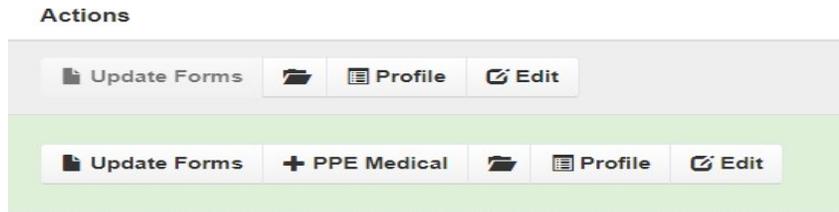


HOW TO UPLOAD YOUR PHYSICAL INTO FINAL FORMS

STEP 1: LOGIN TO <https://fortwayne-in.finalforms.com> UNDER PARENT

STEP 2: UNDER MY STUDENTS, THEN ACTIONS...CLICK UPDATE FORMS



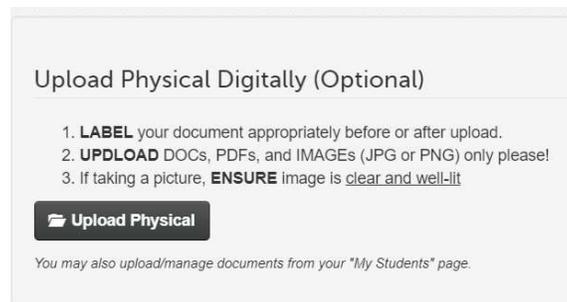
STEP 3: ON THE LEFT HAND SIDE TAB SELECT IHSAA PPE PHYSICAL (FOR PHYSICIANS)

(Ignore that the image below says OHSAA, borrowed from a school in Ohio)



STEP 4: SELECT UPLOAD PHYSICAL...THEN CHOOSE THE FILE THE PHYSICAL IS SAVED AS AND IT WILL UPLOAD

(THIS IS NOT OPTIONAL, IT IS MANDATORY)



PLEASE NOTE ONCE YOU UPLOAD THE PHYSICAL THE PHYSICAL EXPIRATION DATE WILL NOT CHANGE. THAT WILL ONLY CHANGE ONCE THE ATHLETIC DEPARTMENT HAS REVIEWED THE DOCUMENTS AND APPROVED THEM. AFTER THAT THE DATE WILL CHANGE.