

Newfane High School

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Athletic Department

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Hello,

We are very excited to announce that the Newfane Central Schools have partnered with FinalForms, an online forms and data management service. FinalForms allows you to complete and sign student forms for your child/children. The most exciting news is that FinalForms saves data from 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-right and click "Get Help".

We are asking that ALL parents of athletes use FinalForms.

Please register at: <https://newfane-ny.finalforms.com/>

and follow the prompts to create your account, your child's account and complete/ sign all forms. Please use personal email for students and not their school email.

Thank you for your assistance in streamlining our paperwork processes at Newfane Central Schools. If you have any questions please feel free to contact the Athletic Office at 716-778-6553. We will also be going over FinalForms at Coaches' Night November 1st at 5:00pm. Please keep a look out for an announcement from your coach for more information.

Chance Puianno
Athletic Director

FinalForms

Parent registration

How do I sign up?

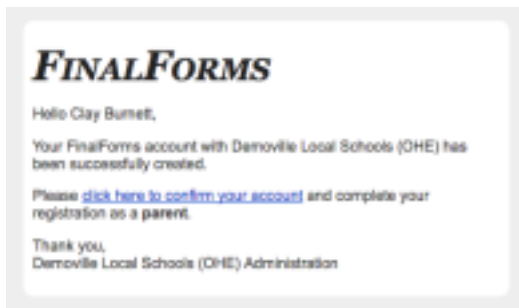
1. Go to: <https://newfane-ny.finalforms.com/>
2. Locate the parent icon and click **NEW ACCOUNT** below.



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:

<https://newfane-ny.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 the 'Form Signatures' section. It has a title 'Form Signatures'. Below it is a 'Parent Signature:' label followed by a text input field. Below the field is a note: 'Your signature MUST match your name: Clayton Barnett'. Then is a 'Student Signature:' label followed by another text input field. Below that field is a note: 'Student must log in to sign.' At the bottom are two buttons: a blue 'Submit Form' button and a blue 'Skip this form' button.

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.