

ATS– Adding Athletes Staff Portal

There are several ways to enter your athletes into the Staff Portal. This help doc will show you the different avenues of getting them in to the system.

Adding Individual Athletes:

Begin by selecting athletes from the Athletes menu item. Select Add New Athlete or Quick Athlete Add.



Using the Add New Athlete tab will bring you to this screen. Use this screen to enter demographic information for the athletes. Fill out the yellow fields. You are also able to use the tabs here, to fill out other information prior to saving. These fields are customizable by your system admin. See the [Set Required Fields](#) help doc.

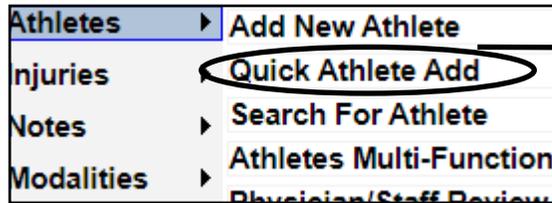
A screenshot of the 'Enter Athlete' form. The 'Athlete' tab is selected and highlighted with a blue box. The form contains several input fields: Name (First Name, MI, Last Name, Suffix), Legal Name, NickName, Phone, Gender, Email, Athlete ID, Password, and Generate. There are also checkboxes for 'Force Password Change?', 'Archived?', 'Mark for Review?', 'Paperwork Complete?', and 'Cognitive Concuss Complete?'. The 'Year' and 'DOB' fields are highlighted in yellow.A screenshot of the 'Enter Athlete' form. The 'Teams' tab is selected and highlighted with a blue box. The form contains several input fields: Cleared to Play (mm/dd/yyyy), CTP Status, Organization (dropdown), Select Team 1 (dropdown), Select Team 2 (dropdown), and Select Team 3 (dropdown). The Organization dropdown is highlighted in yellow.

Athletes must be on at least one team. If you do not see the team they need to be added to, speak with your system administrator.



Utilize the other tabs to complete the patient/athlete profile as needed. Again, there may be other required information by the system administrator. Navigate between the tabs to enter that information associated within the tab.

Quick Add Athlete:



Allows for expedited athlete entry, by building the profile with the minimum required data.

A screenshot of the 'Quick Athlete Add' form. The form is titled 'Quick Athlete Add' and contains the following fields and sections:

- Name:** Three input fields for 'First Name', 'MI', and 'Last Name'. Below the 'MI' field is the label '(Middle)' and below the 'Last Name' field is the label '(Last)'.
- Nickname:** A single input field labeled 'Nickname'.
- Year:** A dropdown menu.
- Gender:** A dropdown menu.
- DOB:** An input field labeled 'DOB'.
- Email:** A single input field labeled 'Email'.
- Athlete ID:** An input field labeled 'Athlete ID'.
- Password:** An input field labeled 'Password'.
- Team Information:** A section header followed by:
 - Team:** A dropdown menu.
 - Status:** A dropdown menu.
- Buttons:** Two buttons at the bottom: 'Save' and 'New'.

Import Athletes:

With ATS you do have the ability to import athletes into the system utilizing an excel spreadsheet. We do recommend you utilize the spreadsheet we provide. For more information on the import process please see the [Staff Portal Athlete Import Help](#) Doc.