# **Guest Player**

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#### Setting up a Guest Team:

Recording treatments for a guest player can be tricky. Especially if they travel without an AT and become injured at your Venue. ATS allows you the ability to use a guest player and document as necessary, and communicate it to the responsible AT, at their institution.

Before you are able to log treatment or anything else you have done for a guest player, you must first create a Guest Team.

Go to ADMIN—> Add/Update Teams & Organizations—> Add/Update Teams

Create an entry for Guest Teams.

Admin Windows Help	
🚜 Site Info	
🎇 Add/Update Teams & Organizations 🔹 🕨	Add/Update All Teams
😫 Team Entry	

: User Notificati		Set Email To Specific Org For All		. 🖸 📊	Organization Filter (Note: Org filter only applies to organizations with teams)						
Competition L	the Organizatio Start Date	ial characters in NCAA Sport	o NOT use spec Your Abbrev	Active	Season	Gender		ccess to new teams m	ams (Note: Acce		
Coach Phone	End Date	Coach Text		Coach E	Jeason	Coach Name	ass NCAA		Notification Email To		
			Guest		Full Year	Coed	est Team				

We recommend your guest team as coed, setting it as full year. Make them active, and give an abbreviation that is short, as you would creating any other team.

If you are an institution that does Datalys reporting, it is recommended to check the bypass NCAA on this screen.

	Organization		▲ Sport ▲	Gender 🔺	Season
	Notification Email To		Bypass NCAA	Coach Name	
			Guest Team	Coed	Full Year
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			Sent by ATS	Men	0
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	Guest Teams		test	Guest	0
	Guest reams			Guesi	V
	Joe Tech		Baseball	Men	Spring
	Joe Tech		Behavioral Health	Coed	Full Year
ш					
	Joe Tech		Football	Men	Fall
	Joe Tech		Mens Basketball	Men	Winter
Rec	Joe Tech	Of 14	Nutrition	Coed	Full Year
			·		
		nor use special c	haracters in your orga	nization or tear	n name. Cl
Gr	ant/Revoke	Save	Remove	Сору	T

Make sure you either use the grant/revoke access button to grant your users access to that team. Or, you can go through their user profile and grant access. Reminder, if you don't grant access, the team will not be visible. For more information on team access please see the <u>Team Setup</u> help doc.

#### Adding Guest Player to Guest Team:

After ensuring you have given appropriate access to yourself and the remainder of your staff; you need to enter the "guest player" that will serve as the account to log all of the treatments under. Use the ADD athlete either menu item or the icon to add the guest player information.

You will be adding the real name as needed under the injury entry screen. That process will be detailed further down in the document.

😫 Athlete - Guest, Player	
Minor Archived	Cleared to Play / / 🗸 CL CTP Status: 0
Name: Player Guest Clast (Suffix)	Team/Sport/Event Status A Position/Dis As Of CT
(rirst) (MI) (Last) (Sumx) Nickname Pronouns V	
PreferName	Coed Guest Team Active
Phone: Year: Guest Vef	
	Record: 14 4 10f 1 1 16 11 16 17 1 16 17 17 17 17 17 17 17 17 17 17 17 17 17
Email: Age 0	Mark for review Pwk Comp Cog Concuss Complete i Card View
Injury Notes/Staff/Msg General Concuss Evals Medical History Ins	urance Emergency eFiles/Docs/Dates Additional Info Medication Strength
Injuries Modalities Rehabs Limitations Service Referral FM Evals	Evaluations Cost Log
Injury Date 👻 Status 🛛 Body Part 🔹 Injury Type 🛛 Side	Athletic Trainer Report Date Docs Description
	Resolve
	New
	Print
	Details
	Add Default
	Activity
	Show All
Record:	Card View
	Student ID 🥁 👸
🏠 🗐 🗳 🏈 😥 🔶 🍅	New Save Remove Search Close

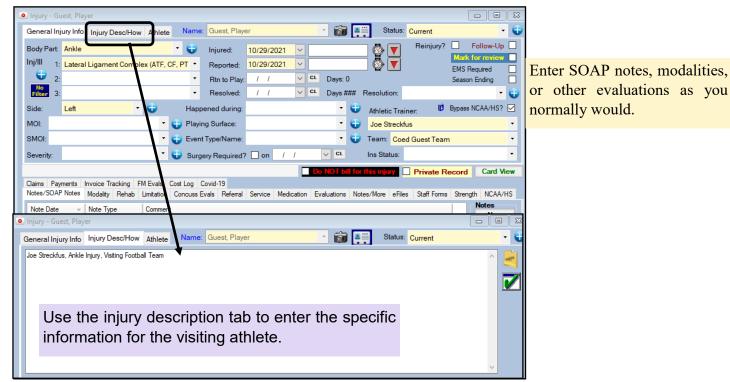
Enter the required information you/your system administrator have set to be required. For more info on that, see the <u>Set Required Fields</u> doc.

