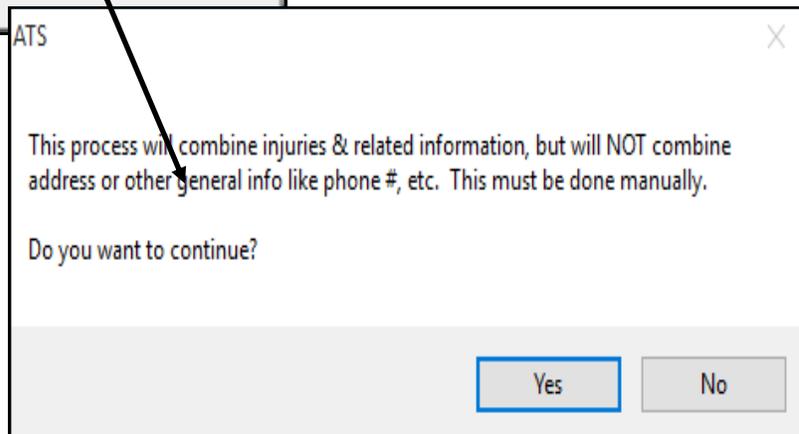


ATS— Combining Athlete Records

When an athlete has a profile already in the system, but during their registration process they somehow circumvent all of the processes in place and create a second profile. As the system administrator, you have the ability to combine those records into one.

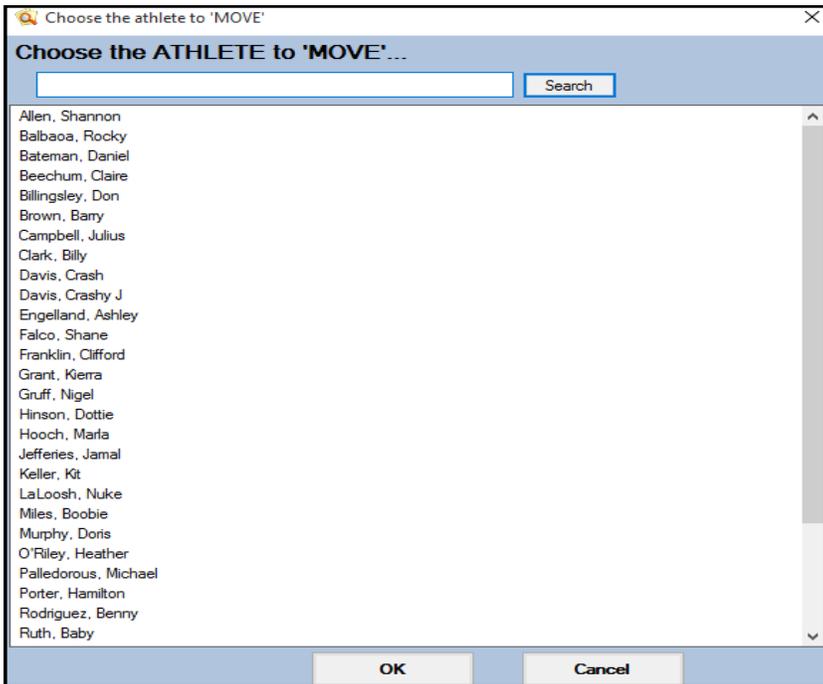
Begin by going through the menu to get to the combine records feature.



ATS— Combining Athlete Records

Selecting an the Athlete to Move:

Select the Athlete to **MOVE**. That is the athlete you wish to purge from the system. Double check you select the correct athlete, we suggest adding an easy identifiable middle initial, or changing the first name. **This process is not reversible.**



The screenshot shows a dialog box titled "Choose the athlete to 'MOVE'". The dialog has a search bar at the top with a "Search" button. Below the search bar is a list of athlete names, including: Allen, Shannon; Balbaaa, Rocky; Bateman, Daniel; Beechum, Claire; Billingsley, Don; Brown, Barry; Campbell, Julius; Clark, Billy; Davis, Crash; Davis, Crashy J; Engelland, Ashley; Falco, Shane; Franklin, Clifford; Grant, Kierra; Gruff, Nigel; Hinson, Dottie; Hooch, Maria; Jefferies, Jamal; Keller, Kit; LaLoosh, Nuke; Miles, Boobie; Murphy, Doris; O'Riley, Heather; Palledorous, Michael; Porter, Hamilton; Rodriguez, Benny; and Ruth, Baby. At the bottom of the dialog are "OK" and "Cancel" buttons.

