



JACKSON ATHLETIC DEPARTMENT

We are very excited to announce that the Jackson City Schools Athletic Department has partnered with FinalForms, an online forms and data management service. FinalForms allows you to complete and sign athletic participation forms for your students. The most exciting news is that FinalForms saves data from season-to-season and year-to-year, meaning that you will never need 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 the forms. Please see the Parent Playbook (attached) to get started in FinalForms. If you require any support during the process, scroll to the page bottom and click "Use Support". We are asking that ALL parents of athletes use FinalForms. Please register at <https://jacksoncity-oh.finalforms.com/> and electronically complete ALL forms! Thank you for your assistance in streamlining our paperwork processes at Jackson City Schools.

**Pat Stevens
Athletic Director**

JACKSON HIGH SCHOOL ATHLETIC DEPARTMENT
500 VAUGHN STREET, JACKSON, OH 45640-740-286-7575

PAT STEVENS-ATHLETIC DIRECTOR

Beginning on May 1st, we ask that all Parents and Students login to FinalForms to complete and sign all required forms for the upcoming school year. You can find FinalForms information on the JCS Website homepage. Remember, FinalForms save data from season-to-season and year-to-year!

PLEASE CAREFULLY REVIEW YOUR INFORMATION, UPDATE IF NECESSARY, AND SIGN ALL FORMS.

Click jacksoncity-oh.finalforms.com and, if needed, review the Parent Playbook (attached) to complete the process. If you require any support during the process, scroll to the bottom of the page and click "Use Support".

Thank you for your assistance in streamlining our data collection, verification, and distribution processes at Jackson City Schools Athletics.

Pat Stevens

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.

FINALFORMS

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

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://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 include your name - Clarence Burnett

Student Signature:

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.