



The Horseheads Central School District is now using FinalForms for registration for athletic teams and sports physicals. Here are instructions on parent registration. If you have questions, please contact the Athletic Office at [kgranger@horseheadsdistrict.com](mailto:kgranger@horseheadsdistrict.com) or 607-739-5601, x4254.

## Parent registration

### How do I sign up?

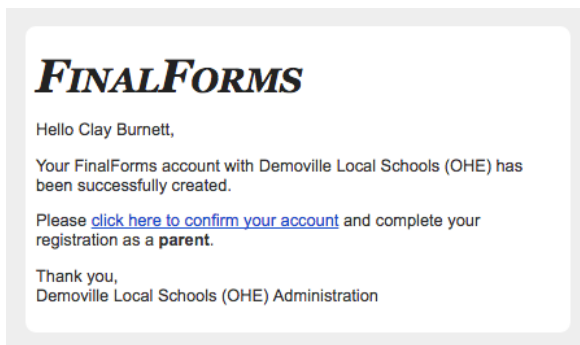
1. Go to: [horseheads-ny.finalforms.com](http://horseheads-ny.finalforms.com)
2. Locate the parent icon and click **NEW ACCOUNT** below.



Parent



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](mailto: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.

*continued*



## Registering a student

### What information will I need?

Basic medical history and health information, insurance company and policy number, doctor, dentist, 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: [horseheads-ny.finalforms.com](http://horseheads-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. **Be sure to enter your child's school email address in this section.** Then, click **CREATE STUDENT**.

5. **If your student plans to participate in a sport**, click the checkbox. Then, click **UPDATE** after making your selection. Selections may be changed until the registration deadline.

6. Complete each form and enter 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.

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

*IMPORTANT: Once you register your student, 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 3 through 7 for each additional student.

### How do I update information?

Log in at any time and click **UPDATE FORMS** to update information for your student(s).