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) Log in to manage Your Profile, Verify Key Information, Verify Key Personnel, and 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 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 the **Forgot your email?** button to see if you can find your account under a different email address, or contact jkesterson@wiaa.com to update your email address.
7) Upon a successful **SUBMIT** (or update by support staff), check your email for an **Account Confirmation Instructions** email. Click the link, enter your password, and 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 school district or your private 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 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 jkesterson@wiaa.com to get added.

CONTACT SUPPORT

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

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

FINALFORMS TOWER

WIAA+FINALFORMS PLAYBOOK   SECTION 2: MANAGEMENT

DON'T LIKE INSTRUCTIONS? JUST WANT TO GET IT DONE?
Click here for a shortcut to your AD Readiness Checklist

1. MANAGE YOUR PROFILE   *(2 minutes)*
1a. Edit Your Profile

2. VERIFY KEY INFORMATION   *(10 minutes)*
2a. Watch the "School Year Readiness Checklist"
2b. Verify Core School Data
2c. Verify Sport Information
2d. Verify Activity Information
2e. Verify Key Personnel
2f. Complete WIAA Membership Renewal

4. MANAGE COACHES AND CERTIFICATIONS   *(15 minutes)*
4a. Manage Coaches
4b. Manage Certifications
4c. Manage Rules Clinics
4d. Archiving Coaches

5. MANAGE ROSTERS   *(15 minutes)*
5a. Upload Students
5b. Roster Students to Sports
5c. Assign Teams (Varsity, JV, etc.)
5d. Edit Student Roster Information

6. WIAA PARTICIPATION SURVEY   *(5 minutes)*

FINALFORMS   **TOWER**

1. MANAGE YOUR PROFILE

1a. Edit Your Profile   *(2 minutes)*

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

2. VERIFY KEY INFORMATION

2a. Watch the Readiness Checklist Video   *(3 minutes)*

  1. Watch the video.
  2. Sign the form.

2b. Verify Core School Data

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

2c. Verify Sport Information

  1. Review information for the 2025-2026 school year to ensure accuracy.
      Follow steps a, b, and c.
      a. **Verify your Sport offering.**
          i.   Click **Trash Can** to remove a sport that is no longer offered.
          ii. Click **+ Add** to any other sports 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 and locate the **Manage Teams** area
                   b. Click **Add Team** to add more teams
                   c. Click **Remove Team** to remove teams
                   d. Click **Update Sport** when you are done.
               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 the information, click **Update Sport**.

      *IMPORTANT: Management can also be done from the **Manage** > **Sports** page.*
      *Use the **Import** functions on that page if mass Sports updates are necessary.*

2d. Verify Activity Information

1. Review information for the 2025-2026 school year to ensure accuracy.
    a. **Verify your Activity offering.**
        i. Click **Trash Can** to remove an activity that is no longer offered.
        ii. Click **+ Add** to any other activities 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 and locate the **Manage Teams** area.
                b. Click **Add Team** to add more teams.
                c. Click **Remove Team** to remove teams.
                d. Click **Update Sport** when you are done.
            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 also be done from the **Manage** > **Sports** page.*
    *Use the **Import** functions on that page if mass Sports updates are necessary.*

2e. Verify Key Personnel

1. Review Key Personnel for the 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**.

2f. WIAA Membership Renewal

1. Read this form. Follow the instructions to download and upload the School Board Resolution. Sign this form.

STOP! Your 2025-26 School Year Configuration is complete. If you receive a prompt to add any additional required information, please follow the on-screen instructions.

