

Welcome to FinalForms

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

It only takes one minute to confirm your account and log in.. Follow the directions below, and 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 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.*

REPEAT USERS

1. Go to your school's FinalForms page (i.e. <http://myschoolname.finalforms.com>), and click **LOGIN** under the **STAFF** icon.
2. Enter your email address and password, and then click **LOGIN**.



Staff


→ LOGIN

Admins, Coaches, Teachers and Medical Staff
Please click **LOGIN** above

***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

iOS Instructions:

1. Open Safari as the browser.
2. Go to your school's FinalForms website. (i.e. <http://myschoolname.finalforms.com>)
3. Enter your 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 your 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(s).

4. VIEW CERTIFICATIONS


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

 Expired  Expiring in 14 days  Expiring in 306 days  Permanent Certification


5. UPLOAD A DOCUMENT

Click  to upload a document from your computer to FinalForms.

6. CHOOSE DOCUMENT TYPE

Click the  dropdown to indicate the type of document you will be uploading. Choose the document from your computer that you wish to upload. (i.e. *CEU_Course.pdf*)

7. RENAME A DOCUMENT

Click  to rename your document. (i.e. *CEU_CoachSeminar_May2022.pdf*)


8. VIEW INFORMATION AND POSITION(S)

Click on . Your information, positions, and job titles are listed in this area.



YOUR SPORTS**1. VIEW ROSTER**

Your roster displays all students who have registered for your sport.

2. EDIT SPORT SETTINGS

Click  to manage teams. You may add varsity, JV, freshman, or specialized teams such as tournament, JV A, or JV B.

3. ASSIGN TEAMS

Click  to assign each student to one or more teams. Click  when you are done.

ELIGIBILITY MODE

Boys Football (37 Records)
FALL 2022-23

Mode: Eligibility | By Name or ID... | Class... | Q By status... | Email | Export

Status	Name	Class	Ht	Wt	Positions	Letters	Teams	Actions
	Abbott, Aaron	2026 (Fr)	6'6"	213	WR		State / Varsity	+ E-Card Forms
	Barone, Roberty	2023 (Sr)	8'1"	302	C / OL	Fr So Jr	State / Varsity	Registered at Aug 18, 2022 - 11:16am
	Best, Perry	2026 (Fr)	6'1"	176	OL		Freshman / State / JV	+ E-Card Forms
	Brewer, Luciano	2026 (Fr)	6'0"	189	RB		Freshman / State / JV	+ E-Card Forms
	Buckner, Kenneth	2026 (Fr)	6'3"	225	RB / OLB		Freshman / Varsity / JV	+ E-Card Forms
	Clark, Eduardo	2026 (Fr)	6'1"	260	C / DE		State	+ E-Card Forms
	Collins, Darron	2026 (Fr)	5'5"	172	QB		Freshman / State / Varsity	+ 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 information (E-Card) shortcuts, reminders, and more.

5. STATUS ICONS

Icons display the status of eligibility, payment, parent form completion, student form completion, and physical expiration countdown. **RED** = No **YELLOW** = Caution **GREEN** = Yes





6. EMAIL OPTIONS

Use the **All Teams** drop-down, the **Q By status...** drop-down, or any combination of student selections to create a list of email recipients. Click **Email** to **SEND ROSTER**, **EMAIL STUDENTS**, **EMAIL PARENTS**, or **EMAIL FAMILIES** (both students and parents).


7. EXPORT OPTIONS

Click **Export** to export **E-CARDS**, **BASIC CSV**, **ROSTERS**, or other variations of student information depending on your state.



8. E-CARDS

E-Cards include a student's name, grade, address, parent/guardian names, and contact information, emergency contact names and contact information, existing medical conditions, injuries, allergies, medications, allergies, emergency medical plans (if applicable), and more. E-Cards are available via a mobile device and are printable using the  **Export**  **E-CARDS** option.


View One E-Card

View one e-card by clicking a student's  button.


Print Multiple E-Cards

You may view/print numerous e-cards by clicking  **Export**  **E-CARDS**.


9. FORMS

Click the  **Forms** 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 a parent, administrator, nurse, or athletic trainer.

11. BELL ICON

Clicking the  icon sends an email to prompt the student and/or the parents/guardians to take action on an expiring/expired physical, incomplete forms, or missing payment. You can also use the bell icon to send an email to the student, parents, or families (both student and parents).

