



**WADSWORTH CITY SCHOOLS
ATHLETIC DEPARTMENT**

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**ALL
Wadsworth H.S.
and M.S. FALL
Sports begin
AUGUST 1**

Online Forms for 2019-2020

FINALFORMS

***online electronic forms for Sports Participation &
Team Signup—see following pages for instructions.***

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

**PARENTS, You must log on and register with FINALFORMS
to signup for a sport & tryout.**

Log in online at: <https://wadsworth-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 forms will need to be updated.

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. *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*

(Be sure to check your SPAM email for any emails from FinalForms.)

If you have any questions or experience any issues during registration, please direct all support requests to support@finalforms.com

Over the summer and anytime during the school year, please feel free to drop off High School sports physicals to the Athletic Office and Middle School sports physicals to the Middle School main office. The paperwork process goes much smoother and much more efficient if you can get your child's physical in to our office before the August 1st.

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



PARENT REGISTRATION HOW DO I SIGN UP?

1. Go to <https://wadsworth-oh.finalforms.com>
2. Click **NEW ACCOUNT** under the Parent Icon



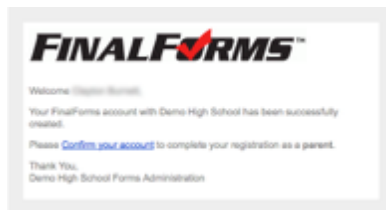
Parent



3. Type your NAME and EMAIL and then click **REGISTER**

The registration form includes fields for Name (First and Last), Email Address, and a Register button. A note below the email field says: "Note: If you have already registered, please login or request a new password." There is also a Cancel button.

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**

The screen is titled "You're almost done registering as a Parent" and asks to "SET THE PASSWORD YOU WOULD LIKE TO USE TO SECURELY ACCESS YOUR ACCOUNT." It has fields for "New Password:" and "Confirm Password:" with a "Confirm Account" button.

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**.

The screen is titled "Add Another Parent?" and has a "Skip this step" link. It asks to "Grant access to an additional parent account (perhaps for your spouse), allowing them to manage your students." It includes fields for Name (First and Last) and Email Address, and an "Add Parent Account" button.

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FINALFORMS

REGISTERING A STUDENT

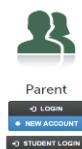
WHAT INFO WILL I NEED?

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

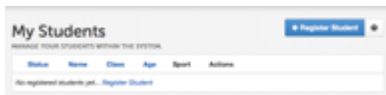
HOW DO I REGISTER MY FIRST STUDENT?

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

1. Go to <https://wadsworth-oh.finalforms.com>
2. Click **LOGIN** under the Parent Icon



3. Click **REGISTER STUDENT**



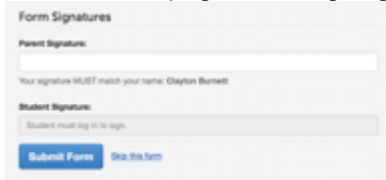
4. Type your Student's NAME, **EMAIL ADDRESS**, DATE OF BIRTH, GENDER, GRADUATION YEAR/GRADE and HOME ADDRESS then click **CREATE STUDENT**

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 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 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.

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  button to update information.

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