

### Welcome to FinalForms!

#### Take charge of communication, emergency medical info and more with FinalForms.

Confirming your account and logging in will take less than one minute. Follow the directions below and then enjoy our time saving features that will bring you peace of mind while doing what you love!

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### FIRST TIME USERS

1. Check your inbox for an **EMAIL NOTIFICATION** from the FinalForms Mailman.
2. Click **CONFIRM YOUR ACCOUNT** to be linked to a page where you will enter and confirm your **PASSWORD**. Click **CONFIRM ACCOUNT** and you will successfully be logged in to FinalForms.

**NOTE:** If you did not receive an email notification, check your SPAM folder. If the email is still missing, contact [support@finalforms.com](mailto:support@finalforms.com)

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### REPEAT USERS

1. Go to your school's FinalForms page and click **LOGIN** under the **STAFF** icon.
2. Enter your **EMAIL ADDRESS** and **PASSWORD**, then click **LOGIN**.




**NOTE:** If you forgot your password, click **FORGOT PASSWORD**. You will receive an email with a link to reset your password.


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### HOW TO CREATE AN ICON SHORTCUT ON YOUR MOBILE DEVICE

#### iOS Instructions:

1. Open **SAFARI** as the browser.
2. Go to FinalForms. (i.e. <http://myschoolname.finalforms.com>)
3. Enter username and password.
4. Click the arrow icon  at the top or bottom of the screen and select "Add to Home Screen".

#### Android Instructions:

1. Open any browser.
  2. Go to FinalForms. (i.e. <http://myschoolname.finalforms.com>)
  3. Enter username and password.
  4. Click the 3 dots icon  at the top or bottom of the screen and select "Add to Home Screen".
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### YOUR PROFILE

Upon successful login, you will land on your **PROFILE PAGE**.

#### 1. SIGN FORMS

Click  to complete and sign forms required by your Athletic Department, District, or State.

#### 2. EDIT PROFILE

Click  to update your Email Address, Phone Number, etc.

#### 3. VIEW SPORTS


View all Sports assigned to you. Click  in any Sport row to view your Roster.

#### 4. VIEW CERTIFICATIONS


Your certifications may be stored in FinalForms. You can view each certification and status in this area.

 Expired  Expiring in 49 days  Expiring in 350 days  Permanent Certification

#### 5. UPLOAD A DOCUMENT

Click  to upload a document from your computer to FinalForms. (i.e. CEU\_Course.pdf)

#### 6. RENAME A DOCUMENT

Click  to rename your document. (i.e. CEU\_CoachSeminar\_01012016.pdf)

#### 7. VIEW POSITION(S)

Your Positions or Job Titles are listed in this area.

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### YOUR SPORTS

#### 1. VIEW ROSTER

Your Roster displays all Students who have registered for your Sport.

#### 2. EDIT SPORT SETTINGS

Click [Edit Sport](#) to Manage Teams. You may create Varsity, JV, Freshman or other such as JV A, JV B and Tournament Team. Click [Update Sport](#) when you are done.

#### 3. ASSIGN TEAMS

Click [Assign Teams](#) to assign each student to one or more teams. Click [Assign Students](#) when you are done.

### ELIGIBILITY MODE

Status	Name	Class	Ht	Wt	Positions	Letters	Teams	Actions
	Acosta, Tyrell	2019	6'1"	189 lbs	RB	Fr So		+ E-Card Forms
	Albert, Dion	2018	6'1"	176 lbs	OL			+ E-Card Forms
	Benton, Aurelio	2019	6'4"	225 lbs	RB / OLB			+ E-Card Forms
	Byrd, Jed	2018	5'8"	165 lbs	WR / S	Fr So Jr		+ E-Card Forms
	Farley, Kevin	2020	6'0"	260 lbs	C / DE			+ E-Card Forms
	Fernandez, Chang	2020	5'2"	172 lbs	QB			+ E-Card Forms
	Hunt, Frederic	2017			74 / 180	Fr So Jr		+ E-Card Forms

#### 4. ELIGIBILITY MODE

By default, you will always land on the [Mode: Eligibility](#) view for your Roster. This mode displays Status Icons, Emergency Medical Info (E-Card) Shortcuts, Reminders and more.

