

Weston McEwen High School

540 E Main St., Athena OR 97813

Morgan Rauch - Athletic Director

Carla Salter- Athletic Secretary

We are very excited to announce that the Athena Weston Schools Athletic Department has partnered with FinalForms, an online forms and data management service. FinalForms allows you to complete and sign athletic participation forms for your students. The most exciting news is that FinalForms saves data from season-to-season and year-to-year, meaning that you will never need to enter the same information twice! FinalForms also pre-populates information wherever possible, for each of your students, saving you time.

You may review your data at any time to verify it is current. You will be required to sign your forms once per year and after any update.

Click on the Parent Playbook (attached) to get started in FinalForms. If you require any support during the process, scroll to the page bottom and click "Get Help".

We are asking the parents/guardians of all students planning to play sports to create accounts in FinalForms and register your student(s).

Please register at: athwest-or.finalforms.com and follow the prompts to create your account, create your students and sign your forms.

Thank you for your assistance in streamlining our paperwork processes at Weston McEwen High School.

Morgan Rauch
Athletic Director



FinalForms

Parent registration

How do I sign up?

1. Go to: athwest-or.finalforms.com
2. Locate the parent icon and click **NEW ACCOUNT** below.



3. Type your 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 FinalForms email, then email support@finalforms.com informing our team of the issue.

4. Check your email for an **ACCOUNT CONFIRMATION EMAIL** from the FinalForms Mailman. Once received and opened, click **CONFIRM YOUR ACCOUNT** in the email text.



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



FinalForms

Registering a student

What information will I need?

Basic medical history and health information. Insurance company and policy number. Doctor,

dentist, and medical specialist contact information. Hospital preference and contact information.

How do I register my first student?

IMPORTANT: If you followed the steps on the previous page, you may Jump to Step number 3.

1. Go to: athwest-or.finalforms.com

2. Click **LOGIN** under the Parent Icon.



3. Locate and click the **ADD STUDENT** button.

4. Type in the **LEGAL NAME** and other required information. Then, click **CREATE STUDENT**.

5. If your student plans to participate in a sport, activity, or club, then click the checkbox for each. Then, click **UPDATE** after making your selection. Selections may be changed until the registration deadline.

6. Complete each form and sign your full name (*i.e.* 'Jonathan Smith') in the parent signature field on each page. After signing each, click **SUBMIT FORM** and move on to the next form.

A screenshot of a 'Form Signatures' section. It contains two signature fields. The first is labeled 'Parent Signature' and has a text input area below it with the placeholder text 'Your signature MUST match your name: Clayton Burnett'. The second is labeled 'Student Signature' and has a text input area below it with the placeholder text 'Student must sign to sign'. At the bottom of the section are two buttons: 'Submit Form' (in blue) and 'Skip this form' (in light blue).

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

IMPORTANT: If required by your district, an email will automatically be sent to the email address that you provided for your student that will prompt your student to sign required forms.

How do I 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 any time and click **UPDATE FORMS** to update information for any student.