

FINAL FORMS

REGISTERING A STUDENT

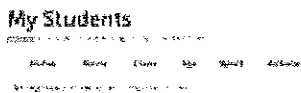
WHAT INFO WILL I NEED?

- Insurance Company & Policy Number
- Your Email Address & Student's Email Address
- Doctor & Dentist Contact Information
- Hospital Preference

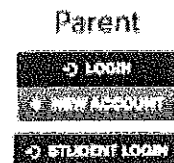
HOW DO I REGISTER MY FIRST STUDENT?

NOTE: If you have followed the steps on the previous page, you are already logged in. Jump to Step 3.

1. Go to <http://goshen.finalforms.com>
2. Click **LOGIN** under the Parent Icon
3. Click **REGISTER STUDENT**

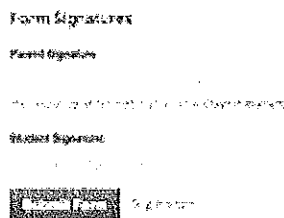


4. Type your Student's NAME, EMAIL ADDRESS, DATE OF BIRTH, GENDER, HS GRADUATION YEAR and HOME ADDRESS and click **CREATE STUDENT**
5. Assign your student to a sport by clicking it's checkbox.
Sports are separated by year, season, and registration deadline.
Click **UPDATE SPORTS** after making your selection.



NOTE: A sport selection can be changed anytime up until the it's 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 signature.
8. If you are registering an additional student, click **MY STUDENTS** at the top of the page and jump back to Step 3. Most of the information, like home address and contact information, is automatically copied to your additional students. All forms for additional students will still require your signature.