FINAL FORMS PARENT REGISTRATION

PARENT REGISTRATION:

1. GO TO: https://toledodiocese-oh.finalforms.com/

2. LOCATE THE PARENT ICON AND CLICK **NEW ACCOUNT**

3. TYPE YOUR NAME, DATE OF BIRTH, AND EMAIL. NEXT, CLICK REGISTER.

   NOTE:YOU WILL RECEIVE AN EMAIL WITHIN 2 MINUTES PROMPTING YOU TO CONFIRM AND COMPLETE YOUR REGISTRATION. IF YOU DO NOT RECEIVE AN EMAIL, THEN CHECK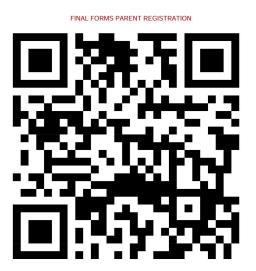 YOUR SPAM FOLDER. IF YOU STILL CAN NOT LOCATE THE FINAL FORMS EMAIL, THEN EMAIL SUPPORT@FINALFORMS.COM INFORMING OUR TEAM OF THE ISSUE.

4. CHECK YOUR EMAIL FOR AN **ACCOUNT CONFIRMATION EMAIL** FROM THE FINAL FORMS MAILMAN. ONCE RECEIVED AND OPENED, **CLICK CONFIRM YOUR ACCOUNT** IN THE EMAIL TEXT.

5. CREATE YOUR NEW FINAL FORMS PASSWORD. NEXT, **CONFIRM ACCOUNT**.

6. CLICK REGISTER STUDENT FOR YOU FIRST CHILD.

SCAN WITH YOUR PHONE OF THE QR CODE BELOW TO SET UP ACCOUNT

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REGISTERING A STUDENT:

1. GO TO: https://toledodiocese-oh.finalforms.com/

2. CLICK **LOGIN** UNDER THE PARENT ICON.

3. LOCATE AND CLICK **ADD STUDENT** BUTTON.

4. TYPE IN THE **LEGAL NAME** AND OTHER REQUIRED INFORMATION. THEN CLICK **CREATE STUDENT**.

5 .**IF YOUR CHILD PLANS TO PARTICIPATE IN A SPORT**, THEN CLICK THE APPROPRIATE CHECK BOX. THEN, CLICK **UPDATE** AFTER MAKING YOUR SELECTION. SELECTIONS MAY BE CHANGED UNTIL THE REGISTRATION DEADLINE.

6. COMPLETE EACH FORM AND **SIGN YOUR FULL NAME**, IN THE PARENT SIGNATURE FIELD ON EACH PAGE. AFTER SIGNING EACH, CLICK **SUBMIT FORM** AND MOVE ON TO THE NEXT FORM

7. WHEN ALL FORMS ARE COMPLETE, YOU WILL SEE A 'FORMS FINISHED' MESSAGE.

COMMON QUESTIONS/ANSWERS

- *"HOW DO REGISTER ADDITIONAL STUDENTS?"*- CLICK **MY STUDENTS**. THEN, REPEAT STEPS NUMBER 3 THROUGH NUMBER 7 FOR EACH ADDITIONAL STUDENT.

- *"HOW DO I UPDATE INFORMATION?"*- LOGIN AT ANYTIME AND CLICK **UPDATE FORMS** TO UPDATE INFORMATION FOR ANY STUDENT.