Assign the guest player to the Guest Team you created in step 1.

#### **Entering Information for the Guest Player:**

After you have the Guest Player Saved, you are able to log injury evaluations or anything else you may provide that athlete, like you would one of your own.

Begin by opening the Guest Player you created. Click new to enter the new injury evaluation. Complete the required information set by the Administrator.



This will then show up on the main injury area in the comments/notes area. This will aid in distinguishing between ethe injuries and allow you to keep detailed notes for all the visitors.

Entering the name in the description will also allow ease of communicating or sending the records to the other school, or migrating them to your school if you are in an outreach program.

😫 Athlete - Guest, Player		
Minor		Cleared to Play / / V CL CTP Status: 0
Name: Player (First) (MI)	(Last) (Suffix)	Team/Sport/Event Status A Position/
Nickname	Pronouns V	
PreferName		Coed Guest Team Active
Phone:	Year: Guest 🗸 🗸 🕁	
Gender: Other 🗸 🗸	DOB: 7/ 1/2021 🗸 CL	Record: 14 4 10f 1 1 10 11 10 10 1
Email:	Age 0	Mark for review Pwk Comp Concuss Complete
Injury Notes/Staff/Msg General C	Concuss Evals Medical History Insur	ance Emergency eFiles/Docs/Dates Adational Info Medication Stren
Injuries Modalities Rehabs Limita	ations Service Referral FM Evals	Evaluations Cost Log
Injury Date 👻 Status 🛛 Bod	ly Part Injury Type Side	Athletic Trainer Report Date Docs Description
10/29/2021 Current Ank	le Lateral Ligam Left	Joe Streckfus 10/29/2021 🔲 Joe Streckfus, Ankle Injury,

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### **Sending Guest Information to another AT:**

#### For guest players NOT within the same database:

After you finish creating the injury, inputting any notes, or other documentation, you have the ability to send the information directly to the AT responsible. Stay on the Injury screen, click on the Icon of the Person running with the report to send it via Email.

Injury - Gues	st, Player							- 0	×
General Injur	ry Info Injury Desc/Hov	w Athlete Na	me: Guest, Playe	er	<u> </u>	Status	Current	-	•
Body Part:	Knee		lnjured:	12/17/2020			Reinjury?	Follow-Up	
Inj/III 1: A	Anterior Cruciate Ligam	ent (ACL) TearF	<ul> <li>Reported:</li> </ul>	12/17/2020				Mark for review EMS Required	
2:			<ul> <li>Rtn to Play:</li> </ul>		CL Days: 0			Season Ending	
No Filter 3:			Resolved:		CL Days ##	## Resolution:		-	Ð
Side:	Left -	- 🔁 на	appened during:	Game	-	Athletic Tra	iner:		
MOI:		- 🛟 PI	aying Surface		-	Joe Streck	fus		-
SMOI:		- 🕂 E	ent Type/Mame:		-	🕣 Team: Co	ed Guest Team		Ŧ
Severity:		- 🔁 s	urgen Required?	🗌 on 🔢 /	✓ CL	Ins Status:			-
Joe Steckfus	Keffer Development		/				Private Re	cord Card Vi	ew
Invoice Trackir Notes/SOAP N	ng FM Evals Cost Log								
	the same in the same is		ss Evals Referral	Service Medication	Evaluations	Notes/More eHil	es Staff Forms	Strength Notes	
Note Date 12/17/2020	Note Type     SOAP Note	Comment S: K reports fee	ling a pop in knee, o	coming down from a la	yup attempt.			New	
								Сору	
		/						Remove	:
								Details	
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		N 1							e
Actions	_	N B		_				Print Not	e
Actions	Show All		Chang		im	Email (	šroup Ne	:w Save	

After generating the report, utilize the Email Icon to send the report, attached as a PDF file.