ATTENDANCE MODE

Boys Football: Practice Today at 3:30pm

HEAT INDEX: 52.0°F
AIR QUALITY INDEX: 54

[Edit or delete this attendance session](#)

[Find or Take Student Attendance](#)

Mode: Attendance By Name or ID... [Export](#)

Mark Attendance	Name	Grade	Status	Sessions (8T)	Days	Streak
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="button" value="Bell"/>	Abbott, Aaron	Fr		7P / 0A / 7T	7P / 8T	7
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="button" value="Bell"/>	Barone, Roberty	Sr		2P / 1A / 3T	2P / 8T	1
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="button" value="Bell"/>	Best, Perry	Fr		2P / 1A / 3T	2P / 8T	2
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="button" value="Bell"/>	Brewer, Luciano	Fr		0P / 0A / 0T	0P / 8T	0
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="button" value="Bell"/>	Buckner, Kenneth	Fr		0P / 0A / 0T	0P / 8T	0
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="button" value="Bell"/>	Clark, Eduardo	Fr		0P / 0A / 0T	0P / 8T	0
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="button" value="Bell"/>	Collins, Darron	Fr		0P / 0A / 0T	0P / 8T	0

12. ATTENDANCE MODE

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

Taking Attendance

Click **Take Student Attendance** and input the session title, date, time, and team (*Varsity, JV, etc.*).

When calling role, click ☒ for present and ☐ for absent. After clicking absent, select whether or not the absence is excused. Then, add notes if necessary. Upon clicking **Mark Student Absent**, an email will be sent to the athlete's parents/guardians.

TIPS:

If a student comes to practice late, and you wish to update his/her status, click ☒.

If you learn a student you marked as absent and unexcused has a valid excuse, click ☐ and change the reason from unexcused to excused.

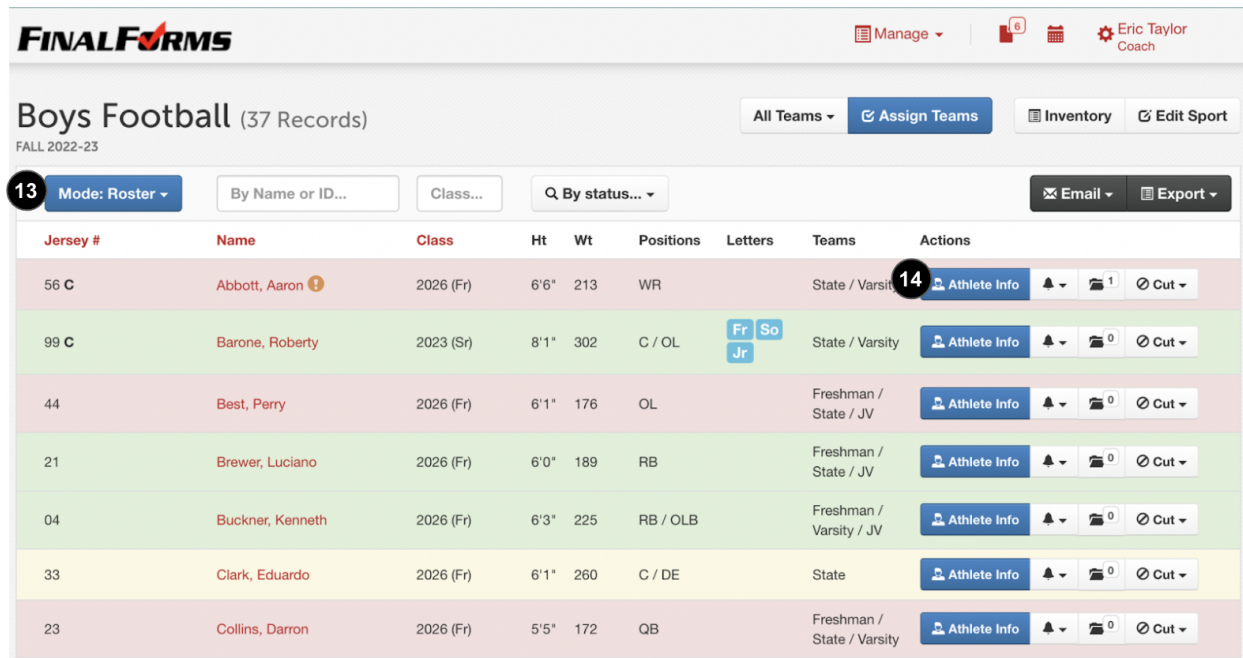
Click ☐ on any student to view individual attendance history.

Click [View full attendance history...](#) to view a past attendance session.

