

Jackson Athletic Department

500 Vaughn St.

Jackson, OH 45640

Waylon Massie - Athletic Director

740-286-7822

Jackson City Schools uses **FinalForms**, an online forms and data management system, for all athletic paperwork. **FinalForms** allows you to complete and sign athletic participation forms for your student and that data is stored season to season and year to year. You will never have to enter the same information twice. **FinalForms** also pre-populates information wherever possible, for each of your students, saving you time.

You will review your information once per school year to verify information is current and sign forms.

Use the information on the attached flier to get started. If you require any support during the process, scroll to the bottom of the page and click "use support"

We are requiring **ALL** parents of athletes to use **FinalForms**. We will no longer accept paper copies of physicals in the office, Please upload them into **FinalForms**.

Thank you for your assistance in streamlining our paperwork processes at Jackson City Schools.

Waylon Massie

A handwritten signature in black ink that reads "Waylon Massie". The signature is written in a cursive, flowing style.

Athletic Director



FinalForms

Parent registration

How do I sign up?

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



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.



Hello Clay Burnett,

Your FinalForms account with Demoville Local Schools (OHE) has been successfully created.

Please [click here to confirm your account](#) and complete your registration as a parent.

Thank you,
Demoville Local Schools (OHE) Administration

5. Create your new FinalForms password. Next, click **CONFIRM ACCOUNT**.
6. Click **REGISTER STUDENT** for your first child.

FinalForms

FINAL FORMS™

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://jacksoncity-oh.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.

Form Signatures

Parent Signature:

Your signature MUST match your name: Clayton Burnett

Student Signature:

Student must log in to sign.

[Skip this form](#)

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

IMPORTANT: If required by your district, an email will automatically be sent to the email address that you provided for your student, which will prompt your student to sign required forms.

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.