



## PARENT REGISTRATION

### HOW DO I SIGN UP?

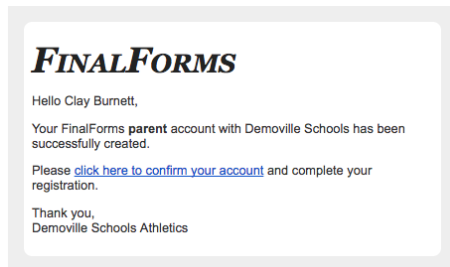
1. Go to <https://traversecity-mi.finalforms.com>
2. Click **NEW ACCOUNT** under the Parent Icon.
3. Type your NAME, DATE OF BIRTH, and EMAIL; then click **REGISTER**.
4. Check your Email for a FinalForms Email, and click **CONFIRM YOUR ACCOUNT** in the email text.



Parent

→ LOGIN

\* NEW ACCOUNT



*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).*

### ACCOUNT.

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



## REGISTERING A STUDENT

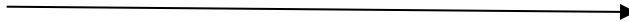
### WHAT INFO WILL I NEED?

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

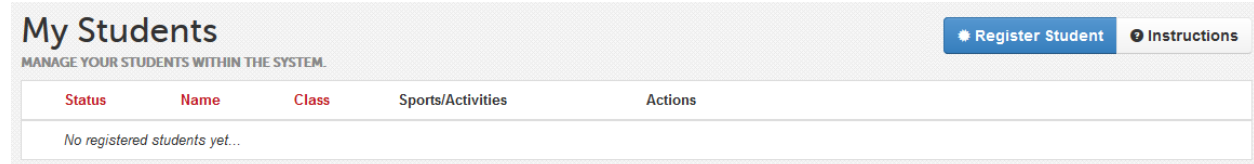
### HOW DO I REGISTER MY FIRST STUDENT?

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

1. Go to <https://traversecity-mi.finalforms.com>

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

3. Click **REGISTER STUDENT**



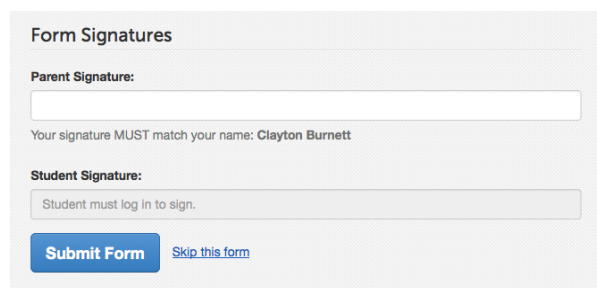
Status	Name	Class	Sports/Activities	Actions
No registered students yet...				

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, activity, or club*, 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.



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.