For comprehensive reports, go to **Mode: Eligibility** and click **EXPORT**, then select **MISSED PRACTICES** or **ATTENDANCE SESSIONS**.

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



FINALFORMS Manage | 6 | Eric Taylor Coach

Boys Football (37 Records)
FALL 2022-23

All Teams | Assign Teams | Inventory | Edit Sport

13 Mode: Roster | By Name or ID... | Class... | Q By status... | Email | Export

Jersey #	Name	Class	Ht	Wt	Positions	Letters	Teams	Actions
56 C	Abbott, Aaron	2026 (Fr)	6'6"	213	WR		State / Varsity	14 Athlete Info 1 Cut
99 C	Barone, Roberty	2023 (Sr)	8'1"	302	C / OL	Fr So Jr	State / Varsity	Athlete Info 0 Cut
44	Best, Perry	2026 (Fr)	6'1"	176	OL		Freshman / State / JV	Athlete Info 0 Cut
21	Brewer, Luciano	2026 (Fr)	6'0"	189	RB		Freshman / State / JV	Athlete Info 0 Cut
04	Buckner, Kenneth	2026 (Fr)	6'3"	225	RB / OLB		Freshman / Varsity / JV	Athlete Info 0 Cut
33	Clark, Eduardo	2026 (Fr)	6'1"	260	C / DE		State	Athlete Info 0 Cut
23	Collins, Darron	2026 (Fr)	5'5"	172	QB		Freshman / State / Varsity	Athlete Info 0 Cut

13. ROSTER MODE

Toggle from **Mode: Eligibility** to **Mode: Roster** to manage athlete information, lettering, awards, and more.

14. ATHLETE INFO

Click **Athlete Info** to add player-specific information including jersey number(s), position(s), height, weight, letters, awards, or other data required for state reports.

MEDICAL MODE

Status	Name	Class	Ht	Wt	Positions	Letters	Teams	Actions
A D F St ! 343 679	Abbott, Aaron	2026 (Fr)	6'6"	213	WR	Fr So	Varsity / State	+ E-Card Forms 1
A D F St ! 316 696	Barone, Roberty	2023 (Sr)	8'1"	302	C / OL	Fr Jr So	Varsity / State	+ E-Card Forms 0
A D F St ! 317 713	Best, Perry	2026 (Fr)	6'1"	176	OL	Fr So	State / JV / Freshman	+ E-Card Forms 0
A D F St ! 318 330	Brewer, Luciano	2026 (Fr)	6'0"	189	RB		State / JV / Freshman	+ E-Card Forms 0
A D F St ! 316 0	Buckner, Kenneth	2026 (Fr)	6'3"	225	RB / OLB		Varsity / State / JV / Freshman	+ E-Card Forms 0
A D F St ! 315 --	Carlson, Bridgett	2034 (1st)						+ E-Card Forms 0

Medical Mode may be used as a quick reference to view athletes with critical medical conditions.

MEDICAL ICONS

Icons display the status of asthma, diabetes, food allergies, stinging insect allergies, and other critical medical conditions, including seizures.

A Asthma **D** Diabetes **F** Food Allergies **St** Stinging Insect Allergies **!** Critical Condition

RED = Existent **GREY** = None **306** Physical Countdown **646** Concussion Impact Testing Countdown

TIPS

- You may sort **Q By status...** and select students having asthma, then click **Email** to communicate (BCC) with parents/guardians regarding inhalers.

- Once teams are assigned, you may reference the Medical Mode to define precautions for your teams, such as 'no food on the bus' (if any athlete has food allergies).

MANAGE INVENTORY

Boys Golf Inventory (20 Records)
FALL 2022-23
10H · 10A Jerseys
Total Worth: \$800.00 · Issued: \$800.00

Issued?	Name	Internal ID	Condition	Purchase Cost	Actions
	Darron Collins XL Navy Polo Home Jersey		Like New	\$40.00	
	L Navy Polo Home Jersey		Brand New	\$40.00	
	Mauricio Singleton M Navy Polo Home Jersey		Poor	\$40.00	
	S Navy Polo Home Jersey		Used	\$40.00	
	Steve Elliott XS Navy Polo Home Jersey		Like New	\$40.00	

Inventory allows you to view, assign and collect equipment.

16. MANAGE INVENTORY

Click to manage your equipment.

Create Equipment Click or 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.

Issue Equipment

Click , then input the information regarding the student, date, and condition of the equipment.

Collect Equipment

Click , then input the date and equipment condition upon return.