

FINAL FORMS

PARENT REGISTRATION

1. Go to 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
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.