

Genoa Christian Academy

7562 Lewis Center Road
Westerville, Ohio 43082
740-965-5433

Dear Families of GCA Athletes,

We are excited that the Genoa Christian Academy Athletic Department has partnered with FinalForms, an online program that will enable you and your student to complete and file athlete forms electronically. FinalForms is immediately available for all Lions athletes. Once your student's physical is received by the athletic department, we will input the expiration date into FinalForms and then you will receive automatic notifications when your student's forms need to be updated in the future.

Click on the Parent Registration guide to get started in FinalForms. When registering, make sure that you use the primary email address in FACTS/RenWeb. All student-athletes in grades 6-12 must complete FinalForms before their first practice. Please register at <https://genoachristian-oh.finalforms.com/> now and electronically complete all the forms. Payment for the sport is not expected until a final roster has been announced.

Thank you for joining the Athletic Department in streamlining our paperwork digitally. If you have any questions, please reach out to the athletic director, Brian Jennings, at bjennings@genoachristianacademy.org, or the assistant athletic director, Tammi Yost, at tyost@genoachristianacademy.org.

Go Lions!

Sincerely,

The GCA Athletic Department



FinalForms

Parent registration

How do I sign up?

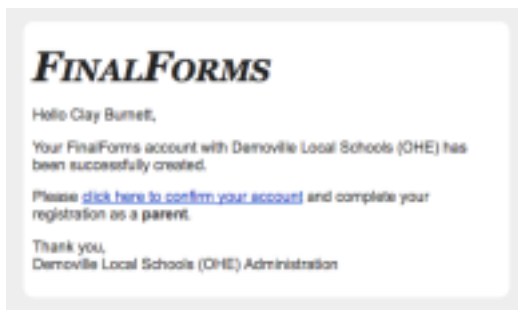
1. Go to: <https://genoachristian-oh.finalforms.com/students>
2. Locate the parent icon and click **NEW ACCOUNT** below.



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 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.



FinalForms

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://genoachristian-oh.finalforms.com/students>
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.

The screenshot shows a 'Form Signatures' section. It has a 'Parent Signature' field with a text input and a note: 'Your signature MUST match your name: Clayton Barnett'. Below it is a 'Student Signature' field with a note: 'Student must log in to sign'. At the bottom are two buttons: 'Submit Form' and 'Skip this form'.

7. 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 for 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.