



## **Bucyrus Athletic Department**

**900 West Perry Street  
Bucyrus, Ohio 44820**



Parents and Guardians of Bucyrus Athletes,

We are very excited to announce that the Bucyrus City Schools Athletic Department has 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 may review your data at any time to verify it is current. You will be required to sign your forms once per year and after any update.

**We are asking that ALL parents of athletes use FinalForms.**

**Please register at: <https://bucyrus-oh.finalforms.com/>  
and follow the prompts to create your account, create your students and sign your forms.**

**If you find you need help registering, please see the document below.**

Thank you for your assistance in streamlining our paperwork processes at Bucyrus City Schools.

Matt Makeever  
Athletic Director  
Bucyrus Secondary

**Athletic Director: Matt Makeever  
[mmakeever@bucyrusschools.org](mailto:mmakeever@bucyrusschools.org)**

**Phone: 419-562-2739**

**Fax: 419-562-7819**



## FinalForms

### Parent registration

#### How do I sign up?

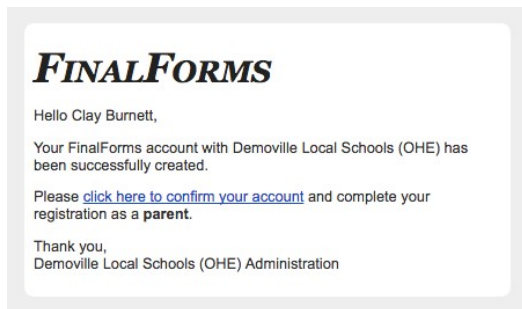
1. Go to: <https://bucyrus-oh.finalforms.com>
2. Locate the parent icon and click **NEW ACCOUNT** below.



3. Type 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.

### Registering a student

#### What information will I need?

Basic medical history and health information. Insurance company and policy number. Doctor, dentist, and medical specialist contact information. 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 <https://bucyrus-oh.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.

5. For the new enrollment question in the **Important Registration Information** section, please select “No, currently attending” if your student is currently enrolled in the district/school. Then, click **CREATE STUDENT**.

**New Enrollment?**     Yes, new enrollment     No, currently attending

6. **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.

7. Complete each form and sign 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.

A screenshot of a web form titled 'Form Signatures'. It contains two signature fields. The first is labeled 'Parent Signature:' and has a text input box. Below it is a note: 'Your signature MUST match your name: Clayton Burnett'. The second is labeled 'Student Signature:' and has a text input box with a note: 'Student must log in to sign.'. At the bottom are two buttons: a blue 'Submit Form' button and a blue 'Skip this form' button.

8. When all forms are complete, you will see a ‘Forms Finished’ message.

*IMPORTANT: If required by your district, 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 number 3 through number 7 for each additional student.

## How do I update information?

Login at any time and click **UPDATE FORMS** to update information for any student.