

REGISTERING FOR CHENEY BLACKHAWK ATHLETICS USING FINAL FORMS

Registration instructions for new student-athletes:

1) On your web browser open:

- chs.cheneysd.org

2) Hover your mouse over the Student Life tab and click on Athletics and Activities

3) Click the Athletics tab and click on the final Forms link <https://cheney-wa.finalforms.com>.

4) You are now in the Final Forms Login Page.

- Click on the Parent Icon and create a new login.



Parent



5) When you create this account, enter your email address as this will be your primary login.

6) When you are prompted to register your student -athlete it is preferred to use the Cheney School District issued student email address:

- Your Student-Athlete will receive an email asking them to login and create a password. It may be in the SPAM folder.
- Response is required.

7) The first page you land on is to select a sport. Click on one sport per season. In WA state, the WIAA limits participation to one sport per season.

- Click on Blue Update Sports Button.

8) You are now at the first form which is contact information. When you complete each page, make sure you sign in the Parent Guardian box.

- Click the Blue submission button. If everything is complete, it will take you to the next form. If it not complete, you will be prompted to complete a specific section.

9) When you have completed a form, it requires a parent/guardian signature. Click the Blue submission button and move to the next form.

10) Once your student-athlete has created a password, they will be prompted similarly. The student must read and complete each form with their signature and click the blue button. When All Forms are complete the forms menu will be highlighted in green.

11) When everything is green Parent/Guardian & Student-Athlete have completed the registration process.

12) Each time a student wants to compete in another sport, a parent/guardian must start the process.