ни Е К ( ) и 1 /3 й Q, - i	
er Main Report	
The second secon	·
	All Injury Information for: Guest, Player 12/17/2020 11:40 am
	12/17/2020 Anterior Cruciate Ligament (ACL) TearPartial Or Complete - Left-
	Athletic Trainer Joe Streckfus Athlete DOB: 01:01/1990 AMA signed? No Team: Coed Guest Team AMA paper copy? No
	Islams Theorem Theorem Islams Constant Licensed (ACT Telescole 13/12/2010) Reinjury?: No ATS Email X EMS Required: No
	Season Ending: No
	Do you want to email this to 1 or more users? Answering NO will allow you to enter email address(es) as usual. Insurance Status:
	Yes No
	Injury Date Reported Injured Injury Type 12/17/0200 12/17/0200 Left Knee Anterior Cruciate Ligament
	ATS Complete
	Encrypt the attachment? (Note: You will need to remember the password chosen. ATS does not store this information.)
	Yes No
	ATS X
	Enter the email address OK
	Cancel

If it is a team within your organization, you can use yes to select a user from the database.

TOP

Since it is likely a team that is visiting and not in your organization, using the no button will allow you to enter email addresses for that person.

It is highly recommended that you encrypt ANY report that you send. Be sure to remember the password, it is NOT stored!!!

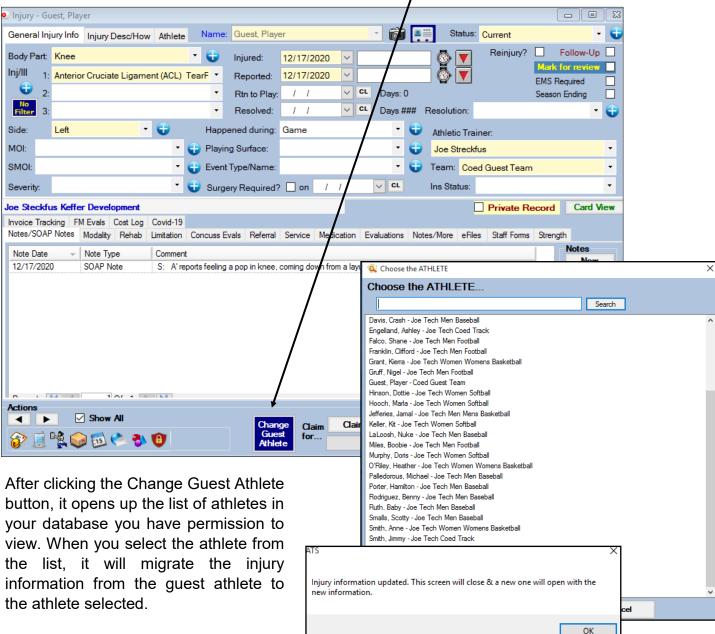
### For guest players within the same "Network"

If you have multiple schools in the same database; the different users will be able to migrate the injury to the respective injury profile, under their school.

**Part I** - Make sure to follow the previous set up instructions, and grant access to the appropriate users.

**Part II** - After entering the injury information and any other related notes, by the host AT. The users that are in the database, will have the ability to log in and migrate the athlete injury information to their team.

The responsible AT for the injured athlete opens the guest team, and finds their injured athlete. Then once the injury profile is opened, they can use the Change Guest Athlete, button to migrate the injury.



The steps above will move the injury information to the appropriate athlete, as well as their team.

njury - Stree															
eneral Injur	y Info	Injury Desc/Hov	w Aulete	Nam	e: Streckfus	, Joe		,	r ô	<b>a</b> ==	Status	Current			•
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2:				-	Rtn to Pla	ay: / /	$\sim$	CL	Days: 0				Seas	son Ending	
No Filter 3:				-	Resolved	: 17	$\overline{}$	CL	Days ##	# Re	solution:			_	- (
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## **Guest Player in the ATS Staff Portal:**

You are also able to use the Staff Portal to track guest injuries as well. If you need further details on entering injuries on the Staff Portal please see the <u>Adding Injuries Staff Portal</u> doc.

If you utilize the Staff Portal Exclusively, you area able to set up, the guest team and player so you can document the same way.

