



Purpose: To provide TACA Athletic Directors with a quick guide to register their coaches and themselves for membership renewals through FinalForms AMP.

1. Log into your AMP account at: <https://taca.finalforms-amp.com>

The screenshot shows the 'Member Login' page. At the top left is the TACA logo, and at the top right is the text 'TACA - Tennessee Athletic Coaches Association'. The main content area is titled 'Member Login' and contains the following elements:

- A heading: 'Member Login'
- Text: 'You can login using your AMP username + password or your Gmail account. For Gmail, make sure your AMP account is either the same as your school/gmail account or linked to your AMP account.'
- A 'Login with Google' button.
- An 'OR' separator.
- An 'Email' input field containing 'nick@finalforms.com' and a 'Forgot your email?' link.
- A 'Password' input field with masked characters and a 'Reveal' icon and 'Forgot your password?' link.
- 'Login' and 'Back' buttons.
- A link: 'Never logged in?'

Below the login section is an 'Apply for TACA Membership' section with the text: 'Interested in becoming a first time member? You can join today by creating your account below!' and an 'Apply for an account!' button.

2. Once you log into your account, click on the “Join/Renew Membership” button or the “forms icon” button in the upper right corner.

The screenshot shows the user dashboard for Nick Hernandez. At the top right, there is a navigation bar with 'Home', 'Events', 'Directory', and a user profile for 'Nick Hernandez Member'. Below this is a welcome message: 'Welcome to the TACA Management Platform! You now have a single source for registering for conference, looking up member information, and sending group/mass emails.' An 'Important' note follows: 'If the name in the top right of your account page is not you, please use the Contact Support button at the bottom of the page. It is most likely that your email address was used to register a TACA coach previously.'

The user's name 'Nick Hernandez' is displayed, along with the email 'nick@gmail.com' and affiliation 'MAURY COUNTY SCHOOL DISTRICT (MAURY COUNTY)'. A prominent blue button reads 'Join/Renew Membership! Click to join/renew your TACA Membership!'.

Below this is a section titled 'Your TACA Events' with a table header: 'Name', 'Date / Location', and a 'View All Events' button. The table currently shows 'No events'.

At the bottom, there is a footer with copyright information: '© Copyright. 2012-2024. BC Technologies Company. All Rights Reserved. FinalForms AMP | 5.32.0 | Playbook | Terms of Service | Privacy Policy' and a support link: 'If you are experiencing any issues, please Use Support'.

3. Go through all your forms and make sure you submit at the very bottom of each page. As you go through your forms, you will choose which school you are assigned to and you will be able to “claim” each of the coaches you want to pay for at the very end, once you’ve chosen your school.

The screenshot shows a web interface for TACA membership forms. At the top, there is a navigation bar with 'Home', 'Events', 'Directory', and a user profile for 'Nick Hernandez Member'. On the left, a sidebar lists 'TACA Membership Forms (0/4)' with sub-items: 'Contact Information', 'TACA Information', 'School/Groups', and 'Coaches/Staff'. The main content area displays a list of coaches to be claimed:

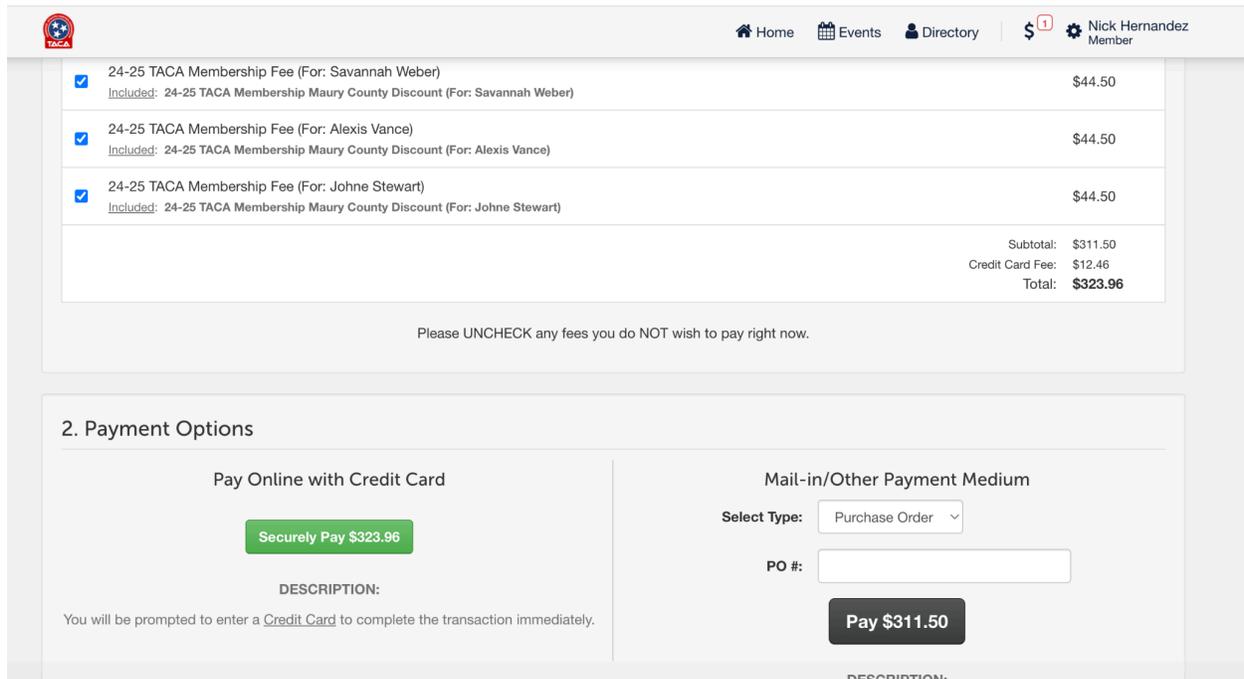
- Youngblood, Edwin · eddiemoskie@gmail.com
Columbia Central High School · Assistant Coach - Basketball [Member] [Claim]
- Youngblood, Edwin · info@mosesproject.com
Columbia Central High School · Basketball [Claim]
- Youngblood, Rachel · rachel2@gmail.com
Columbia Central High School · Basketball [Claim]

