



## WIAA+FINALFORMS PLAYBOOK

## SECTION 1: FAQ

### CONFIRMATION EMAIL

#### Q: I have my 'Account Confirmation Email'. What should I do?

- 1) Click the 'click here to confirm your account' link
- 2) Enter and confirm your password
- 3) Login to: Manage Your Profile, Verify Key Information, Verify Key Personnel, Manage Coaches/Certifications

### NO CONFIRMATION EMAIL?

#### Q: I have not received my 'Account Confirmation Email'. What should I do?

- 1) Go to <https://wiaa.finalforms.com/>
- 2) Click LOGIN under the 'School/District Staff' icon
- 3) Search for your district or school
- 4) Enter your email address and click SUBMIT
  - a) If you get an error message stating the email address does not exist, try again to confirm you typed the email address correctly, then click SUBMIT.
  - b) If the error message persists, this means that there may be a different email address on file for your account. **Contact [bkuntz@wiaa.com](mailto:bkuntz@wiaa.com) to update your email address.**
- 4) Upon a successful SUBMIT (or update by support staff), check your email for an 'Account Confirmation Instructions' email. Click the link, enter your password then access your account.

### FORGOT PASSWORD?

#### Q: I know my email, but I forgot my password and need to reset it. What should I do?

- 1) Go to <https://wiaa.finalforms.com/>
- 2) Click LOGIN under the 'School/District Staff' icon
- 3) Search for your district or school
- 4) Click FORGOT PASSWORD
- 5) Enter your email address and click SUBMIT
- 6) Check your inbox for a 'Forgot Password' email. Follow password reset instructions.

### NEW ATHLETIC DIRECTOR?

#### Q: I'm a new AD or at a new school. What should I do?

- 1) Contact another administrator in your school or district to have them create an account for you.
- 2) If no such administrator exists, **contact [bkuntz@wiaa.com](mailto:bkuntz@wiaa.com) to get added.**

### CONTACT SUPPORT

#### Q: I've tried everything. How do I get help?

- 1) Click 'Get Help' in the bottom right of your FinalForms installation or click <https://search.finalforms.com/documentation/support>



## WIAA+FINALFORMS PLAYBOOK

## SECTION 2: MANAGEMENT

### 1. MANAGE YOUR PROFILE

*(2 minutes)*

#### 1a. Edit Your Profile

### 2. VERIFY KEY INFORMATION

*(10 minutes)*

#### 2a. Watch the "Rollover Guide Overview"

#### 2b. Verify Core School Data

#### 2c. Verify Sport Information

### 3. VERIFY KEY PERSONNEL

*(2 minutes)*

#### 3a. Verify 2022-23 Key Personnel

### 4. MANAGE COACHES AND CERTIFICATIONS

*(15 minutes)*

#### 4a. Manage Coaches

#### 4b. Manage Certifications

## 1. MANAGE YOUR PROFILE

### 1a. Edit Your Profile

(2 minutes)

1. Click your name (upper right corner)
2. Click the “**Edit Profile**” button
  - a. Review information to ensure it is accurate. If not, modify any field.
  - b. Once you have verified or modified information, scroll to the bottom and click “**Update Staff**”.

## 2. VERIFY KEY INFORMATION

### 2a. Watch the “Rollover Guide Overview”

(2 minutes)

1. Watch the video.
2. Sign the step.

### 2b. Verify Core School Data

1. Click “**Edit**” in any school’s row
2. Review information to ensure it is accurate. If not, modify any field.
3. Once you have verified or modified information, click “**Update**”.
4. Sign the step.

### 2c. Verify Sport Information

1. Review information for the 2022-2023 school year to ensure it is accurate.  
*Follow steps a, b, and c.*
  - a. **Verify your Sport offering.**
    - i. Click “**Trash Can**” to remove a sport no longer offered.
    - ii. Click “**+ Add**” on any other additional commonly offered sports that you wish to add.
  - b. **Verify Team and Coach options for each Sport.**
    - i. Click “**Edit**” to review information for any Sport.
      1. **Managing Teams**
        - a. Scroll to the Manage Teams (Varsity, JV, A, B, Green, Blue, etc.) area to ensure your offering is accurate. Click “**Remove**” or “**+ Add Team**” to reflect your offering.
      2. **Managing Coaches**
        - a. Scroll to the Manage Coaches area to ensure your personnel is accurate. Click “**Remove**” or “**+ Add Coach**” to reflect your personnel.
        - b. You may also click “**Edit**” to update any Coach’s Position/Title, Experience, or Record information.
    - ii. Once you have verified or modified information, click “**Update Sport**”.

