

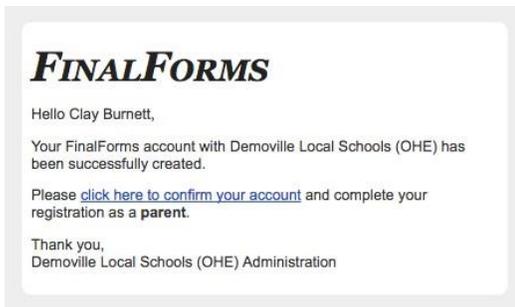


FinalForms

Parent registration

How do I get started?

1. Check your email for an **ACCOUNT CONFIRMATION EMAIL** from the FinalForms Mailman. Once received and opened, click **CONFIRM YOUR ACCOUNT** in the email text.



2. Create your new FinalForms password. Next, click **CONFIRM ACCOUNT**.
3. Your account will be confirmed and you will be logged in.

Please proceed to the next page!

FinalForms

Uploading a Physical Form

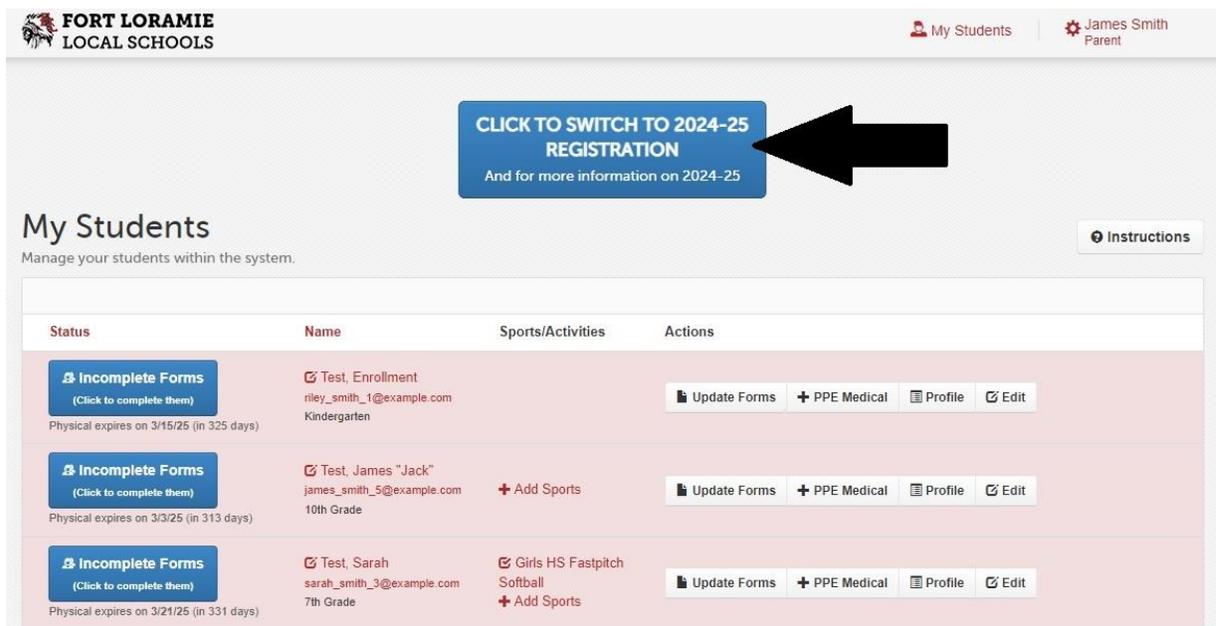
What will I need?

PDF or JPG file of my physical form.

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



3. Locate and click the **Click to Switch to 2024-25 Registration** button.



Status	Name	Sports/Activities	Actions
Incomplete Forms (Click to complete them) Physical expires on 3/15/25 (in 325 days)	Test, Enrollment riley_smith_1@example.com Kindergarten		Update Forms + PPE Medical Profile Edit
Incomplete Forms (Click to complete them) Physical expires on 3/3/25 (in 313 days)	Test, James "Jack" james_smith_5@example.com 10th Grade	+ Add Sports	Update Forms + PPE Medical Profile Edit
Incomplete Forms (Click to complete them) Physical expires on 3/21/25 (in 331 days)	Test, Sarah sarah_smith_3@example.com 7th Grade	Girls HS Fastpitch Softball + Add Sports	Update Forms + PPE Medical Profile Edit

4. **If your student plans to participate in a sport, activity, or club,** then click the checkbox for each. Then, click **UPDATE** after making your selection. Selections may be changed until the registration deadline.



