

# FINAL FORMS

## Hamilton Local Schools

### PARENT REGISTRATION PROCESS FOR ATHLETIC FORMS

Coach Ninkme  
575-317-3059

#### 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 [hamilton.finalforms.com](http://hamilton.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 create your password.

**NOTE:** If you do not receive an email, check your spam folder. If still missing, email [support@finalforms.com](mailto: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).

Our goal is to keep this process as simple as possible for you, the parent. Here are the steps you should follow:

- **Register Student** - Fill out some basic information about your child. Your child will be recognized as a student at the school and you will always be able to see them in this list.
- **Join Sports** - Indicate which sports your child intends to play this year before the season's registration deadline.
- **Edit Forms** - Read through and fill out the student-athlete forms your organization requires. Initially, the list of forms all appear in **RED** because they are not filled out or signed. Once the forms are filled out, signed, and submitted, they will turn **ORANGE** if the Student-Athlete still needs to sign them and they will turn **GREEN** if they require no further action.
- **Notify** - Send your child an automatic email prompting them to login and sign any forms that require their signature.  
(e.g. Student-Athlete Code of Conduct)

#### 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. Print a **Physical Evaluation Form** and take it, with your child, to a doctor to examine. Return it to the school's athletic office.

**Important** You will need to get your child re-evaluated by a doctor every year. Automatic emails will be sent to you when your child's physical is within **60 days** of expiring.

**Note** You may add/remove sports at any time before the deadline, though you and your child will both be required to look over and (re)certify that all information is correct. Some sports may have additional forms.

#### 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.