



## PARENT REGISTRATION

### HOW DO I SIGN UP?

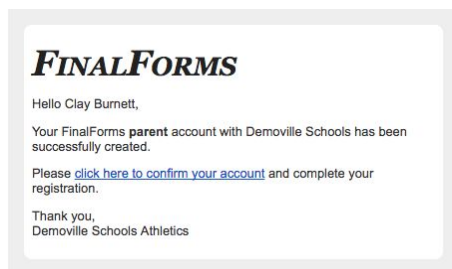


Parent

→ LOGIN

\* NEW ACCOUNT

1. Go to <https://notredameacademy-ky.finalforms.com>
2. Click **NEW ACCOUNT** under the Parent Icon.
3. Type your NAME, DATE OF BIRTH, and EMAIL; then click **REGISTER**.
4. Check your Email for a FinalForms 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](mailto:support@finalforms.com).*

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

# FINALFORMS™

## REGISTERING A STUDENT

### WHAT INFO WILL I NEED?

- Basic Medical History & Health Information
- Doctor & Dentist Contact Information
- Insurance Company & Policy Number
- Hospital Preference
- KHSAA Physical for upload

### HOW DO I REGISTER MY FIRST STUDENT?

**\*\*\*IMPORTANT\*\*\*** If you have followed the steps on the previous page, you may Jump to Step 3.

1. Go to <https://notredameacademy-ky.finalforms.com>

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



3. Click **REGISTER STUDENT**

A screenshot of the 'My Students' dashboard. At the top left is the text 'My Students' and 'MANAGE YOUR STUDENTS WITHIN THE SYSTEM.'. On the right are two buttons: 'Register Student' (blue) and 'Instructions' (grey). Below is a table with columns: Status, Name, Class, Sports/Activities, and Actions. The table content is 'No registered students yet...'. The 'Register Student' button is highlighted with a blue box.

4. Type in LEGAL NAME and other basic information about the student. Click **CREATE STUDENT**.

5. **If your student plans to participate in a sport** please click the checkbox for each. Click **UPDATE** after making your selection.

**NOTE:** A selection can be changed any time until the registration deadline.

6. Complete each form and sign your full name (*i.e.* '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.

A screenshot of the 'Form Signatures' section. It has two signature fields. The first is 'Parent Signature:' with a text input field. Below it is the text 'Your signature MUST match your name: Clayton Burnett'. The second is 'Student Signature:' with a text input field containing the text 'Student must log in to sign.'. At the bottom are two buttons: 'Submit Form' (blue) and 'Skip this form' (grey).

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

8. **\*\*\*IMPORTANT\*\*\*** If required, an email will automatically be sent to the email address that you provided for your Student prompting him/her to sign required Student forms.

### HOW DO I REGISTER ADDITIONAL STUDENTS?

Click MY STUDENTS. You may repeat steps 3 through 7 for each additional Student.

**HOW DO I UPDATE INFORMATION?**

LOGIN at any time and click **UPDATE FORMS** to update information for any Student.