

ATHLETIC PARTICIPATION FORMS

If your son/daughter wishes to participate in athletics, you can now fill out all of your paperwork online. This process can be done for each of your children for each sport they play in a school year. The OHSAA physical will still need to be filled out and turned into the athletic department. The system will send you an email reminder when your son/daughters physical expires. There will be no more turning in numerous sheets of paper to the coach. Everyone can turn the information in online.

Where do you go?

<http://loganelm-oh.finalforms.com/>

How do I sign up?

Once you enter the web address, look under parent and click register and follow the steps.

What do I need?

- Insurance Company & Policy Number
- Doctor & Dentist Name & Phone Number
- Student-Athlete's Email Address
- Hospital Preference

Is there any paperwork that I need to turn in?

The only general paperwork that will need to be turned in is an up to date physical.

What does my student-athlete need to do?

Once the parent/guardian has signed the forms, it will send an email (to the address you provided) to have the student-athlete sign the forms.

How do I know when my physical expires?

Once you have signed up and the athletic department receives your physical, you can view how many days until the physical expires. The system will also send you an email reminder when your son/daughters physical expires.

Attached to this sheet is a step by step instructions sheet provided by final forms.

PARENT REGISTRATION PROCESS FOR ONLINE FORMS

You may want to have this information on hand:

- Insurance Company & Policy Number
- Doctor & Dentist Name & Phone Number
- Student/Athlete's Email Address
- Hospital Preference

STEP 1: Go to <http://loganelm-oh.finalforms.com/>

STEP 2: Click "Register" under the Parents Icon

STEP 3: Enter your Name, Email Address and Phone Number and click "Submit"

STEP 4: Check your Email (for the address supplied in Step 3). You will receive an email within 5 minutes prompting you to click a link to confirm registration. Click the link and enter your password.

NOTE: If you do not receive an email, check your spam folder. If still missing, email support@finalforms.com.

STEP 5: Upon completing Step 4 you will be signed in and able to register your first student athlete. Click "Register Student" and follow the steps. You may register your student for only the upcoming season (i.e. Fall) or all upcoming seasons (i.e. Fall, Winter, Spring).

STUDENT SIGNATURES: Upon your completion of the forms, you will be prompted to email your son/daughter. Your son/daughter will receive a notification to login and sign the forms.

OHSAA PHYSICAL FORMS: You will still need to turn in a hard copy of your physical. Physicals are good for one calendar year from when they were given. Once the athletic department receives your physical, the expiration date will be visible in FinalForms. You will receive reminders 60, 30, 15 and 5 days from the physical expiration date.

YOUR INFO: FinalForms does have a "Forgot Password" function, but please remember your username and password. All data will be stored securely from season to season, year to year. You will have to verify the data and sign the forms once per school year