



WIAA+FINALFORMS COACHES 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 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 COACH OR COACHING AT A NEW 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 YOUR CERTIFICATIONS AND FORMS

(5 minutes)

2a. Manage Certifications

3. MANAGE BOYS AND GIRLS SPORTS

(5 minutes)

3a. What is the best way to manage multiple rosters at once?

3b. Emailing Multiple Sport Rosters



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 AND FORMS

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”**
 - 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.

IMPORTANT: The WIAA Sport specific rules clinics are now completed in the **“Forms”** section. See 2b. For directions

b. Add School/District Certifications

- i. For all other certifications, take the certification in your school’s preferred location
- ii. Click the **“Folder Icon”** next to the certification you wish to upload
- iii. Click **“Upload Document”** and select a file (PDF, DOC, JPG, etc.) that will serve as your proof of certification or drag and drop your file within the box
- 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 and NFHS Learn. Clicking **“Sync with my247ed”** will update the expiration dates of all supported certifications with the expiration date in my247ed.



3. MANAGE BOYS AND GIRLS SPORTS

- Working Across Devices / Managing Multiple Rosters

USING A PHONE

1. Click **Manage**
 - a. Locate the link (i.e. Boys Cross Country) and then:
 - i. Press and hold the ROSTER button. Select "Open in New Tab"
2. Next, Click **Manage**
 - a. Locate the link (i.e. Girls Cross Country) and then:
 - i. Press and hold the ROSTER button. Select "Open in New Tab"

NOTE: You may assign teams (Varsity, JV, Offense, Defense, etc.), take attendance, manage inventory, and a whole lot more.

USING A COMPUTER

1. Click **Manage**
 - a. Locate the link (i.e. Boys Cross Country) and then:
 - ii. Windows & Linux: Ctrl + click a link
 - iii. Mac: ⌘ + click a link
3. Click **Manage**
 - a. Locate the link (i.e. Girls Cross Country) and then:
 - i. Windows & Linux: Ctrl + click a link
 - ii. Mac: ⌘ + click a link
1. Switch back and forth between the tabs as you work.

[Learn more about these roster management features here.](#)

3b. Emailing Multiple Sport Rosters

1. Click your name on the upper right corner of the screen and choose **My Profile**.
2. Click  or  in the upper right corner of the **Sports** section.
3. Select which Sports and Staff you wish to include in this communication.
4. Write the subject and compose your message. Add attachments if necessary.
5. Click  .