Below the list is a '+ Add Member' button. A section titled 'Required Form Signatures' contains a text box with the statement: 'I agree that this form is complete and accurate, and the digital signature is that of the Member above.' Below this is a 'Member Signature:' field. A note states: 'Your signature must match your name: Nick Hernandez'. At the bottom, there is a 'Submit Form' button and a 'Done with forms' button.

4. Once you complete all your forms, you will have the opportunity to pay for your membership/coaches via credit card, check, or purchase order. Click on the Pay All Pending Charges button.

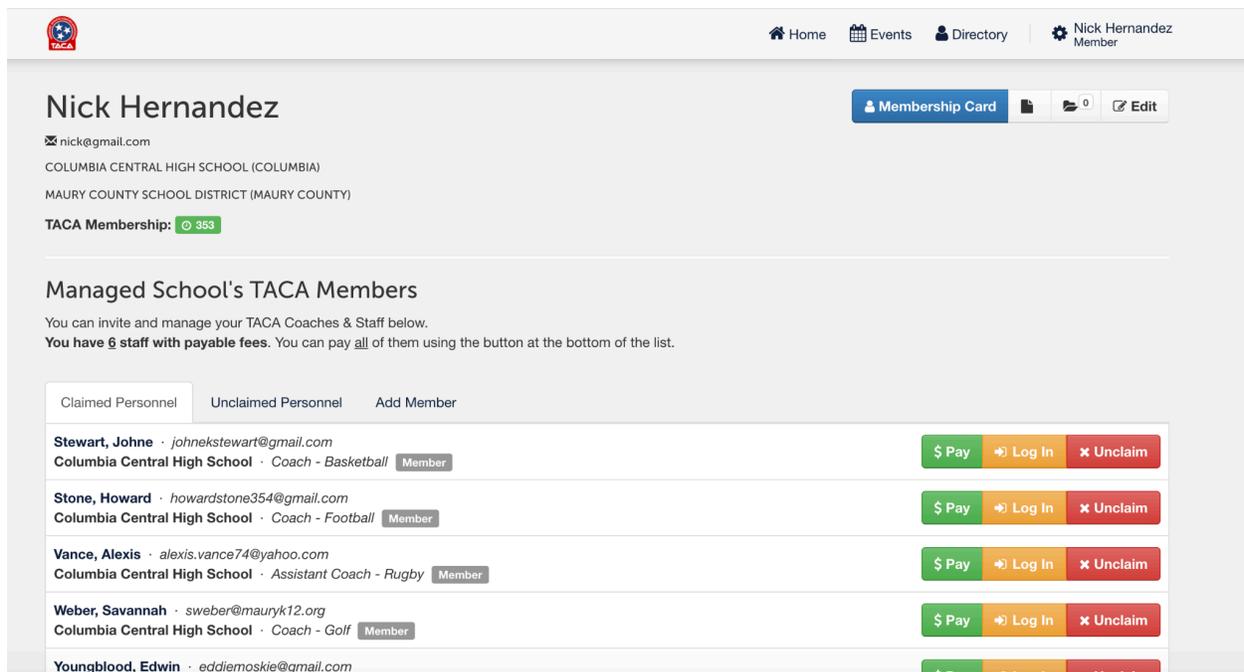
The screenshot shows a confirmation page titled 'Forms Complete!'. The text reads: 'We now have all the required information to let you pay any outstanding fees. Your membership will be automatically renewed once you pay your membership fees. Next Step: Now that you have confirmed and claimed your coaches/staff, you can pay for them individually or as a single payment: You have 7 staff with payable fees. You can pay all of them using the button below. To view the list or pay individually click here.' A prominent green button labeled '\$ Pay All Pending Charges' is displayed. Below this, it says: 'If you would rather pay later or wish to add more coaches/staff to your payment, you can click the Back to Home button below and continue to work on your coaches/staff list:' followed by a blue button labeled 'Back to Home'. At the bottom, there is a copyright notice: '© Copyright. 2012-2024. BC Technologies Company. All Rights Reserved. FinalForms AMP | 5.32.2 | Playbook | Terms of Service | Privacy Policy' and a support link: 'If you are experiencing any issues, please Use Support'.

