



2023-24 WIAA Participation Survey Instructions

If you **do have** students on rosters in FinalForms, i.e., you are currently using FinalForms for your athletic registration or have used FinalForms to create rosters this year. Your WIAA Participation Survey is **automatically pre-populated** directly from the data on your site.

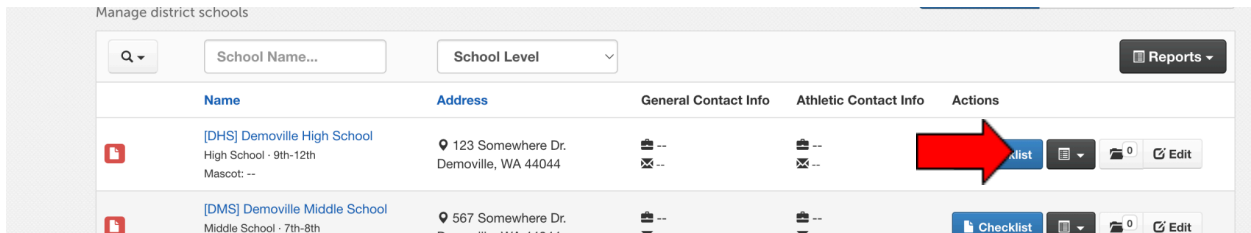
If you **do not have** students on FinalForms rosters, you must manually enter participation numbers into the survey.

Below are the steps to access and complete the survey submission to the **WIAA**.

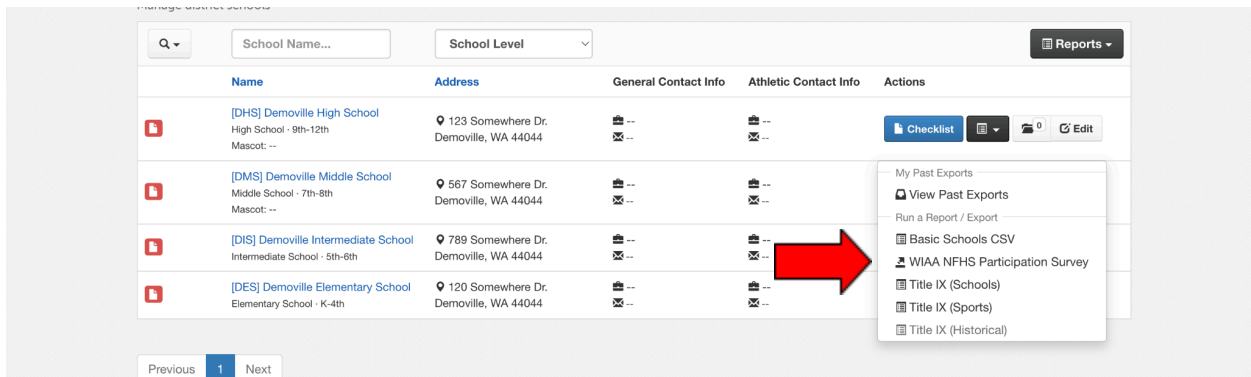
1. In FinalForms, go to **Manage > Schools**.

TIP: Ensure you are in the 2023-24 school year. Some administrators might currently be completing 2024-25 checklist tasks.

2. Click on the **Export** button.



3. Select **WIAA NFHS Participation Survey**.



Note: The WIAA Participation Survey must be completed for every school (or building) in your district. District administrators can submit it for each school, or school administrators can submit it individually.


4. Review the instructions at the top of the survey. The data in the survey will be pre-populated based on the information within your FinalForms site. Please check the accuracy of these numbers.
 - a. **Enrollment Numbers:** Your school's enrollment data is pulled from the information we have in FinalForms. If these numbers do not represent your total enrollment, please update and select **Verify Counts** upon completion. If no numbers are present, you will need to manually input this data.
 - b. **Participation Numbers:** Please check the accuracy of your participation numbers. If changes need to be made, they can be done in one of two ways:
 - i. Click on the sport name to navigate to that sport, where you can make necessary adjustments.
 - ii. Manually change numbers within the survey. *This is the suggested option if you do not have any data in FinalForms.*
5. Upon entering all the required information, click **Submit to the WIAA**. You will be taken to your school's submitted WIAA Participation Survey page.

Note: You can **Resubmit** your WIAA Participation Survey if needed. The WIAA will use the report that was most recently submitted.



FINALFORMS Manage Theodore Roosevelt Athletic Director

NFHS Participation Survey successfully submitted.

[Re-Submit Report](#)  [Past Submissions](#) [All Schools](#) [School Profile](#)

Submitted WIAA NFHS Participation Survey for Demoville High School

By Theodore Roosevelt on Apr 15, 2024

Demoville High School Enrollment Numbers:

Name	9th	10th	11th	12th	Actions
Demoville High School	Boys: 66	2	33	4	Verify Counts
High School - 9th-12th	Girls: 5	20	4	44	

High School Athletic Participation Numbers:

Teams	Boys	Girls

Congratulations! You have successfully completed your **2023-24 WIAA Participation Survey!**