Insurance Companies       User mito Lookup         spectc crg       for All         Image: Spectc crg       for All         Spectc crg       for All         Image: Spectc crg       for All         Organization       Sport         Sport       Sport         Sport       Sport         Sport       Sport         Gender       Coach         Coach       Coach         Notification       Bobby Cox         Notification       Bobby Cox         Notification       Gobby Cox         Notification       Stecktus         Active       Competition	dmin	•	Dropdo	wn/Popup l	ists	iner Sy	3		
Athletes       Search         Insurance Companies       User Info Lookup         Athletes       Search         Insurance Companies       Iser Info Lookup         Athletes       Search         Insurance Companies       Iser Info Lookup         Insurance       Retexit         Search       Iser Info Lookup         Insurance       Retexit         Search       Iser Info Lookup         Insurance       Retexit         Organization       NCAA         Sport       Guest Team         Guest Team       NCAA         NCAA       NCAA         Sport       Guest Team, Coed         Ncaa       Coach         Ncaa       Coach Phone         Noath       Coach Phone         Phone       In Research         D. Attive Coach       Sort         Competition       Sort         Active       Competition	eports	•	Org-Tea	m-Users	► 0	rganizations			
Medical Providers Users   Insurance Companies User Info Lookup     Set Email To Celer Endition   Set on the guest term Celer Endition   Organization NCAA   Sport Guest Team   Gender Coech   Coech Coech   NCAA   Season Full Year   Coech Coech   Notification   Your   Guest   Nutification   Boby Cox   Dougle Honger   Active   Competition	ome		Import /	Athletes	Т	eams	Teams		
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Athletes Search     Return to Team     Organization     Organization     Sport   Guest Team     Search     NCAA   Sport   Guest Team     Name   Coach   Name   Coach   Name   Coach   Coach   Name   Coach   Coach   Name   Coach   Coach   Name   Coach   Coach   Phone   Notification   Bobby Cox   Dougle Howser   Or   Active     Competition        Active <th></th> <th></th> <th>Insuran</th> <th>ce Compan</th> <th>nies U</th> <th>ser Info Look</th> <th>up</th> <th></th> <th></th>			Insuran	ce Compan	nies U	ser Info Look	up		
Return to Team   Organization   Sport   Guest Team   Return to Team   Sport   Guest Team   Return to Team   Sport   Guest Team   Return to Team   Season   Full Year   Coach   Coach Phone   Notification   Dougle Howser   Dr. Anthony Green   Joe Strecklus   In Research   Start   Date								Add Team Edit Selected Refresh F	Print
Return to Team Team Maintenance   Organization NCAA   Sport Guest Team   Gender Coed   Coed Coach Name   Season Full Year   Guest Coach   Abbrev Coach Phone   Notification Dougle Howser   Dougle Howser In Research   Dr. Anthrow Green Start   Joe Strecktus Start   Date Competition	Athletes		✓ Search				-	Set up the quest team as	s it
Organization NCAA   Sport Guest Team   Gender Coed   Coed Coech   NCAA     Gender   Coed   Coech   Name   Coach Email   Your   Abbrev   Bobby Cox   Dougle Howser   Dr. Anthony Green   Joe Streckfus     Active     NCAA     Guest Team, Coed   Your   Guest   Coach   Coach Phone   Phone   Coach Phone   Date     Competition     Competition	Return to Teams		Team	Maintenance					
Sport Guest Team   Gender Coed   Coed Coech   Name   Season   Full Year   Guest   Your   Abbrev   Guest   Bobby Cox   Dugle Howser   Dr. Anthony Green   Joe Streckfus   Date <b>Active</b> Guest Team <b>Year, and an abbreveen       <b>Year, and an abbreveen       <b>Year, and an abbreveen   <b>Year, and an abbreveen     </b></b></b></b>	Organization			~			~	Guest Team, Coed, Full	
Gender Coed   Season Full Year   Guest Coach Email   Your Guest   Abbrev Coach Phone   Dougle Howser In Research   Dr. Anthony Green Start   Joe Streckfus Start   Date	Sport	Guest Team						Year, and an abbreviation	
Season     Full Year     Coach     Coach Email       Your     Guest     Coach     Coach Phone       Notification     Bobby Cox     In Research     Coach       Dougle Howser     Dr. Anthony Green     In Research     Start       Joe Strecktus     Start     Date	Gender	Coed		~		Coach Name			
Your Abbrev     Guest     Coach Phone     Coach Phone       Notification Email To Dougle Howser Ort-Clit-Click for multiple     Bobby Cox Dougle Howser Dougle Howser	Season	Full Year		~	Coach	Coach Email			
Notification     Bobby Cox     In Research       Email To     Dougle Howser     In Research       Ctl+Click     Dr. Anthony Green     Start       Joe Streckfus     Date		Guest			Coach	Coach Phone			
Active Competition	Email To	Dougie Howser	n	Â	In Research				
- Competition		1/ - Kenn Andresin		•					
	Active	2			Competition Level		~		
Save New	Save	lew							