FINALFORMS **TOWER**

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- Sport-specific and the WIAA rules clinics are managed under **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 pop-up.
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 pop-up.
    c. Click **New Certification** in the pop-up.
        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 pop-up.
    c. Click **Edit** on any certification in the pop-up.
    d. Modify all relevant information:
        i. Certification Title
        ii. Certified On (optional)
        iii. Expiration Date (or no expiration date)
    e. Click **Save**.
        IMPORTANT: *Clicking "Sync with my247ed" or "Sync with NFHSLearn" will update the expiration dates of all supported certifications with the expiration date.*

4d. Archiving Coaches   *(5 minutes)*

1. To archive coaches coaches that no longer work within your district / school:
    a. Click "**Manage**" at the top of your page and select "**Staff**".
    b. Locate any Staff and click **"Edit"** *(pencil and paper icon)*.
    c. Locate the **"Administrator-Only"** area
    d. Locate the **"2024-25 Status"** dropdown
    e. Click the dropdown and select **"Archived"**
    f. Click "**Update Staff**"

    > *IMPORTANT: The staff member will be archived, not deleted. You can access an archived staff member by clicking **MANAGE > STAFF**, then clicking the "By Status" filter and selecting "Archived" to view archived staff. This is critical if you are referencing a past issue involving this staff member.*

5. MANAGE AND UPLOAD ROSTERS

*IMPORTANT: If you are a current customer, rosters are populated through the registration process and no further steps are required. **The process below is applicable to WIAA member schools that are <u>not</u> using FinalForms for athlete registration.***

5a. Upload Athletes

This is a two-step process. You must **upload students (5a)** then **roster the students to sports (5b)**.

*WORK SMARTER, NOT HARDER – You may be able to **ask your technology department** for a CSV file including the following data. If you can obtain this file, you will only need to upload it once; rather than once per sport.*

WE PREVENT DUPLICATES! – Imports will search existing records for duplicates by checking for the same: First name + Last name + DOB, Student ID, Email. If a duplicate is found, this record will not import and will appear in the error report with the reason noted as "duplicate record".

WE COMPLY WITH SECURITY STANDARDS – FinalForms is a signatory of the Student Privacy Pledge and strictly adheres to the Washington Student Data Privacy Agreement. The information supplied via the roster upload process by customer and/or non-customer schools is treated as Personally Identifiable Information (PII).

1. Upload Your Students
    a. Click "**Manage**" at the top of your page and select "**Sports**"
    b. Locate the blue **"Import"** and select option **"Roster Imports: 1. Create Students"**
        i.   We recommend clicking **"Download Example CSV"**
        ii. Once the file is downloaded, create a row for each of your students.
             1. Required fields are: School, StudentID, Email, First Name, Last Name, Date Of Birth, Gender, Graduation Year
                 *WORK SMARTER, NOT HARDER – You may be able to **ask your technology department** for a CSV file including the above data. If you can obtain this file, you will only need to upload it once; rather than once per sport.*
        iii. Once you have populated your spreadsheet, save it, and then click the **"Choose File to Import"** button to select your file and begin the import process.
        iv. You will see a screen which allows you to preview how your columns will align with the database. Scroll to the bottom and click **"Perform Import"** to start the import process.

    v.   Successful imports will appear in GREEN. Failed imports will appear in RED and include a reason for failure. If you see failures, we recommend downloading the CSV, updating the errors, and following the upload process again.

Download Error CSV	
CSV	**Errors**
Demoville High School,,jason.smith@example.com,Jason,Smithers,Smith,,asian,male,2028,1/11/2025,4.0,TRUE,123 Jones ST,Apt 3A,New York,NY,12345	Born on can't be blank

Imported	
Student	**Address**
"John Smith" <john.smith@example.com>	123 Jones ST Apt 3A New York, NY 12345

*NOTE – If you receive a transfer student, you can go to **MANAGE > STUDENTS** and click **"ADD STUDENT"**, then follow instructions.*

5b. Roster Students to Sports

    1.   Upon completing the **Import Students** steps above, the **"NEXT STEP: 2. Roster Students to Sports"** button appears. Click it!