FinalForms

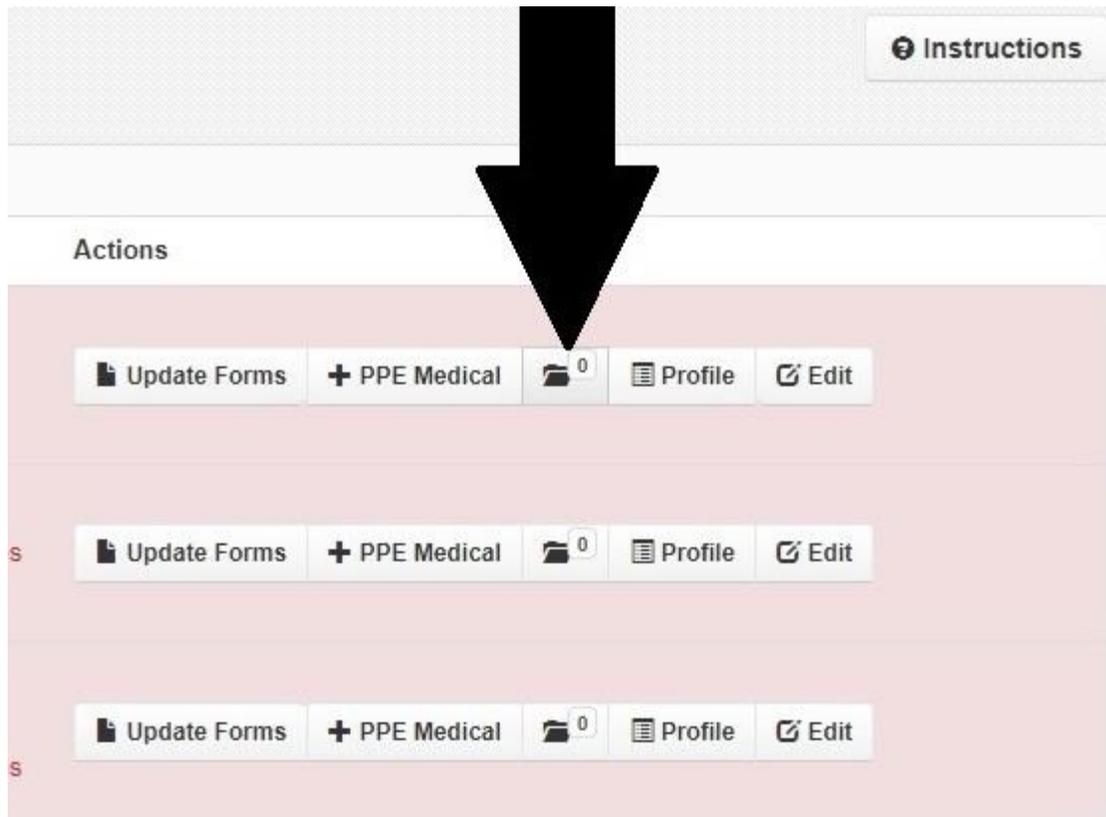
5. Locate and click on the **Ok, Let's Get Started** button.

A screenshot of a web browser window showing the "Registration Process for 2024-25" page. The page has a white background with a grey border. At the top right, there is a close button (X). Below the title, there is a yellow warning box with the text: "Warning: If you want to update info / add sports for THIS YEAR, 2023-24, click Close below and stay in the current school year." Below the warning box, there is a section titled "NOTE: Not All Schools Open" with the text: "You will not be able to register your student for schools not yet open:" followed by a bulleted list: "• Open - FLES (K only), FLJHS". Below this, there is a section titled "Important info when registering for next year..." with a bulleted list: "• Select the Sports and Activities your student would like to participate in.", "• While you can complete your forms now, your school/state may have additional or updated forms to sign closer to the summer.", "• You can always come back and work in the current 2023-24 year anytime." At the bottom of the page, there are two buttons: a blue button labeled "OK, Let's Get Started!" and a grey button labeled "Close". A large black arrow points from the left towards the "OK, Let's Get Started!" button.



