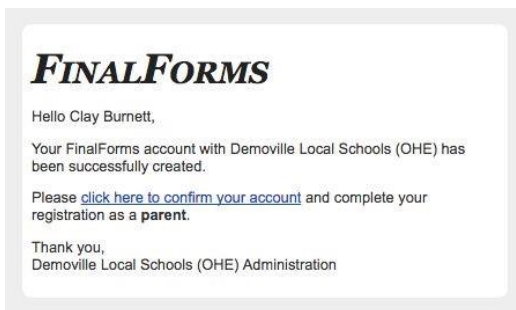


3. Type your NAME, DATE OF BIRTH, and EMAIL. Next, click **REGISTER** .

*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 cannot locate the FinalForms email, then email [support@finalforms.com](mailto: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** .
6. Click **REGISTER STUDENT** for your first child.



## FinalForms **Registering a student**

### What information will I need?

Basic medical history and health information. Insurance company and policy number. Doctor, dentist, and medical specialist contact information. Hospital preference and contact information.

### 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://stjohnthebaptist-ny.finalforms.com>

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



3. Locate and click the **ADD STUDENT** button.
4. Type in the **LEGAL NAME** and other required information. Then, click **CREATE STUDENT**.
5. **If your student plans to participate in a sport, activity, or club**, then click the checkbox for each. Then, click **UPDATE** after making your selection. Selections may be changed until the registration deadline.
6. Complete each form and sign 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.

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

***IMPORTANT: An email will automatically be sent to the email address that you provided for your student that will prompt your student to sign required forms. Please use your students' SJB email when asked for student email. If you have an incoming freshman and have not received an SJB email yet please use the student's personal email. Once you receive the SJB email you should change the student email to the SJB email.***

### 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.