# Adding Guest Athlete in Staff Portal:

MENU Utilities > 💁 🕼		Daily 🗊					
Athletes Add New At	hlete		Communications	Additional Info	Academic Eligibility	Photo Medica	al Comments
	Name	Player	MI		Guest		~
	Nickname	(First)	(Middle)		(Last)		(Suffix)
Add the athlete with the	PreferName	PreferName					
required information.	Phone	112233445566		Yea	ar Guest		~
	Gender	Coed	~	DO	DB 10/29/2021		
	Email	Email					
	Student ID n	Student ID numl Generate	]	Archived?			
	Password	Password Generate	Force Password	l Change? 🗆			
	Mark for	r Review?	Paperwork (	Complete?	Ca	ognitive Concuss Con	nplete?

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# **Entering Information for the Guest Player:**

Use your preferred method of locating the Guest Player profile.

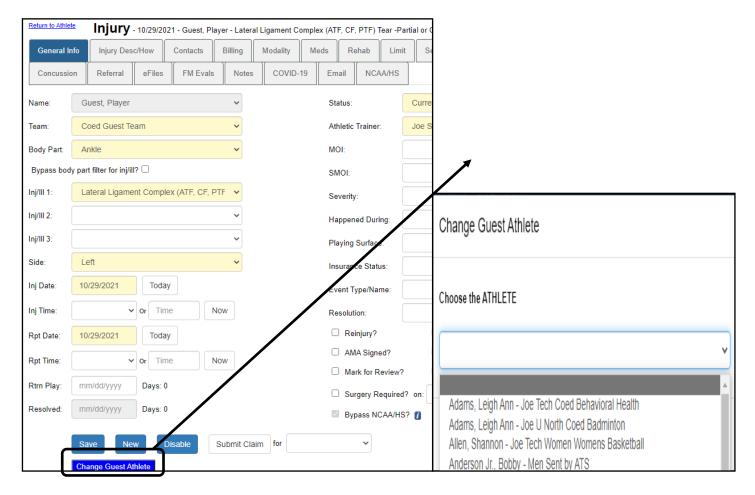
Enter the injury information as you would your athlete, and fill out the injury desc/how tab to enter the name and other information for the athlete.

Name:		Team:	Coed Guest Team	~
	Use % for wildcard searches. Ex. smi% or %sand%			
Options:	Search Active Only			
	<ul> <li>Search All (Active, Inactive, and Archived)</li> </ul>			
	Search Archived Athletes Only			
	<ul> <li>Search Imported or Marked to be Purged (Team selection will be ignored for this option)</li> </ul>			
	<ul> <li>Search Athletes Not Listed on a Team (Team selection will be ignored for this option)</li> </ul>			
	Search Reset	Scroll [	Jown Scroll Up	
Search Re	esults			
Guest, Pla	ayer			

