

Navigating FinalForms

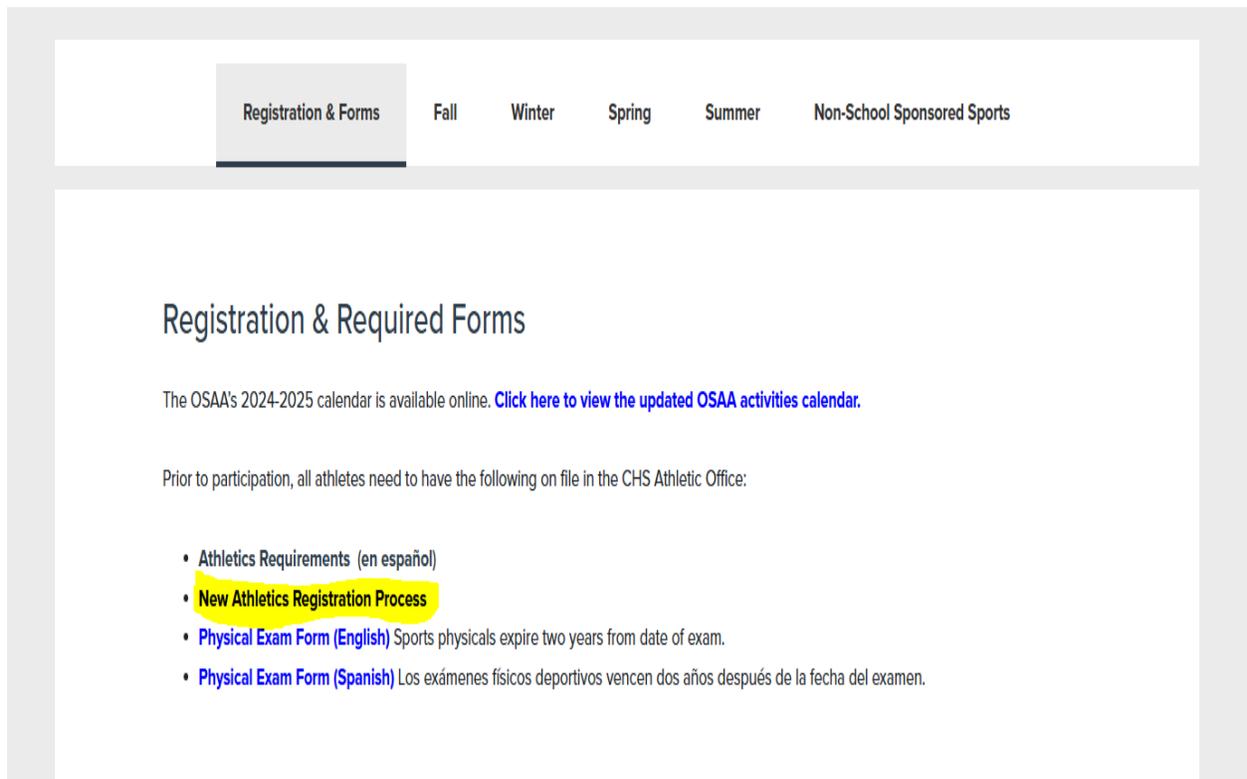
When you are looking at FinalForms (using the explanation and pictures below), this is what it is telling you. Please use the guided tutorial to better understand what each of the boxes and symbols mean when looking at your athlete's registration.

Registering on FinalForms for the first time

Athletic registration can be found on the Athletics page of the CHS Website.

<https://chs.csd509j.net/athletics/>

Click on "New Athletics Registration Process" (highlighted in picture below)



The screenshot shows a website navigation menu with the following items: "Registration & Forms", "Fall", "Winter", "Spring", "Summer", and "Non-School Sponsored Sports". The "Registration & Forms" item is highlighted with a grey background. Below the menu, the page title is "Registration & Required Forms". The main content area contains the following text:

The OSAA's 2024-2025 calendar is available online. [Click here to view the updated OSAA activities calendar.](#)

Prior to participation, all athletes need to have the following on file in the CHS Athletic Office:

- Athletics Requirements (en español)
- **New Athletics Registration Process**
- [Physical Exam Form \(English\)](#) Sports physicals expire two years from date of exam.
- [Physical Exam Form \(Spanish\)](#) Los exámenes físicos deportivos vencen dos años después de la fecha del examen.