FinalForms

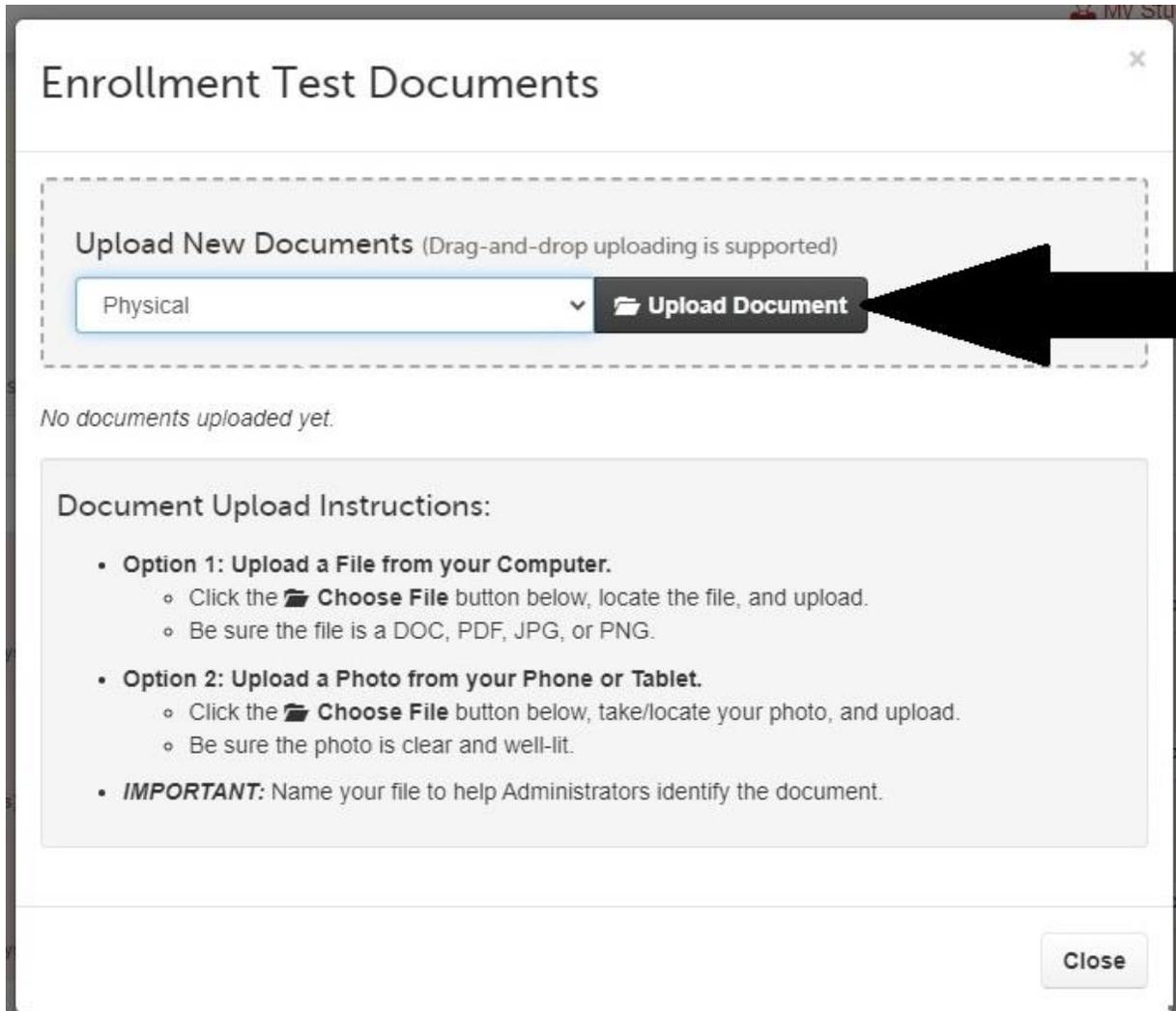
6. Locate and click on the **File folder** icon in the Actions column.



Double check that you have clicked on the File Folder for the correct student.

FinalForms

7. Select **Physical** for the drop down box that reads “Select Document Type”. Then click on the **Upload Document** button. You will need to navigate to where you have your PDF or JPG of your physical form saved. Select the file and click Open. It will automatically begin the upload.



Enrollment Test Documents

Upload New Documents (Drag-and-drop uploading is supported)

Physical

No documents uploaded yet.

Document Upload Instructions:

- **Option 1: Upload a File from your Computer.**
 - Click the **Choose File** button below, locate the file, and upload.
 - Be sure the file is a DOC, PDF, JPG, or PNG.
- **Option 2: Upload a Photo from your Phone or Tablet.**
 - Click the **Choose File** button below, take/locate your photo, and upload.
 - Be sure the photo is clear and well-lit.
- **IMPORTANT:** Name your file to help Administrators identify the document.

Close

FinalForms

8. After the upload is complete and successful, you will see a green box telling you that the upload was successful. You should also see your uploaded document below in uploaded documents section. The **red trash can icon** can be used to delete a document you may have uploaded by mistake. Click **Close** once done.

Enrollment Test Documents

Enrollment Test's document "FLELProfile.pdf" was successfully uploaded.

Upload New Documents (Drag-and-drop uploading is supported)

-- Select Document Type -- **Upload Document**

Uploaded	Statuses	Physical Documents	
Apr 29, 2024	Unreviewed	FLELProfile.pdf	  

Download All **Close**

If you have any questions or problems, please contact Mitch Westerheide at Mitch.westerheide@loramie.k12.oh.us.

FINALFORMSTM

FinalForms