The Quick Multi Function is where you can complete a lot of your administrative documentation needs in one place. You can smoothly transition between athletes by simply clicking on the name. You can filter by Teams, Kiosk Logins, or Athlete Portal log ins. In the QMF you can access: Paperwork, Athlete Forms, Efiles, Notes, Physical Information, Insurance info, Emergency Contacts, Concussion Evals, Team information, the general demographics screen, Academic Eligibility and Sickle Cell information.

You can access the Quick Multi Function through the drop down menu:

**Athletes —> Quick Functions—> Multi Function Updates** or by click the icon that looks like the one shown here.
**Paperwork**  In this section you can see who has submitted paper work along with the submission date, whether you have verified the information as well as the date of their last athlete portal info update.

**Athlete Forms**  In this section you can see the athlete forms submitted as well as view a copy of the form.
E-Files  The E-files section allows you to access the e-files associated with each athlete, you can also view and add new files.

Notes  This section allows you access to any notes saved for the athlete. You can also add a new one, remove, copy or print note(s) from this area.
**Physicals**  In this area you can see any previous physical information already saved within the system as well as add new physical information.

**Insurance**  In this area you can view the insurance information already in the system as well as add or remove insurance information.
**Emergency Contacts**  This section allows you to view, add, edit or remove emergency contact information for the athlete

![Emergency Contacts screenshot]

**Concussion**  This area allows you to access any concussion evals the athlete has had. You will see the scores of the individual sections, you can also begin a new evaluation from here.

![Concussion screenshot]
Team  In this area you can see the team(s) the athlete is already assigned too. You can make this inactive, active or add the athlete on to another team. You can also add/edit the clearance date and info from this area.

General  This area allows you access to the demographic information found in the athlete’s profile. You can see information already entered as well as enter/change information.
**Academic Eligibility**  This area allows you to keep track of academic eligibility: this includes GPA, schedule stats, SAT/ACT scores, and class rank.

The Sickle Cell tab lets you document testing status, where testing was done and any important notes that are needed in regards to the athlete’s sickle cell status.
This is also available in the Core Portal by choosing the Athletes Multi-Function.

Choose Athletes —> Athletes Multi-Function

The initial screen may look different but the Athletes Multi Function has all the capabilities as the Quick Multi-Function in the Core. The one difference is in the Core Portal you work with only one team at a time.
First you must select your Organization and the Team.

Once you make your selections above the roster of the desired team should appear on your screen.
Once your roster has loaded click on an athlete to load their information.

You now have the ability to access/edit/change information in General, Medical History, Injury, Modality, Medicine, Rehab, Limitation, Medical Services, Notes, Concussion Evals, Referrals, Insurance, Emergency Contacts, eFiles and functional movement evaluations areas.

If you would like to enter this athletes profile click on the Athlete Details button.