ATS—Athlete Web Portal; Registration

ATS allows you the flexibility of having the student-athletes or emergency contacts register the athlete directly into your database. Prior to anyone completing their registration, the system will need to be customized, so you collect the appropriate information for your school. It is also recommended that you create an instruction packet, complete with pictures and directions, to accompany your student-athlete/ emergency contacts as they register. This document serves to help set up and walk through the basics of the portal.

Athlete Portal Set Up:

To start customizing the information available on the athlete portal, go to Admin—> Site Info. Once you are there, select the Athlete Portal Tab. Once you get there, you will see many options available for you to make active or deactivate. For more information on the setup you need to do, please review the <u>Site Info</u> or the <u>Athlete Portal</u> help docs.



Ad	min Windows Help	
4	Site Info	
8	Add/Update Teams & Organizations	•
<u> </u>	Users	≁
<i>ø</i>	Maintenance	•
>	Import Cross-Walk	►
	Dashboard Statistics>	•
8	Data Miner	
۲	Injury Analytics Reporting	
癙	ROI Report	
3	Athlete Security	•
0	Drug Testing	•
¢	Athlete Utilities	•
0	Injury Utilities	•
8	Scheduling Utilities	•
۵.	Inventory Utilities	•
2	Update Athlete Years	
0	Import/Export	•
	Transaction Logs	•
	Search All Athlete Records	
۲	Year-End Processing	•
۰	Combine Athlete Records	
*	Set Required Fields	
্রা	Custom Peneute	

You also need to decide what information (specifically demographic), you want to collect from the athletes. This is done by going to Admin—> Set Required fields. For more explanation of the <u>Required</u> <u>Fields</u> section, review the help doc.

Athlete's Accessing the Portal:

Choose an Internet Browser, any should work but suggested to use Chrome, Firefox or Safari.

Have them enter your athlete portal address: yourorganization2.atsusers.com

Yourorganization= your ATS database name in this example it is ATSjoe

This address would be joe2.atsusers.com DO NOT USE THIS Web Address

👬 Ath	letic Trainer System ® Athlete Po	ortal Login				When a new athlata
Joe Tech						begins the registration the need to enter new for the ID number, and new for the password.
	Studen numb	t ID ar: Login ID	Login			·
	AUS. Passw	ord: Password	Student ID			
	Databa	se: atsjoe	number:	new		
		Forgot your Password?	^p assword:			
	Ē	orgot your Student ID number?	Databaso	atsioa		
	If you have ANY ques sports medicine staff a Capital Lettr	tions or problems you nee t your school. Passwords r, Number and Special cf	anaracter	atsjue		
चीन	Database:	tsjoe ATS Athlete Portal Version 2.0.0.0				

When they do the NEW NEW process, it will take them to the registration page. They will enter demographic, insurance and emergency contact info, you set as required. The yellow fields are required, the system will not let them save without it filled in. After saving, they other tabs that they have access to will show up after the initial information is saved.

General	* Insurance *	Contact *	eFiles						
Light Yellow colored items are required to be filled out.									
Select Organization:						~			
Select Team 1:						~			
Select Team 2:						~			
Select Team 3:						~			
Name									~
	(First)			(Middle)		(Last)		(Suffix)	
Nickname	Nickname				Pronouns		~		
Prefername	Prefername								
Gender	Gender			~	DOB				
Phone					Cell				
Email					SSN #				
Text Address Cell Phone Carrier Domain Info									
	1234567890@domain.co	nm)							

After the athlete enters the required information, the remainder of the tabs will show and they can enter other required information, and see any forms you have created for them to complete. Please see the help doc, on <u>Electronic Signatures</u> to set the forms up to accept E-signature. For more info on creating forms, review the doc for <u>Creating Athlete Forms</u>.

Athlete Information - JOE TECH Menu Logout								
General Medical Histo	ry Screen/Tests Immunizations/Paperwork	Insurance Conta	icts Forms eFiles					
Light Yellow colored Items are required to be filed out.								
Name	Crash		Davis					
	(First)	(Middle)	(Last)					
Nickname								
Last Kiosk Login	11/19/2020							
Gender	Male	DOB	1/14/1998					
Phone		Cell]				
Email	Joe@kefferdevelopment.com	SSN #]				
Text Address	Cel	Phone Carrier Domain	Info	-				

After your athlete saves their profile and is finished, always make sure they **log out**. We have had many different athletes that have had a profile over written by a sibling, or roommate because they didn't log off of the system, and the other person changes all of their information.