



PARENT REGISTRATION

How do I sign up?

1. Go to: <https://northmason-wa.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, check your spam folder. If you still cannot locate the FinalForms email, email 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?

1. Go to: <https://northmason-wa.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. Then, click **CREATE STUDENT**.
5. **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.
6. 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.
7. When all forms are complete, you will see a 'Forms Finished' message.

IMPORTANT: An email will automatically be sent to the email address that you provided for your student what will prompt your student to login and 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?

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