

Iling Middle School Athletics

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Dear Iling Parents / Guardians:

My name is Brian McCarthy and I am the Athletic Director here at Iling Middle School. In alignment with Manchester High School's Athletic Department, we are very excited to announce that the Iling Middle School 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 and/or update information. You will be required to sign your forms once per year and after any update.

See the attached Parent Playbook Registration Directions (or [Click here for Parent Playbook](#)) to get started in FinalForms. If you require any support during the process, scroll to the page bottom and click "Use Support".

We are asking that ALL parents of athletes use FinalForms.

Please register at: <https://manchester-ct.finalforms.com>

Follow the prompts to create your account. Complete Parent Registration **and** Student Registration including typing your digital signature on the forms.

In order to have your student participate in a sport at Iling, we must have the following completed:

1. **Create an account for your student in FinalForms and sign off on all forms in the system.**
2. **Physicals forms must be on file with the school nurse and are only VALID for 13 MONTHS from date of Physical.**

Thank you for your assistance in streamlining our paperwork process for Iling Middle School Athletics.

Brian McCarthy
Iling Middle School
Athletic Director



FinalForms

Parent registration

How do I sign up?

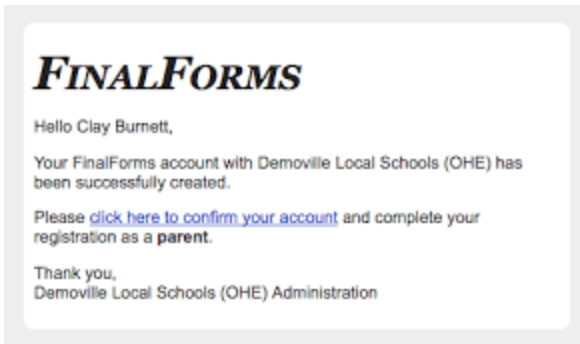
1. Go to: <https://manchester-ct.finalforms.com>
2. Locate the parent icon and click **NEW ACCOUNT**, then follow the steps to create your account.



3. Type your 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://manchester-ct.finalforms.com>
2. Click **LOGIN** under the Parent Icon, then login.



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.

Form Signatures

Parent Signature:

Your signature MUST match your name: Clayton Burnett

Student Signature:

Student must log in to sign.

Submit Form 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 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.