Selecting an the Athlete to Keep:

Select the athlete to **KEEP**. This is the athlete profile you want to merge the previous selection with. Doing this will migrate paperwork, emergency contact, any forms them have completed, and other information. As the message says, it will not combine some general information.

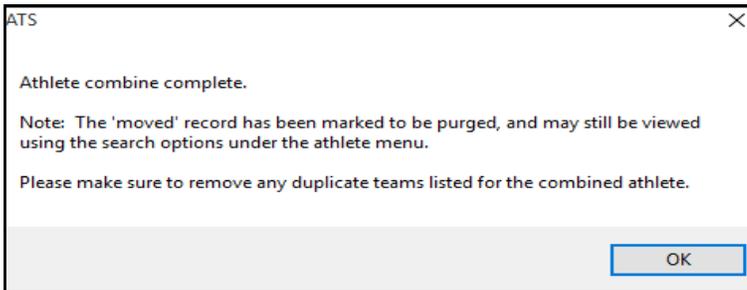


The screenshot shows a dialog box titled "Choose the athlete to 'KEEP'". The dialog has a search bar at the top with a "Search" button. Below the search bar is a list of athlete names, including: Allen, Shannon; Balbaaa, Rocky; Bateman, Daniel; Beechum, Claire; Billingsley, Don; Brown, Barry; Campbell, Julius; Clark, Billy; Davis, Crash; Davis, Crashy J; Engelland, Ashley; Falco, Shane; Franklin, Clifford; Grant, Kierra; Gruff, Nigel; Hinson, Dottie; Hooch, Maria; Jefferies, Jamal; Keller, Kit; LaLoosh, Nuke; Miles, Boobie; Murphy, Doris; O'Riley, Heather; Palledorous, Michael; Porter, Hamilton; Rodriguez, Benny; and Ruth, Baby. At the bottom of the dialog are "OK" and "Cancel" buttons.

ATS— Combining Athlete Records

After Combining Steps:

After combining you will see the message popup, showing a successful migration.



You will see duplicate teams once the move has been completed. You can mark one of the entries as Inactive in the status dropdown. The other alternative is to remove one of the entries, either expand the athlete screen, or scroll to the right in the team box. The red button will allow you to delete one of the teams, so they do not show multiple times on a roster.

Athlete - Davis, Crash

Name: Crash Davis
Year: Grad 2021
Gender: Male
DOB: 1/14/1998
Age 22

Team/Sport/Event	Status	Position/Dis	As Of	CTP Date	Jersey #	Clearance Notes	R	M
Joe Tech Men Baseball	Active							
Joe Tech Men Baseball	Active							

Record: 1 of 2

Mark for review | Paperwork Comp | Cognitive Concuss

Injury Notes/Staff/Msg General Concuss Evals Medical History Insurance Emergency eFiles/Docs/Dates Additional Info Medical

Injury Date	Status	Body Part	Injury Type	Side	Athletic Trainer	Report Date	Docs	Description
11/16/2020	Current	N/A	Maintenance	N/A	Joe Streckfus	11/16/2020		Default Injury
10/8/2020	Current	Elbow	Ulnar nerve s...	Right	Joe Streckfus	10/8/2020		
9/28/2020	Current	Biceps	Strain	Right	Joe Streckfus	9/28/2020		
8/24/2020	Current	Infectious Di...	Other Infectio...	N/A	Joe Streckfus	8/24/2020		
7/29/2020	Current	Abdomen	Abdominal Co...	N/A	Joe Streckfus	7/29/2020		
7/29/2020	Current	Head/Face	Concussion	N/A	Joe Streckfus	7/29/2020		
7/28/2020	Current	N/A	Maintenance	N/A	Joe Streckfus	7/28/2020		Default Injury
7/27/2020	Current	Chest/Ribs	Chest Contusion	Left	Joe Streckfus	7/27/2020		
7/15/2020	Resolved	Shoulder/Cla...	Anterior Sublu...	Right	Joe Streckfus	7/15/2020		

After removing the team, they are listed only on a single team. They will not show up twice on rosters.

Delete Athlete Team

Are you sure you want to delete this entry?

Yes No

Once you are certain that you moved your combined your athlete in the correct way, you are able to purge the remaining duplicate entry from the Purge list. Please review the help doc on how to [Permanently Delete an Athlete](#) for more information on clearing the purge list.