

SWITCHING FINALFORMS ACCOUNT INFORMATION TO THE NEXT SCHOOL YEAR

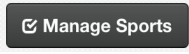


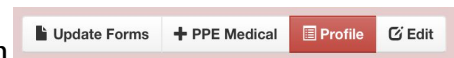
PARENT ACCOUNT


1. Go to <https://archbold-oh.finalforms.com> and enter email address and password.
 - a. If necessary there is a “forgot email” and a “forgot password” option to the right of the entry boxes



2. Click on the blue button to switch to next year

3. You should see 4 buttons to on the right side of the screen
 - a. Click on “**Update Forms**” to make any changes to your student’s information (new address, new phone number, new emergency contacts, new health information, new insurance information, etc...).
 - i. Be sure to complete the signatures at the bottom of each page. The list of forms should switch to yellow - they will eventually turn green after the student completes their signatures
 - b. Click on “**Profile**” and then click on the black button  to select your child’s sports for next year
 - c. The “**+PPE Medical**” button allows you to print a custom physical form for your child. This form should be used when updated your physical with a physician and return to the Athletic Department upon clearance from the doctor.
4. If you are experiencing issues, use the “**Support**” button at the bottom of each page



If you are experiencing any issues, please 

5. Additional help may be found under “**Information**” on the top right side of the screen



STUDENT ACCOUNT

Once the parent has updated the account information, the student will be able to complete their signatures.

Items are completed once they turn “green”