

KEN-TON FINAL FORMS REGISTRATION INFORMATION

PARENT/GUARDIAN REGISTRATION

HOW DO I SIGN UP?

1. Go to <https://kenmore-ny.finalforms.com/>
2. Locate the parent icon and click **NEW ACCOUNT** below.
3. Type your **NAME, DATE OF BIRTH** and **EMAIL**. Next click **REGISTER**.
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.
 - i. **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 do not see the FinalForms email, please email support@finalforms.com.
5. Create your new FinalForms password. Next, click **CONFIRM ACCOUNT**.
6. Click **REGISTER STUDENT** for your first child.

REGISTERING A STUDENT

WHAT INFO WILL I NEED?

- Basic medical history & health information
- Insurance company & policy number
- Doctor, dentist, and medical specialist contact information
- Hospital preference and contact information

HOW DO I REGISTER MY FIRST STUDENT?

*****IMPORTANT***** If you have followed the steps on the previous page, you may Jump to Step 3.

1. Go to <https://kenmore-ny.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. **Click the checkbox for the sport your student plans to participate in.** Then, click **UPDATE** after making your selection.
 - i. **NOTE: A selection can be changed any time until the registration deadline**
6. Complete each form and sign your full name (i.e. 'John Smith') into the parent signature field on each page. After signing, click **SUBMIT FORM** and move on to the next form.
7. When all forms are complete, you will see a 'Forms Finished' message.
8. *****IMPORTANT***** If required, an email will automatically be sent to the email address that you provided for your student to sign required student forms.

HOW DO I REGISTER ADDITIONAL STUDENTS?

Click **MY STUDENTS**. You may 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.