

FINAL FORMS INSTRUCTIONS

PARENT REGISTRATION

If you still need to register (first time user), please follow these instructions:

HOW DO I SIGN UP?

1. Go to <https://covingtoncatholic-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.

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

REGISTERING A STUDENT

WHAT INFO WILL I NEED?

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

HOW DO I REGISTER MY FIRST STUDENT?

1. Go to <https://covingtoncatholic-ky.finalforms.com>
2. Click **LOGIN** under the Parent Icon.
3. Click **REGISTER STUDENT**
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.
- 6.. Click **UPDATE** after making your selection.

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

7. 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.
8. When all forms are complete, you will see a 'Forms Finished' message.
9. *****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.

If you are already registered on Final Forms, here is the link to upload the physical:

<https://www.covcath.org/fs/resource-manager/view/de029170-bcc5-4daa-a2db-62e284497f7e>

Once you have an account set up for you and your athlete, a complete physical, insurance information, parental consent, medical emergency information, etc. must be uploaded as a PDF (no image or jpg files) to your athlete's folder. Please note we are required by the KHSAA to accept only the KHSAA Athletic Participation Form, Parental and Student Consent and Release, (Form GE04) and to have all 7 pages on file.

Link to KHSAA Physical Form on KHSAA website: <https://khsaa.org/forms/ge04complete.pdf>