



OCTOBER ANNOUNCEMENT: MANAGE WPA SYNCING, SCHOLASTIC AWARDS, PASS GATE, and PARTICIPATION SURVEY DATA in FINALFORMS

WIAA and FinalForms are delivering new efficiencies to all member schools. Below, you will find guidance on how to enable syncs between FinalForms and **WPA Network**, manage **Scholastic Awards GPA reporting**, and **print/share/submit Pass Gate** information.

Keep in mind, as you manage your rosters within FinalForms, roster information is being automatically stored and formatted for our end-of-year **Participation Survey** that you will verify at the end of the year.

SYNC SCHOOL INFORMATION with WPA NETWORK

1. Login
2. Click **MANAGE > SCHOOLS**
3. Click the **EDIT** button in any school's row
4. Scroll to locate the "Other Settings" area
5. Locate the "Enable API Syncing" check box
 - a. Read the guidance and click the button if you decide to sync.
6. Scroll to the bottom of the page and click **UPDATE SCHOOL**

NOTE: This sync includes School information (School Name, Address) as well as Administrator information (Superintendent, Principal, Athletic Director, Assistant Athletic Director, Athletic Secretary).

IMPORTANT: This sync does not enable roster syncing. See below to enable syncing for each team's roster. In addition, the school sync does not need to be enabled for you to enable the sync roster information.

SYNC SPORT INFORMATION with WPA NETWORK

1. Login
2. Click **MANAGE > SPORTS**
3. Click the **EDIT** button in any sport's row
4. Scroll to locate the "**Other Settings**" area
5. Locate the "**Enable API Syncing**" check box
 - a. Read the guidance and click the button if you decide to sync.
6. Scroll to the bottom of the page and click **UPDATE SPORT**

NOTE: This sync includes Sport information (Sport, Teams, Coaches) as well as Roster information (Athlete First Name, Athlete Last Name, Jersey Number, Position, Class, Height, Weight).

IMPORTANT: FinalForms will sync with WPA Network using **TEAMS** (Varsity, JV, etc.) within your **SPORT** (Football). If you have not set up and assigned teams, please follow these instructions:

1. Go to **MANAGE > SPORTS**
2. Click **ROSTER** on any sport
3. Click the blue **ASSIGN TEAMS** button in the top right
4. Check the appropriate boxes to associate a student with the appropriate respective rosters
5. Click **RETURN TO ROSTER** at the bottom of the page



SCHOLASTIC AWARDS - Team GPA

Submit GPA by Team

1. Login
2. Click **MANAGE > SPORTS**
3. Click the **EXPORT** button in any Sport's row
4. Select '**WIAA Scholastic Awards**'
5. Input information in the required boxes

NOTE: This information will be pre-populated if a) you imported GPA b) you managed GPA per Student for more than 50% of your students.

6. Click **SUBMIT**

SCHOLASTIC AWARDS - Manage GPA Per Athlete

(IMPORTANT: NOT REQUIRED. This only allows automated computing of team GPAs above)

1. Login
2. Click **MANAGE > SPORTS**
3. Click the **ROSTER**
4. Select **MODE: ELIGIBILITY** above the roster
5. Click the **CLOCK ICON** (also for Physicals) in any student's row
6. Locate the "**Athlete GPA for WIAA Scholastic Awards**" and input GPA
7. Click **UPDATE ELIGIBILITY**

PASS GATE (including printing and sharing Pass Gate PDFs)

1. Go to **MANAGE > SPORTS**
2. Click **EXPORT** in any Sport's row
3. Select **WIAA PASS GATE**
4. Update information as necessary
5. Click **SUBMIT TO WIAA**

EXPERT TIP: Click "**Save & Preview for Printing**" then "**Print this Document**" to download a PDF that you may share with other ADs and use throughout the season for any purpose without submitting to WIAA.