> **NEXT STEP: 2. Roster Athletes to Sport**

    a.   We recommend clicking **"Download Example CSV"**

    b.   Once the file is downloaded, create a row for each student. If a student participates in two sports, create two rows for that student. Each row will represent a unique sport of participation per student.

        i.   Required fields are: Sport School, StudentID, Email, Sport Name, Sport Gender

             EXAMPLE: West High School, KID123, john.smith@example.com, Baseball, Boys

    c.   Once you have populated your spreadsheet, save it, and then click the **"Choose File to Import"** button to select your file and begin the import process.

    d.   You will see a screen which allows you to preview how your columns will align with the database. Scroll to the bottom and click **"Perform Import"** to start the import process.

    e.   Successful imports will appear in GREEN. Failed imports will appear in RED and include a reason for failure. If you see failures, we recommend downloading the CSV, updating the errors, and following the upload process again.

         DON'T SEE A STUDENT? FORGET A STUDENT? – If you would like to add a student to a roster at any time, go to MANAGE > SPORTS, select the ROSTER, and click SPORT MANAGEMENT, select SPORT SETTINGS, and click ADD ANY STUDENT. If the student is not available, you will need to return to MANAGE > STUDENTS and click ADD NEW STUDENT, then follow instructions.

5c. Assign Teams

    1.   Click "**Manage**" at the top of your page and select "**Sports**", then click the **"Roster"** icon on any sport.

    a.   If you wish to create teams such as Varsity, JV, Blue, Green, etc., click **"Sport Management"** and select **"Sport Settings"**.

        i.   Scroll and locate the **"Manage Teams"** area

        ii.   Click **"Add Team"** to add more teams

        iii.   Click **"Remove Team"** to remove teams

        iv.   Click **"Update Sport"** when you are done.

    b.   To assign any student to a specific team, click the "**Assign Teams**" button at the top of the page.

        i.   Click the appropriate checkboxes for each student.

ii.   Click **"Return to Roster"** when you are done.

DON'T SEE A STUDENT? FORGET A STUDENT? – If you would like to add a student to a roster at any time, go to MANAGE > SPORTS, select the ROSTER, and click SPORT MANAGEMENT, select SPORT SETTINGS, and click ADD ANY STUDENT. If the student is not available, you will need to return to MANAGE > STUDENTS and click ADD NEW STUDENT, then follow instructions.

5d. Edit Student Roster Information
1. If you need to add or edit the roster information of a student, you can do so by clicking the blue **"Athlete Info"** Button next to the student on the roster.
   a. From here, a box will appear that allows you to enter in any information you'd like to appear on a roster for that student. Once complete click **"Update Athlete Information"**

6. WIAA PARTICIPATION SURVEY

If you're a FinalForms customer, your FinalForms rosters pre-populate into your Participation Survey. WIAA simply requires you to review and submit your Participation Survey within FinalForms. Yep, it's that easy!

If you're not a FinalForms customer, any rosters that you have uploaded will pre-populate into your Participation Survey. If you have not uploaded rosters then you must manually enter participation numbers into the survey. Please follow these instructions to complete the process. We promise it'll be easier than ever before!

Whether you're a FinalForms customer or not, please follow these instructions:

1. Login
2. Click the **CALENDAR** icon
3. Select **2024-25 (Current)**
4. Click **MANAGE > SCHOOLS**

Note: The WIAA Participation Survey must be completed for every school (or building) in your district. District administrators may submit it for each school, or school administrators may submit it for their respective schools.

5. Locate the school you wish to submit.
6. Click the black **EXPORT** button in that school's row.

7. Select the **WIAA Participation Survey.**

8. Review your **School Enrollment Numbers.** Your school's enrollment numbers are pulled from existing data.
9. Update the numbers based on your current enrollment numbers.
10. Click **Verify Counts**.
11. Double-check all numbers for accuracy.

FinalForms Customers: These numbers are pulled from your FinalForms rosters. To change these numbers, click on the sport name, then view, modify, and finalize the roster as necessary. Return to the WIAA Participation Survey and continue the process.

Non-FinalForms Customers: If you have not previously assigned students to rosters for a previous reporting requirement, then these numbers may be zero. If that is the case, please enter or correct the counts within the survey.

12. Click **Submit to the WIAA.**

Note: You can submit and re-submit your WIAA Participation Survey at any time prior to the deadline. Upon the deadline, WIAA will use your most recent submission.