**IMPORTANT:** Management can be done from the **Manage > Sports** page as well.  
If mass updates of Sports are necessary, you may use the **Import** functions on that page.

## 2d. Verify Activities

1. Review information for the 2022-2023 school year to ensure it is accurate.

*Follow steps a, b, and c.*

- a. **Verify your Activity offering.**

- i. Click "**Trash Can**" to remove an activity no longer offered.
- ii. Click "**+ Add**" on any other additional commonly offered activities that you wish to add.

- b. **Verify Team and Coach options for each Activity.**

- i. Click "**Edit**" to review information for any Activity.

1. **Managing Teams**

- a. Scroll to the Manage Teams (Group 1, Group 2, AM, PM, etc.) area to ensure your offering is accurate. Click "**Remove**" or "**+ Add Team**" to reflect your offering.

2. **Managing Coaches**

- a. Scroll to the Manage Coaches area to ensure your personnel is accurate. Click "**Remove**" or "**+ Add Coach**" to reflect your personnel.
- b. You may also click "**Edit**" to update any Coach's Position/Title, Experience, or Record information.

- ii. Once you have verified or modified information, click "**Update Activity**".

**IMPORTANT:** Management can be done from the **Manage > Activities** page as well.

*If mass updates of Activities are necessary, you may use the **Import** functions on that page.*

## 3. VERIFY KEY PERSONNEL

### 3a. Verify 2022-23 Key Personnel

1. Review Key Personnel for the 2022-2023 school year to ensure it is accurate. If not, modify Key Personnel as follows.

- a. Click "**Edit Position**" to change a person's position within the School/District.

- i. Modify the School/Dept, Position(s), and/or Title as needed.
- ii. Do not modify the Permissions.

**NOTE:** Permissions will only matter if/when you upgrade to FinalForms' complete service package.

- iii. Click "**Update Role**".

- b. Click "**Remove**" if this person no longer serves the School/District.

- c. Click "**+ Add**" to add Key Personnel.

- i. Select Staff if the Key Person exists within the system.
- ii. Click "Click here to create one" if the Key Person does not exist within the system.

1. To create a new Key Person:

- a. Enter First Name, Last Name, Email Address, and other information as available.
- b. Click "**Create Staff**"

**STOP!** Your 2022-23 School Year Configuration is complete. If you receive a prompt to add any additional required information, please follow the on-screen instructions.

## 4. MANAGE COACHES AND CERTIFICATIONS

### 4a. Manage Coaches

(10 minutes)

1. Click **“Manage”** at the top of your page and select **“Staff”**.
  - a. Click **“New Staff”** to add new Staff, such as a Coach.
  - b. To create a new Staff:
    - i. Enter First Name, Last Name, Email Address, and other information as available.
    - ii. Click **“Create Staff”**
    - iii. You will land on the **“Add Role”** page.

*Follow steps:*

      1. Enter the School/Dept, Position(s), and/or Title as needed.
      2. Do not modify the Permissions.  
*NOTE: Permissions only matter if you upgrade to FinalForms’ complete service package.*
      3. Click **“Create Role”**.
    - iv. You will land on the **“Add Sports / Activities / Groups”** page.

*Follow steps:*

      1. Search and select appropriate Sports / Activities / Groups
      2. Click **“Assign Staff”**

### 4b. Manage Certifications

(5 minutes)

1. View Certifications
  - a. Click **“Manage”** at the top of your page and select **“Staff”**.
  - b. Locate any Staff and click the **“Certification”** (countdown icon) to open a popover.
2. Add Certifications
  - a. Click **“Manage”** at the top of your page and select **“Staff”**.
  - b. Locate any Staff and click the **“Certification”** (countdown icon) to open a popover.
  - c. Click **“New Certification”** in the popover.

**IMPORTANT:** You may add ANY certification required by your School/District.

- d. Input all relevant information:
  - i. Certification Title
  - ii. Certified On (optional)
  - iii. Expiration Date (or no expiration date)
  - iv. Any Notes associated with the Certification (optional)
- e. Click **“Create Certification”**.
3. Edit Certifications
  - a. Click **“Manage”** at the top of your page and select **“Staff”**.
  - b. Locate any Staff and click the **“Certification”** (countdown icon) to open a popover.
  - c. Click **“Edit”** on any certification in the popover.
  - d. Modify all relevant information:
    - i. Certification Title
    - ii. Certified On (optional)
    - iii. Expiration Date (or no expiration date)
  - e. Click **“Save”**

**IMPORTANT:** Most WIAA certifications can be taken in my247ed. Clicking **“Sync with my247ed”** will update the expiration dates of all supported certifications with the expiration date in my247ed.