Click "Register Here"

Athletics

Athletic Registration Form

Linus Pauling Athletic Registration

Spectator Information

Student Athlete Medical History & Emergency Contact

Home > Athletics > Athletic Registration Form

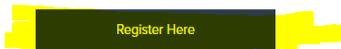
Athletic Registration Form

Student participation in athletics and activity programs are governed by the regulations developed and administered by the Oregon School Activities Association (OSAA), the Mid-Willamette Conference, and the Corvallis School District.

New Athletics Registration Process

We are very excited to announce that the Corvallis High 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.



Click the button to register and follow the prompts to create your account, create your students and sign your forms.

Click here to see a quick guide to getting registered.

Click "Proceed"

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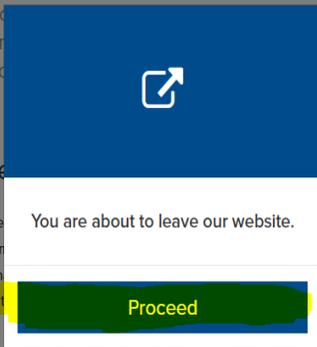
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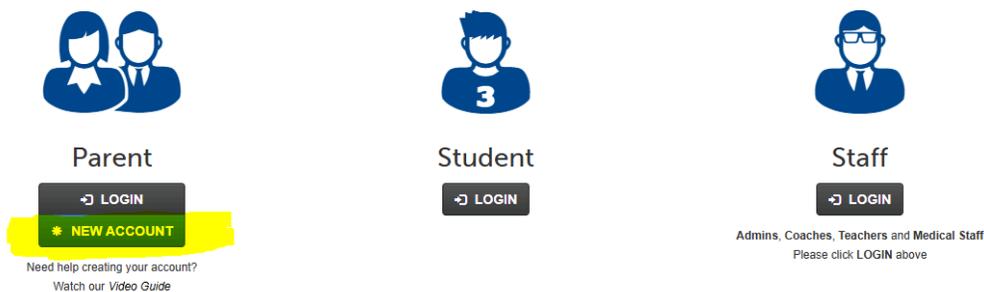
Register Here

Click the button to register and follow the prompts to create your account, create your students and sign your forms.

Click here to see a quick guide to getting registered.



When you get to the next page, the parent/guardian will need to click on “New Account” and set up the account (we cannot tell you what your username or password is, so make sure to keep track of that). Once the account is set up, proceed through the registration process answering all of the questions. At this point, the student can log in with the same username and password and complete their Code of Conduct.



Signing into FinalForms - Year two and beyond

The first thing to remember is that although FinalForms keeps track of your information from year to year, you **DO** still need to go in and do the following each year.

- Add sport(s) you plan to participate in each year
- Athlete reads/signs Code of Conduct each year
- Parent/Guardian reads/signs Code of Conduct each year

Once you have an account set up, when you log into FinalForms for the first time the following year, there are some people getting a message that nothing more is needed. If you look at the examples below, even though it looks like you have completed everything, no sport is chosen. Once you choose a sport (in the yellow highlighted section), it will remove the parent/athlete portion that was previously showing green, indicating it was completed. Please add your sport(s) and check over all information to confirm no other changes need to be made. Both parent/guardian & athletes can then read/complete the Code of Conduct.



If your account looks like the example below, the athlete needs an updated physical. You can either upload it to your FinalForms account or bring a copy to the Athletic Department. A physical is good for two years from the date of the last appointment. If you have been to your family physician for a wellness check in the last year, you can fill out the front page of the physical paperwork and drop it off at your Doctor's office. They will complete it based on your last check up. The physical form is also on the CHS website as well as hanging on the wall outside the Athletic Department.



There are a couple of things that need to be done if your account looks like this. If the #1 box is red, the parent/guardian needs to read and sign the Code of Conduct. If the #2 box is red, the Athlete needs to read and sign the Code of Conduct. If you look at the yellow highlighted area, this student is signed up for 3 spring sports. Although there are a few sports that it is possible to compete in during the same season, most are not a possibility. Each of these coaches thinks the student is planning to participate in their respective sports. When you decide which sport you actually plan to participate in, let us know and we can remove the other sports to clean up the coaches rosters.



If your athletes info looks like this, you have completed everything that you and your athlete needs to complete to be eligible to compete. This red box on the left is for our Athletic Director to complete. He will need to check every athlete's grades and eligibility. It will always get done before the season begins, so no need to worry about this box. He usually waits until the bulk of the students have registered before he begins this process.

