ATS gives you the ability send emails to other users and/or athletes. Below is the information for configuring your user account for this purpose using the ATS Staff Portal

Admin	►	Dropdown/Popup Lists	anici Oyst
Reports	►	Org-Team-Users →	Organizations
Home		Import Athletes	Teams
		Medical Providers	Users
		Insurance Companies	User Info Lookup

You can access a user who already exists or set up a new user. To access this area select the Admin tab —> Org-Team-Users —> Users.

You will then see a list similar to what is shown below (if you already have users in your system). Select the user you intend to edit/set up their email account or select the Add User button to add a new user completely. New user set up instructions can be found by clicking <u>here</u>.

Users						
Organization Filter:	✓ Reset □ Show All					
	Add User	Edit Selected	Copy Selected	Refresh	Print	
User						
Howser, Dougie						
Keffer, Rhett						
Streckfus, Joe						
			Print			

General Info Teams Modules Email Groups Email/Opt Partial Admin Email Opts Smartphone Icons If you will be utilizing MS Outlook leave the box checked. Office 365 is not the same as MS outlook. If using Gmail, or Office 365 or	Releand to Uses General Info Base Info Name (first last) User ID Password Disabled On-> Email Addr Text Address Title License #	User Maintenanc - Joe Streckfus Modules Email Group Email Opt Partial Admin ation Signature Email is ture the Address Emergency Cont Joe Streckfus Cach DU-Phy/Nurse Sudent Streckfus Cach Streckfus Cach Phy Phy Phy Phy Phy Phy Phy Phy Phy Ph	Once you get to the Use Maintenance Screen you are going to select the Email/Opt tab found of the right hand side of the screen	er ວບ າຍ ວກ າຍ
Email Setup (MS Outlook or specify SMTP email info) If you will be utilizing MS Outlook leave the SMTP Server SMTP Server Login MS outlook. If using Gmail, or Office 365 or	General Info Email Opts	Teams Modules Email Groups Email/Opt Smartphone Icons		
SMTP Server SMTP Server Login Login	Email Setup (MS Outlook or specify SMTP email info) ———	he utilizing MS Outlook loove the	
Password A Recure SMTP A RECUR	SMTP Server Login Password Secure SMTP	SMTP Server	ced. Office 365 is not the same as ok. If using Gmail, or Office 365 or r email account, to ensure that ork correctly you need to configure P information	

If your main account is not Outlook speak with your IT department to get the settings for the SMTP server and port information should the default settings not work. The default settings for Gmail and Hotmail are shown below.

* BE SURE TO SAVE THE CHANGES YOU MAKE! www.atsusers.com says
Use the information in this section to indicate how emails will be sent for this user.
If you will be using MS-Outlook, simply check the Microsoft Outlook box.
If you will be using another server; enter the outgoing server name, user id & password. For some users you will need to check the 'Secure SMTP' box and/or enter a Port Number.
* For Hotmail the outgoing server is smtp.live.com, use the secure SMTP, and the port # is 25.
* For GMail the outgoing server is smtp.gmail.com, use the secure SMTP, and no port #.
Note: If you are using the secure SMTP server you will most likely be using port 587.

ATS - User Email Configuration in the Staff Portal



If you receive this email from Google, it's explaining that a sign on attempt was blocked for your safety, that sign on attempt was ATS sending an email through your Gmail. To remedy this situation you will need to go to "My Account".

This is a slider bar that slides "On" and "Off", it 's default is set to "Off" but if the above email is blocking your log in, you will need to turn it to "On".

If they are correct, log into your Gmail and ensure you don't receive a notification that access was blocked (see below).

