Genoa Christian Academy

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

Dear GCA Families,

We are excited that the Genoa Christian Academy has begun using FinalForms to start the process of digitizing and tracking much of the paperwork that families typically need to submit every year. The two departments primarily using FinalForms in this initial stage are Preschool and Upper Academy Athletics.

We encourage each family to complete the registration process for your children as soon as possible. In the near future, we plan to use FinalForms for K-12 field trip permission forms and payments, other items throughout the school year, and parts of the re-enrollment process for next year.

Click on the Parent Registration guide to get started in FinalForms. **You can also use the link here to register** https://genoachristian-oh.finalforms.com/students **now and electronically complete all the forms!**

Thank you for your assistance in streamlining our paperwork process. If you have any questions, please feel free to reach out to Christina Wolber at cwolber@genoachristianacademy.org or Janelle Willison at jwillison@genoachristianacademy.org.

Thank you!

The GCA Administration
740-965-5433

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Parent registration

How do I sign up?
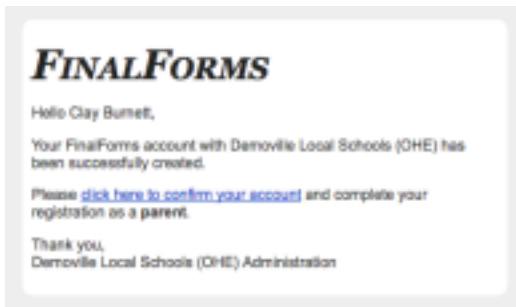
1. Go to: https://genoachristian-oh.finalforms.com/students

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.

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Hello Clay Burnett,

Your FinalForms account with Demoville Local Schools (OHE) has been successfully created.

Please click here to confirm your account and complete your registration as a parent.

Thank you,
Demoville Local Schools (OHE) Administration

5. Create your new FinalForms password. Next, click **CONFIRM ACCOUNT**.

6. Click **REGISTER STUDENT** for your first child.

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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.

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.