



## 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) You will now be logged in to Manage Your Profile and 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 school district or your private school.
- 4) Click Login under "Staff" on your district's installation page.
- 5) Click "Never logged in?"
- 6) 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, click "forgot your email?" to see if you can find your account under a different email address. **Contact your Athletic Department to update your email address.**
- 4) Upon a successful SUBMIT (or update by Athletic Department 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 Login under "Staff" on your district's installation page.
- 5) Click "Forgot your password?"
- 6) Enter your email address and click "Send Secure Link"
- 7) Check your inbox for a 'Forgot Password' email. Follow password reset instructions.

### NEW COACH OR SCHOOL?

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

- 1) Contact the athletic administrator in your district of school to have them create an account for you.

### 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. MANAGE COACHES AND CERTIFICATIONS

*(5 minutes)*

#### 2a. 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. MANAGE CERTIFICATIONS

### 2a. Manage Certifications

(5 minutes)

1. Click your name (upper right corner)
2. Click the “**My Profile**” button
3. View Certifications
  - a. Scroll to the “Certifications” area
  - b. View the list of applicable certifications
4. Add Certifications
  - a. **Renew Rules Clinics in “my247ed”**

**IMPORTANT:** my247ed certifications will not be supported until July 2022. my247ed certifications will be listed in the FinalForms view as they become available in my247ed.

- i. Click “Renew in my247ed” in any my247ed supported certification’s row

| Status | # | Title                     | Certification Date | Certification Expiration | Actions   |
|--------|---|---------------------------|--------------------|--------------------------|---|
| 75     |   | WIAA General Rules Clinic | 8/20/2021          | 8/20/2022                |  View in my247ed |

- ii. Complete required coursework in my247ed.
  1. You will be prompted to either log into an existing my247ed account or create a new account using your WIAA ID in FinalForms.
- iii. Return to FinalForms and click “Sync Certifications with my247ed” (above the certifications list) to update your certification.

#### b. Add School/District Certifications

- i. For all other certifications, take the certification in your school’s preferred location
- ii. Click the “Folder Icon” near the top of your My Profile page.
- iii. Click “Choose File” and select a file (PDF, DOC, JPG, etc.) that will serve as your proof of certification.
- iv. Once the file is uploaded, you may click the “Pencil and Paper Icon” to modify the title of the certification.

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

**IMPORTANT:** Some 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.