

## **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!
FIRST TIME USERS
1. Check your inbox for an <b>EMAIL NOTIFICATION</b> from the FinalForms Mailman.
2. Click <b>CONFIRM YOUR ACCOUNT</b> to be linked to a page where you will enter and confirm your <b>PASSWORD</b> . Click <b>CONFIRM ACCOUNT</b> 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
REPEAT USERS
1. Go to your school's FinalForms page and click <b>LOGIN</b> under the <b>STAFF</b> icon.
2. Enter your <b>EMAIL ADDRESS</b> and <b>PASSWORD</b> , then click <b>LOGIN</b> .
NOTE: If you forgot your password, click FORGOT PASSWORD. You will receive an email with a link to reset your password.
HOW TO CREATE AN ICON SHORTCUT ON YOUR MOBILE DEVICE
<ol> <li>iOS Instructions:</li> <li>Open SAFARI as the browser.</li> <li>Go to FinalForms. (i.e. http://myschoolname.finalforms.com)</li> <li>Enter username and password.</li> <li>Click the arrow icon at the top or bottom of the screen and select "Add to Home Screen".</li> </ol>
<ul> <li>Android Instructions:</li> <li>1. Open any browser.</li> <li>2. Go to FinalForms. (i.e. http://myschoolname.finalforms.com)</li> <li>3. Enter username and password.</li> <li>4. Click the 3 dots icon at the top or bottom of the screen and select "Add to Home Screen".</li> </ul>



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## YOUR PROFILE

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

#### 1. SIGN FORMS

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

# 2. EDIT PROFILE

Click & Edit Profile to update your Email Address, Phone Number, etc.

## 3. VIEW SPORTS

View all Sports assigned to you. Click ■Roster 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.



# **5. UPLOAD A DOCUMENT**

Click Choose File to upload a document from your computer to FinalForms. (i.e. CEU Course.pdf)

#### **6. RENAME A DOCUMENT**

Click Rename 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.

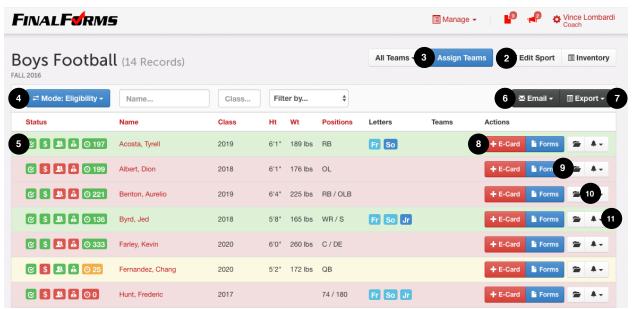
## 2. EDIT SPORT SETTINGS

Click Click 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**

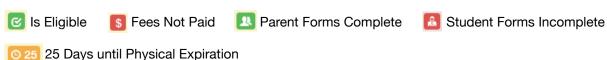


# 4. ELIGIBILITY MODE

By default, you will always land on the 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





# **COACH PLAYBOOK**

#### 6. EMAIL OPTIONS

Use the All Teams of drop down, the Filter by... drop down, or any combination of Student selections to arrive at a list of Students. Click 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 an E-Card

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

#### **Print Multiple E-Cards**

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

#### 9. FORMS

Click the botton 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

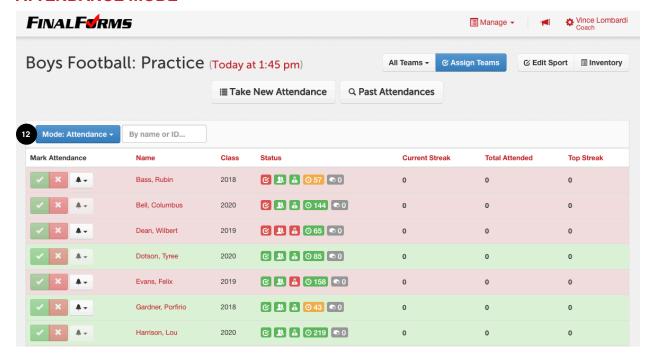
Click the , which sends an email, to prompt the Student and/or his/her Parents/Guardians to take action on an Expiring/Expired Physical, Incomplete Forms or Missing Payment. You may also use the Bell Icon to send an email to the Student and Parent if a Student misses practice.

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## ATTENDANCE MODE



#### 12. ATTENDANCE MODE

Toggle from the Eligibility Mode to Mode: Attendance to take attendance.

# **Taking Attendance**

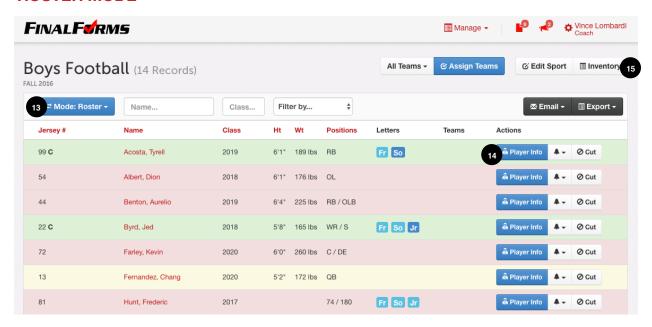
Click STAKE NEW Attendance and input the SESSION TITLE, DATE, TIME and TEAM (Varsity, JV, etc.)

When calling role, click for **PRESENT** and for **ABSENT**. Upon clicking **ABSENT**, select whether the absence is excused or not. Then, add notes if necessary. Upon clicking Mark Absent an email will be sent to the athlete's Parents/Guardians.

**TIP:** As with all modes, athlete rows reflect eligibility. All athletes should be **GREEN**. Use the to alert the Athlete and Parents/Guardians of eligibility problems as you take attendance!



## **ROSTER MODE**



#### 13. ROSTER MODE

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

# 14. PLAYER INFO

Click Player Into 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.

#### 15. 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 season, then select a Student and input date and condition.

# **Collecting Equipment**

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

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