Return to Athlet	lnjury - 10/29/202	1 - Guest, Pla	yer - Latera	Ligament Con	nplex (ATF,	CF, PTF)	Tear -Part	ial or Complete	e - Left - An	kle									
General Ir	nfo Injury Desc/How	Contacts	Billing	Modality	Meds	Rehab	Limit	Service	Notes/S	taff Forms	Evaluations	3							
Concussio	on Referral eFiles	FM Evals	Notes	COVID-19	Ema	il NCA	AA/HS												
Name:	Guest, Player		~		Stat	us:		Current			~								
Team:	Coed Guest Team		~		Athl	etic Trainer	:	Joe Streckfus			~								
Body Part:	Ankle		~		MO						~								
Bypass bod	y part filter for inj/ill?				SMO	DI:					~								
lnj/III 1:	Lateral Ligament Comple	x (ATF, CF, P	TF 🗸		Sev	erity:					~								
Inj/III 2:			~		Нар	pened Duri	ing:				~								
Inj/III 3:			~		Play	Return to	Athlete	Injury	- 10/29/202	21 - Guest, P	ayer - Latera	l Ligament	Comple	ex (ATF,	CF, PTF)	Tear -Parti	al or Complete	e - Left - Ankle	
Side:	Left		~		Insu	Gene	ral Info	Injury Des	c/How	Contacts	Billing	Modality	Me	eds	Rehab	Limit	Service	Notes/Staff Forms	Evaluations
Inj Date:	10/29/2021 Today				Eve	Conce	ussion	Referral	eFiles	FM Evals	Notes	COVI	D-19	Email	NC/	AA/HS			
Inj Time:	V Or Time	e N	ow		Res	Joe S	treckfus,	Ankle Injury,	Visiting Fo	ootball Team									
Rpt Date:	10/29/2021 Today																		
Rpt Time:	v or Time	e N	ow																
Rtrn Play:	mm/dd/yyyy Days: 0				0														
Resolved:	mm/dd/yyyy Days: 0																		
	Save New D	isable	Submit Clai	m for		~													
	Change Guest Athlete																		

### Changing a Guest Athlete in the Same Organization:

In the ATS Staff Portal, you are able to migrate an athlete in the same organization. Once you are in the injury for the Guest Player you need to move to a regular athlete, click the blue Change Guest Athlete button on the bottom. The athlete menu will open for you to select the appropriate person to migrate them to.



# Sending Information to Outside Athletic Trainer:

The report viewer on the Portal and the Desktop function very differently. Currently to send a the injury information you need to go to the Reports menu item. Then select 4: injuries, 2: all injury information (except eFIles), 3: for an athlete and a date range, select the date range to generate the information for.

3. For an Athlete	and Date Range		
Athlete:	Guest, Player	~	
Start Date:	10/28/2021	End Date: 11/01/2021	
View as PDF	Email Report	Word Download CSV Download View as Text	
View as HTML	Encrypted PDF		

Choose the method you would like to view the injury information. It is recommended since there is no direct way to send the info, to verify you have the date range correct and are only sending the information you need to.

After doing that, you can select the email report button and encrypt the document. Reminder ATS, DOES NOT store the password when you encrypt a document.

Injury/Illness: Lateral Ligament Complex (ATE CE Injury) 10/29/2021	Athletic Trainer Joe Streckfus Team: Coed Guest Team	Athlete DOB: 07/01/202	1 AMA signed? No AMA paper copy? No					
Body Part:       Ankle       Resolved:         Side:       Left       Resolution:         MOI:       Happened during:       Playing surface:         SMOI:       Event Type/Name:       Surgery Required:       No         General Description:       Joe Streckfus, Ankle Injury, Visiting Football Team       Injury Date       Reported       Injury         Injury Date       Reported       Injury       Injury       Left       Ankle         Using the Email button you will see this screen show up.       Enter the email address of the person you need to send it to, enter the message text, and as always we recommend encrypting the       joe@kefferdev.com       joe@kefferdev.com		Reported: 10/29/2021						
SMOI:       Event Type/Name:         Severity:       Surgery Required:       No         General Description:       Joe Streckfus, Ankle Injury, Visiting Football Team       Injuries         Injury Date       Reported       Injured         10/29/2021       10/29/2021       Left       Ankle         Using the Email button you will see this screen show up.       Enter and/or Select email recipient(s).         Joe@kefferdev.com       joe@kefferdev.com         it to, enter the message text, and as always we recommend encrypting the       Email Message:	Side: Left	Resolved: Resolution:	Email Message and Options					
Injury Date       Reported       Injured         10/29/2021       10/29/2021       Left       Ankle         Using the Email button you will see this screen show up.       Enter the email address of the person you need to send it to, enter the message text, and as always we recommend encrypting the       joe@kefferdev.com	Severity:	Event Type/Name: Surgery Required: No						
Using the Email button you will see this screen show up. Enter the email address of the person you need to send it to, enter the message text, and as always we recommend encrypting the		-	Email To					
	Using the Email button y screen show up. Er address of the person yo it to, enter the message always we recommend	rou will see this nter the email ou need to send e text, and as encrypting the	joe@kefferdevelopment.com rhett@kefferdev.com					