Updating Athlete Years:

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ATS— Update Athlete Years and Archiving Athletes TOP

The Update Athlete Years utility allows you to advance/move your athletes class years in bulk as well as archive an entire group at once instead of individually.

To open this utility go to the Admin menu. Admin—> Update Athlete Years.

*You must be an administrator of your system or have been given access to this utility by your administrator. If you do not see this option in the menu contact your system admin.						Adm	in Windows Help	
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Step 1: Choose the Organization to Modify:

*Be sure to select only the organization/school you work with. If you do not have organizations in your database select the **none/no name option**.

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Step 2: Choose the year to move and the year it is moving to:

- Be sure to start with Seniors or whatever your graduating class has been designated as.
- If you start with the freshman you will eventually move everyone into the graduated group and archive your all of your athletes.
- If you wish to also archive this group select the Mark athletes as archived box below the athlete

Mark athletes as archived

*This process cannot be undone so be sure to follow the steps correctly.

years.



Step 3: Once you have made your selections and double checked that you are moving the correct/desired athlete year and then click the Post button. 🕂 Update Athlete Years Choose the Organization(s) All None You will get a prompt asking if you are sure Joe Tech you want to run this and reminding you that Joe U North this process cannot be reversed. Say yes No Name to continue. You will receive a notification when the process is complete. *Note: emember to start with seniors for year-end. Starting F with the lowest year will graduate & archive everyone! Senior Mov В To: Grad 2023 Mark athletes as archived Actions Post Close Update Athlete Years \times This process may not be reversed. Do you want to continue? Update complete. Yes No OK

Moving Athlete Years if you did not do it initially:

If you did not archive a specific group when moving the athlete years or you have a year you wish to archive at this time you can utilize the Update Athlete Years for this process.

- Choose the Organization
- Select the class year the athletes are in the Move Box
- Select the same Athlete Year in the To Box- should match the move box
- Select the Archive option.
- Select Post.

Again, this process is not reversable. Please make sure you have selected the appropriate Athlete Year you want to archive.

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Updating Athlete Years in the Staff Portal:

You are able to migrate Athlete Years in the ATS Staff Portal. To Update Athlete Years, select Admin—> Update Athlete Years



Post

Help

Step 1: Choose the Organization to Modify:

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Update Athlete Years			
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Update Athlete Years

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