

## PARENT REGISTRATION

### HOW DO I SIGN UP?



1. Go to <https://salina-ks.finalforms.com/>
2. Click “**NEW ACCOUNT**” under the **Parent** icon.
3. Type your NAME, DATE OF BIRTH, and EMAIL, then click “**ENTER**”.
4. Check your email that you provided 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 e-mail [support@finalforms.com](mailto:support@finalforms.com).*

### FINALFORMS

Hello Clay Burnett,

Your FinalForms **parent** account with Demoville Schools has been successfully created.

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

Thank you,  
Demoville Schools Athletics

5. Create your new FinalForms password and click “**CONFIRM ACCOUNT**”.
6. You may be asked if you want to grant another Parent/Guardian access to your registered students. Either click “**SKIP THIS STEP**” or type their name, date of birth, and email, then click “**ADD PARENT ACCOUNT**”.
7. Your account(s) will be created, you can then click “**REGISTER STUDENT**” to add your student(s) to your account. **Use the Registering a student to complete the process of registering your student(s)**

## REGISTERING A STUDENT

### What info will I need?

- Basic Medical History & Health Info - Doctor, Dentist & Hospital Information
- Insurance Company & Policy Number - Email Address for BOTH you and your student

1. Go to <https://salina-ks.finalforms.com/>

2. Click “**LOGIN**” under the **Parent** icon



Parent

← LOGIN

★ NEW ACCOUNT

3. Click “**REGISTER STUDENT**”

### My Students

MANAGE YOUR STUDENTS WITHIN THE SYSTEM.

Register Student

Instructions

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

4. Complete the form including the student’s legal name, **email address**, date of birth, gender, graduation year, home address, and any other information required by the district. Then click “**CREATE STUDENT**”
5. If your student plans to participate in any **sport, activity, or club**, please click the checkbox for each. Click “**UPDATE**” after making your selection(s). *Note: a selection can be changed any time until the registration deadline.*
6. Complete each form and sign your full name 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. **\*\*\*IMPORTANT\*\*\* It is required for students to sign “Student Forms” and an email will be sent to the email address you have provided which will prompt them to sign the forms you have entered. THEY MUST SIGN THEIR FORMS FOR THEM TO PARTICIPATE IN THEIR ACTIVITIES.**
8. Click “**MY STUDENTS**” when you are done or “**REGISTER ANOTHER STUDENT**” if you need to add another.
9. You can login at any time in the future and click the “**UPDATE FORMS**” button if needed.