



NYSPHSAA+FINALFORMS PLAYBOOK

SECTION 1: FAQ

CONFIRMATION EMAIL

Q: I have my Account Confirmation Email. What should I do?

- 1) Click on the **Click Here to Confirm Your Account** link.
- 2) Enter and confirm your password.
- 3) Log in to manage School Information, Sports/Activities, Key Personnel, and Coaches.

NO CONFIRMATION EMAIL?

Q: I have not received my Account Confirmation Email. What should I do?

- 1) Go to <https://nysphsaa.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, or contact KJadin@nysphsaa.org to update your email address.
- 7) Upon a successful Submission (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://nysphsaa.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 KJadin@nysphsaa.org to get added.

CONTACT SUPPORT

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

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



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SECTION 2: MANAGEMENT

1. MANAGE YOUR PROFILE

(2 minutes)

1a. Edit Your Profile

2. NYSPHSAA PARTICIPATION SURVEY

(10 minutes)



1. MANAGE YOUR PROFILE

(2 minutes)

1a. Edit Your Profile

1. Click your name (upper right corner).
2. Click the **Edit Profile** button.
 - a. Review the information to ensure it is accurate. If not, modify any field.

2. NYSPHSAA PARTICIPATION SURVEY

(10 minutes)

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

If you're not a **FinalForms** customer, 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 NYSPHSAA 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.

Manage district schools

Search		School Level	Reports		
Q School Name...		▼	▼		
Name	Address	General Contact Info	Athletic Contact Info	Actions	
[DHS] Demoville High School High School - 9th-12th Mascot: --	123 Somewhere Dr. Demoville, WA 44044	-- --	-- --	 ▼ 0 Edit	
[DMS] Demoville Middle School Middle School - 7th-8th	567 Somewhere Dr. Demoville, WA 44044	-- --	-- --	Checklist ▼ 0 Edit	

7. Select the **NYSPHSAA Participation Survey**.



Schools (4 Records)					
Manage district schools					
<div><div>Q</div><div>School Name...</div><div>School Level</div><div>Reports</div></div>					
	Name	Address	General Contact Info	Athletic Contact Info	Actions
	[DHS] Demoville High School High School - 9th-12th Mascot: --	123 Somewhere Dr. Demoville, NY 44044	-- --	-- --	<div>Checklist</div> <div></div> <div>0</div> <div>Edit</div>
	[DMS] Demoville Middle School Middle School - 7th-8th Mascot: --	567 Somewhere Dr. Demoville, NY 44044	-- --	-- --	<div>Basic Schools CSV</div> <div>NYSPHSAA Participation Survey</div> <div>Title IX (Schools)</div> <div>Title IX (Sports)</div> <div>Title IX (Historical)</div>
	[DIS] Demoville Intermediate School Intermediate School - 5th-6th	789 Somewhere Dr. Demoville, NY 44044	-- --	-- --	
	[DES] Demoville Elementary School Elementary School - K-4th	120 Somewhere Dr. Demoville, NY 44044	-- --	-- --	<div>Checklist</div> <div></div> <div>0</div> <div>Edit</div>

8. Review your **School Enrollment Numbers**. Your school's enrollment numbers are pulled from previously existing data.

9. Update the numbers based on your current enrollment numbers.

10. Click **Verify Counts**.

11. Review your Participation Numbers, including Varsity, Junior Varsity, Freshman, Modified, and Unified counts. For Unified Sports, your above inputs will populate the Boy and Girl Participants; however, the Athletes and Partners counts must be entered manually.

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 NYSPHSAA Participation Survey and continue the process.

Non-FinalForms Customers: These numbers are zero, as we do not know your roster counts. Please enter the counts within the survey.

12. Click **Submit to the NYSPHSAA**.

Note: You can submit and re-submit your NYSPHSAA Participation Survey at any time prior to the 5/12/2025 deadline. Upon the deadline, NYSPHSAA will use your most recent submission.