#### 5. STATUS ICONS

A set of icons displays the statuses of Eligibility, Payment, Parent Form Completion, Student Form Completion and Physical Expiration Countdown. **RED** = No **GREEN** = YES **YELLOW** = Caution

- Is Eligible
- Fees Not Paid
- Parent Forms Complete
- Student Forms Incomplete
- 25 Days until Physical Expiration


### 6. EMAIL OPTIONS

Use the  drop down, the  drop down, or any combination of Student selections to arrive at a list of Students. Click  to **SEND ROSTER, EMAIL STUDENTS, EMAIL PARENTS** or **EMAIL BOTH** (*Students and Parents*).


### 7. EXPORT OPTIONS

Click the  button to export **E-CARDS, BASIC CSV, ROSTER** or other variations of Student information depending on your State.


### 8. E-CARDS

**E-CARDS** include Student Name, Grade, Address, Parent/Guardian Names + Contact Info, Emergency Contact Names + Contact Info, Existing Medical Conditions, Injuries, Medications, Allergies and more. E-Cards are accessible via mobile device and are printable using the  **E-CARDS** option.


#### View One E-Card

View one E-Card by clicking a Student's  button.


#### View/Print Multiple E-Cards

You may view/print an entire set of E-CARDS by clicking  **E-CARDS**.


### 9. FORMS

Click the  button in any Student row to view the status of individual forms.

### 10. FILES

Click the  icon in any Student row to view files that may have been uploaded by an Administrator or an Athletic Trainer.

### 11. BELL ICON

Click the , which sends an email, to prompt the Student and/or his/her Parents/Guardians to take action on an Expiring/Expired Physical, Incomplete Forms or Missing Payment. You may also use the Bell Icon to send an email to the Student and Parent if a Student misses practice.

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### ROSTER MODE

The screenshot shows the 'Boys Football (14 Records)' roster for 'FALL 2016'. At the top, there are navigation buttons: 'All Teams', 'Assign Teams', 'Edit Sport', and 'Inventory'. A search bar and filter options are present. The main table lists players with their details and actions. Callout 12 points to the 'Mode: Roster' dropdown. Callout 13 points to the 'Player Info' button for Tyrell Acosta. Callout 15 points to the 'Cut' button for Dion Albert.

Jersey #	Name	Class	Ht	Wt	Positions	Letters	Teams	Actions
99 C	Acosta, Tyrell	2019	6'1"	189 lbs	RB	Fr So		Player Info, Cut
54	Albert, Dion	2018	6'1"	176 lbs	OL			Player Info, Cut
44	Benton, Aurelio	2019	6'4"	225 lbs	RB / OLB			Player Info, Cut
22 C	Byrd, Jed	2018	5'8"	165 lbs	WR / S	Fr So Jr		Player Info, Cut
72	Farley, Kevin	2020	6'0"	260 lbs	C / DE			Player Info, Cut
13	Fernandez, Chang	2020	5'2"	172 lbs	QB			Player Info, Cut
81	Hunt, Frederic	2017			74 / 180	Fr So Jr		Player Info, Cut

#### 12. ROSTER MODE

Toggle from the Eligibility Mode to **Mode: Roster** to manage Player Info, Lettering, Awards and more.

#### 13. PLAYER INFO

Click **Player Info** to input additional information about a player including **JERSEY NUMBER(S)**, **POSITION(S)**, **HEIGHT**, **WEIGHT** as well as **LETTERS** and **AWARDS**.

***NOTE:** Depending on your State requirements, you may also be able to add information relevant to your sport such as Weight Class, 1600m Run Time, 100m Freestyle Time, etc.*

#### 14. MANAGE INVENTORY

Click **Inventory** to manage your equipment.

##### Creating Equipment

Click **New Equipment** or **Import** to add equipment to your inventory.

**New Equipment:** Individually create equipment in your inventory.

**Import:** Follow the instructions on the import page to mass import equipment.

##### Issuing Equipment

At the beginning of the season, click **Issue** then select a Student and input date and condition.

##### Collecting Equipment

Upon collecting equipment, click **Return** then input the date and condition.

#### 15. CUT STUDENT

Click **Cut** to remove a Student from your Roster.