5. Once you have submitted your payment and filled out all your forms, you are good to go! Be on the lookout for any update emails with current events or new information from TACA.



The screenshot shows a payment confirmation page for TACA. At the top, there is a navigation bar with 'Home', 'Events', 'Directory', and a user profile for 'Nick Hernandez Member'. The main content area lists three membership fees for 2024-2025, each for \$44.50, with a subtotal of \$311.50 and a credit card fee of \$12.46, resulting in a total of \$323.96. Below the list, there is a note: 'Please UNCHECK any fees you do NOT wish to pay right now.' The page is divided into two sections for payment options: 'Pay Online with Credit Card' and 'Mail-in/Other Payment Medium'. The 'Pay Online' section has a green button labeled 'Securely Pay \$323.96' and a description: 'You will be prompted to enter a Credit Card to complete the transaction immediately.' The 'Mail-in' section has a dropdown for 'Select Type' set to 'Purchase Order', a text input for 'PO #', and a dark grey button labeled 'Pay \$311.50'.

6. To access your TACA Membership Card after payment has been approved, you can log into your account, click on "Membership Card" and print, download, or email your card to yourself. You can save your card to your computer or mobile device. If there are any questions, you can reach out to FinalForms at: support@finalforms-amp.com



The screenshot shows a user profile page for 'Nick Hernandez' on the TACA website. The user's email is 'nick@gmail.com' and they are associated with 'COLUMBIA CENTRAL HIGH SCHOOL (COLUMBIA)' and 'MAURY COUNTY SCHOOL DISTRICT (MAURY COUNTY)'. Their TACA membership number is '353'. A 'Membership Card' button is visible. Below the profile, there is a section titled 'Managed School's TACA Members' with a sub-header 'You can invite and manage your TACA Coaches & Staff below.' and a note: 'You have 6 staff with payable fees. You can pay all of them using the button at the bottom of the list.' There are three tabs: 'Claimed Personnel', 'Unclaimed Personnel', and 'Add Member'. The 'Claimed Personnel' tab is active, showing a list of five members with their names, emails, schools, roles, and membership status. Each member has a row of buttons: '\$ Pay', 'Log In', and 'Unclaim'.

Member Name	Email	School	Role	Membership Status	Actions
Stewart, Johne	johnkestewart@gmail.com	Columbia Central High School	Coach - Basketball	Member	\$ Pay, Log In, Unclaim
Stone, Howard	howardstone354@gmail.com	Columbia Central High School	Coach - Football	Member	\$ Pay, Log In, Unclaim
Vance, Alexis	alexis.vance74@yahoo.com	Columbia Central High School	Assistant Coach - Rugby	Member	\$ Pay, Log In, Unclaim
Weber, Savannah	sweber@mauryk12.org	Columbia Central High School	Coach - Golf	Member	\$ Pay, Log In, Unclaim
Youngblood, Edwin	eddiemoskie@gmail.com				\$ Pay, Log In, Unclaim



Your Virtual TACA Membership Card

Below is your [virtual TACA membership card](#). You can download it to your smartphone, email it to yourself, or print it out and keep it on your person.

The card has a **QR code** which can be scanned by [anyone with a smartphone](#) by using the smartphone's camera. The smartphone will show your membership profile upon scanning.

Suggested approach: We recommend you choose your option(s) based on [your unique lifestyle](#). If you always have your smartphone on your person, we recommend using the *save to google/apple wallet*. If you use email regularly, we recommend using the *email* option, and you will always be able to search your email to find your virtual card. If keep a wallet on your person, we recommend using the *print* option and print out a hard copy.

- Print
- View
- Download
- Email
- Pay Save to phone
- Add to Apple Wallet

The virtual membership card for Nick Hernandez features a QR code in the top left corner. The top right section displays a grid of logos for various sponsors, including Final Score, PlayVS, LINE TO LINE, hudl, VISIT Clarksville, and The Jason Foundation. The cardholder's name, Nick Hernandez, is prominently displayed in the center, followed by his title, AD/Administrator and Member - Columbia, and his affiliation, Central High School. The expiration date, Expires: June 30, 2025, is listed below. A small TACA logo is in the bottom right corner. At the very bottom, a fine print line reads: "Present this card with photo ID for one free admission to all events where TACA cards are accepted."