FinalForms Tutorial

All coaches should have a registered account on FinalForms. If you believe that you do not have one or have trouble logging in, please contact Shay (steeles@cps-k12.org) ASAP!

https://cps-oh.finalforms.com/
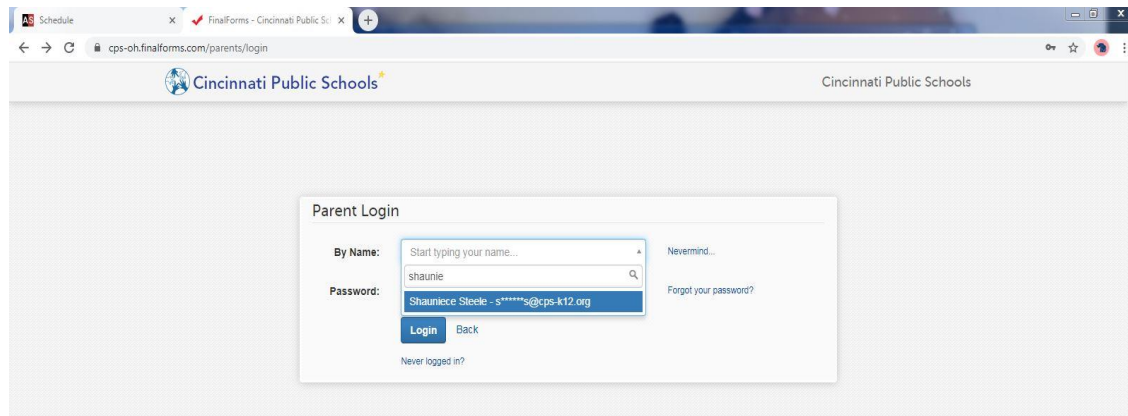
Logging In

1. Select Parent Login

2. Your login in email will be whatever email you used during registration your student for school and Powerschool.
    a. If you are unsure what email was used, select "forgot your email" it will allow you to type in your first name and show you which email was used
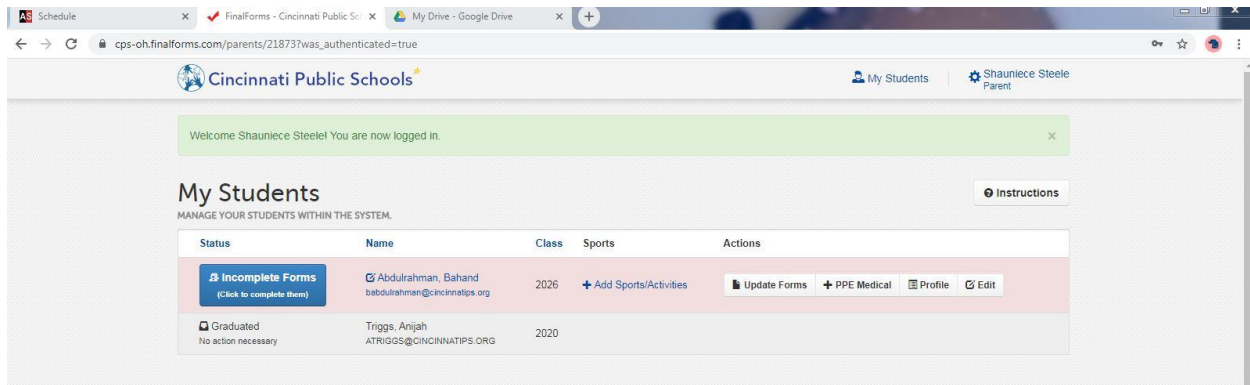
    b. If you have forgotten your password, select "forgot your password" and it will prompt FinalForms to send a link to reset your password to your email
    c. If neither of these options work, please send an email to steeles@cps-k12.org with the following information
        i. Parent's Name
        ii. Parent's Email
        iii. Student's Name
        iv. Student's Email
        v. Student's DOB
        vi. Student's Gender
        vii. Student's Grade
        viii. Student's Mailing Address

Completing your students forms

1. Once you have logged in you should see a list of your students within the system.
   a. If you don't see your student, or missing a student please email steeles@cps-k12.org

2. If the student is highlighted green, you are in the clear! All forms, physicals and information have been updated.
3. If the student is highlighted red, you must complete some portion of your forms.
   a. Click the "incomplete forms" to be taken to your forms for completion
      i. Here you will select child's sport(s) that they anticipate participating in (please select all sports for the duration of the season. Registrations will close one day prior to tryouts.
      ii. Complete all required forms
      iii. Once forms are completed, it will prompt you to pay your pay to play fee. **DO NOT PAY YOUR PAY TO PLAY FEE UNTIL AFTER TRYOUTS. This fee is NONREFUNDABLE and NONTRANSFERABLE (no exceptions!).**

IF YOU HAVE QUESTIONS, DO NOT HESITATE TO ASK!!!