

**Watervliet High School** 450 E. Red Arrow Highway Watervliet, Michigan 49098

Phone (269) 463-0300

Fax (269) 463-6809

Principal: Brad Coon

Guidance Counselor: Patricia Stasiak

Athletic Director: Ken Dietz

June, 2017

Dear Parent/Guardian:

All Watervliet High School and (*new for 2017-18*) Middle School athletes are required to be registered online at [www.watervliet.finalforms.com](http://www.watervliet.finalforms.com) before participating in try-outs, practices, or events for any inter-scholastic sports.

Registering with *Final Forms* assures that your child's emergency medical information and other important data is on file with the WHS Athletic Department. It also assures that we have parent contact information in case we need to communicate with you.

Again, both high school athletes and middle school athletes in grades 6, 7, & 8 must register on Final Forms this year. Registration requires that a parent/guardian set up the *Final Forms* account. Once you have completed the parent registration, your student will receive an email telling them to complete the student portion of registration.

Registration is now open for parents and students at [www.watervliet.finalforms.com](http://www.watervliet.finalforms.com). You will find information on the back of this letter regarding how to get started with registration on *Final Forms*.

***All parents and students currently registered in Final Forms will need to log on and re-sign all forms for the upcoming school year.*** If you have forgotten your password, Final Forms will show you prompts to retrieve or reset it.

Practices and contests for fall 2017 sports (football, cheerleading, volleyball, and cross country) all begin in August, before the official start of the 2017-18 school year. Again, students will NOT be allowed to participate until **ALL** the information on *Final Forms* is completed – NO EXCEPTIONS.

The Michigan High School Athletic Association (MHSAA) requires that athletes must also have a physical exam performed **after April 15, 2017**. The physical form is available to print on the WPS website at [www.watervlietps.org](http://www.watervlietps.org). Hover your cursor over the word "athletics" on the bar near the top of the page, and then click on "Athletic Physical Form". You may also download the form at the MHSAA link

<https://www.mhsaa.com/portals/0/Documents/health%20safety/physical2page.pdf>

Printed copies of the form are available in the High School Office. Thank you for your help and cooperation. GO PANTHERS!

Regards,

Ken Dietz  
Athletic Director

## **FINAL FORMS**

### **PARENT REGISTRATION**

1. Go to [www.watervliet.finalforms.com](http://www.watervliet.finalforms.com)
2. Click **REGISTER** under the parent Icon
3. Type your NAME and EMAIL, and then click **REGISTER**
4. Check your Email and click **CONFIRM YOUR ACCOUNT** in the email text.
5. Type your password and click **CONFIRM ACCOUNT**.
6. You will be asked if you want to grant another Parent/Guardian access to your registered students. Either click **SKIP THIS STEP** or type the Name and Email Address and click **ADD PARENT ACCOUNT**.
7. Your account will be created. You can then **REGISTER STUDENT** for your first child.

### **REGISTERING A STUDENT**

#### **What info will I need?**

*Insurance Company Name and Policy Number  
Your Email Address and Student's Email Address*

*Doctor & Dentist Contact Info  
Hospital Preference*

(If you have just followed the steps for Parent Registration you are already logged in. Skip to step 3.)

1. Go to [www.watervliet.finalforms.com](http://www.watervliet.finalforms.com)
2. Click **LOGIN** under the Parent icon
3. Click **REGISTER STUDENT**
4. Type your student's NAME, EMAIL ADDRESS, DATE OF BIRTH, GENDER, HS GRADUATION YEAR, and HOME ADDRESS and click **CREATE STUDENT**.
5. Assign your student to a sport by clicking its checkbox. Sports are separated by year, season, and registration deadline. Click **UPDATE SPORTS** after making your selection.  
*NOTE: A sport selection can be changed anytime up until its registration deadline.*
6. Complete each form and enter your full name (e.g. "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.
7. When all forms are complete, you will see a "Forms Finished" message. An email will automatically be sent to the email address on record for your student prompting him/her to sign forms requiring student signatures.
8. If you are registering another student, click MY STUDENTS at the top of the page and jump back to Step 3. Most of the information in forms is shared between you students. This minimizes

the amount of duplicate information you will need to provide for additional students. You will still need to review for accuracy, fill in unique information, and sign their forms.