

NYSPHSAA+FINALFORMS PLAYBOOK

CONFIRMATION EMAIL

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

- 1) Click on the Click Here to Confirm Your Account link.
- 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.
- 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.
- 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://nvsphsaa.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.
- If no such administrator exists, contact <u>KJadin@nysphsaa.org</u> 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.







SECTION 1: FAQ



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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!

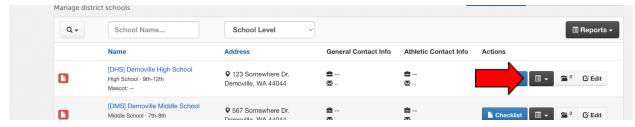
If you're not a FinalForms customer, you must manually enter participation numbers into the survey. Please follow these instructions to complete the process. We promise it'll be easier than ever before!

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.



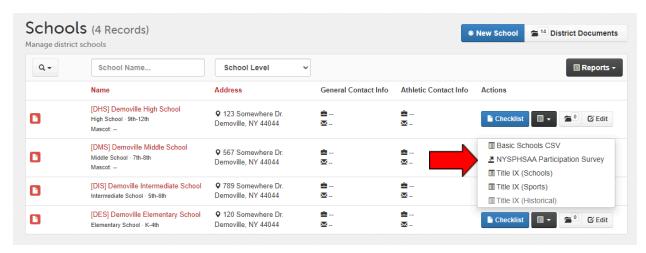
7. Select the **NYSPHSAA Participation Survey**.











- 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.





