

## Northmor Athletic Department

7819 St. Rt. 19, Galion, OH 44833 419-946-3946

Justin Hershberger - Athletic Director

We are very excited to announce that the Northmor Local Schools have 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 will be reviewing your information once per school year to verify information is current and sign the forms. Going forward, this will be the **ONLY** way students can complete athletic forms in order to participate in any sport at Northmor Junior High and High School.

We are taking several steps to introduce FinalForms to students and parents to ensure we cover all bases. In the coming weeks, we will be giving all student-athletes, currently in grades 6-11, handouts with step by step instructions for parents and students to create their FinalForms account and begin this process. On **Sunday, May 5th**, we will be hosting a meeting for all parents of Northmor Athletes **at 3 p.m. in the cafetorium**. We have also been given permission by the OHSAA for this meeting to also count as **OUR FALL SPORTS MANDATORY PRESEASON PARENT MEETING**. There will not be another Fall Sports Preseason parent meeting in August. At this meeting we will take parents and student-athletes through the process of creating their FinalForms accounts and completing participation forms online. Instructional handouts will be provided, and there will be computers available for those who would like to complete the process at the school. It is highly encouraged that all student athletes and their parents attend this meeting, regardless of what sport season your son or daughter participates in.

Follow the instructions of the Parent Playbook (attached) to get started in Final Forms. If you require any support during the process, scroll to the page bottom and click "Use Support" or feel free to reach out to Athletic Director, Justin Hershberger, for assistance.

**We are asking that ALL parents of athletes use FinalForms. Please register at –**  
<https://northmor-oh.finalforms.com> -- now and electronically complete ALL forms!

It is our goal that the use of FinalForms will streamline and simplify the process of completing athletic participation forms, as well as other school forms. Thank you for your patience as we begin this process. If you have any questions, please contact Athletic Director Justin Hershberger.

**\*\* IMPORTANT NOTE REGARDING SPORTS PHYSICALS \*\***

BEFORE an athlete can get a new physical, the parent must first create their Final Forms account and answer all pre-examination and medical history questions on Final Forms for each of their student-athletes. Once complete, follow the instructions to PRINT the OHSAA Physical form. This will need to be taken with the student to their physical so that the physician can fill out the physician questions. When you print the OHSAA Physical form, it will have all of your answered pre-physical questions filled in electronically. A physician will not give you a physical unless that portion is completed. If you are unable to print the physical form at home, please contact Athletic Director Justin Hershberger and he will print it for you once you have completed all pre-physical questions. Once the physical has been completed, turn the entire completed form into the athletic director. If your physical is done at one of Morrow Country's free physical dates, they will keep your completed physical and turn it into the school for you. This is the only paper form you will need to handle for athletics. If a student's physical is not yet expired, or once their new physical is received, their physical's expiration date will be put into FinalForms, and both the student and the parent will be automatically notified when their physical is close to expiring.

It is HIGHLY ENCOURAGED that your son or daughter take advantage of the free physicals provided by Morrow County Hospital. The dates for free physicals for all Morrow County School student-athletes entering grades 7-12 for the 2019-20 school year are as follows:

**Thursday May 16<sup>th</sup>: 4 to 6 p.m. - Morrow County Hospital at Northfield**

6519 US Hwy 42

Mount Gilead, Ohio 43338

**Tuesday, May 21<sup>st</sup>: 4 to 6 p.m. - Morrow County Hospital Primary Care Mt. Gilead**

900 Meadow Drive, Suite A

Mount Gilead, Ohio 43338

**Wednesday May 22<sup>nd</sup>: 4 to 6 p.m. - Morrow County Hospital at The Cardinal Center**

73 Sportsman's Drive

Marengo, Ohio 43334

Thank you for your assistance in streamlining our paperwork processes at Northmor Local Schools.

Justin Hershberger

Athletic Director



## PARENT REGISTRATION

### HOW DO I SIGN UP?

1. Go to <https://northmor-oh.finalforms.com>
2. Click **NEW ACCOUNT** under the Parent Icon



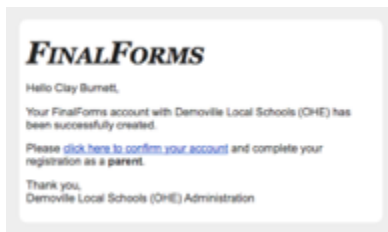
Parent

LOGIN

NEW ACCOUNT

3. Type your NAME, DATE OF BIRTH and EMAIL, then click **REGISTER**

4. Check your Email for a FinalForms Email and click **CONFIRM YOUR ACCOUNT** in the email text.



*NOTE: You will receive an email within 2 minutes prompting you to confirm and complete your registration. If you do not receive an email, check your spam folder. If you still do not see the FinalForms email, please email [support@finalforms.com](mailto:support@finalforms.com)*

5. Create your new FinalForms password and click **CONFIRM ACCOUNT**

6. You may be asked if you want to grant another Parent/Guardian access to your registered students. Either click **SKIP THIS STEP** or type the NAME, DATE OF BIRTH and EMAIL, then click **ADD PARENT ACCOUNT**.

7. Your account(s) will be created, you can then click **REGISTER STUDENT** for your first child.



## REGISTERING A STUDENT

### WHAT INFO WILL I NEED?

- Basic Medical History & Health Info
- Doctor, Dentist & Hospital Information
- Insurance Company & Policy Number
- Email Address for BOTH you and your student (if required by your district)

### HOW DO I REGISTER MY FIRST STUDENT?

**\*\*\*IMPORTANT\*\*\*** If you have followed the steps on the previous page, you may Jump to Step 3.

1. Go to <https://northmor-oh.finalforms.com>
2. Click **LOGIN** under the Parent Icon

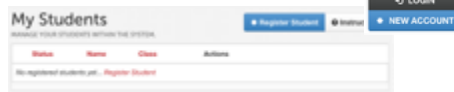


Parent

LOGIN

NEW ACCOUNT

3. Click **REGISTER STUDENT**



4. Complete the form including the Student's Legal Name, **EMAIL ADDRESS**, Date of Birth, Gender, Graduation Year, Home Address and any other information required by your School District, then click **CREATE STUDENT**

**NOTE:** Look up how to use your wireless phone number as an email address here: [freemsggateway.info](https://freemsggateway.info) A student email address may or may not be required depending on your school district preferences. If so, the email address provided may be used to send reminders to your student.

5. If your student plans to participate in a sport, activity, or club please click the checkbox for each. Click **UPDATE** after making your selection.

**NOTE:** A selection can be changed any time until the registration deadline.

6. Complete each form and sign 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.

Form Signatures

Parent Signature:  
Parent Signature:  
Your signature MUST match your name: Clayton Burnett

Student Signature:  
Student must log in to sign.

Submit Form    via this form

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

**\*\*\*IMPORTANT\*\*\*** If required, an email will automatically be sent to the email address that you provided for your student prompting him/her to sign Student forms requiring his/her signature.

8. Click **MY STUDENTS** if you are done or **REGISTER ANOTHER STUDENT** if you need to add another.

9. At any point in the future, you may login at any time and click the **UPDATE FORMS** button