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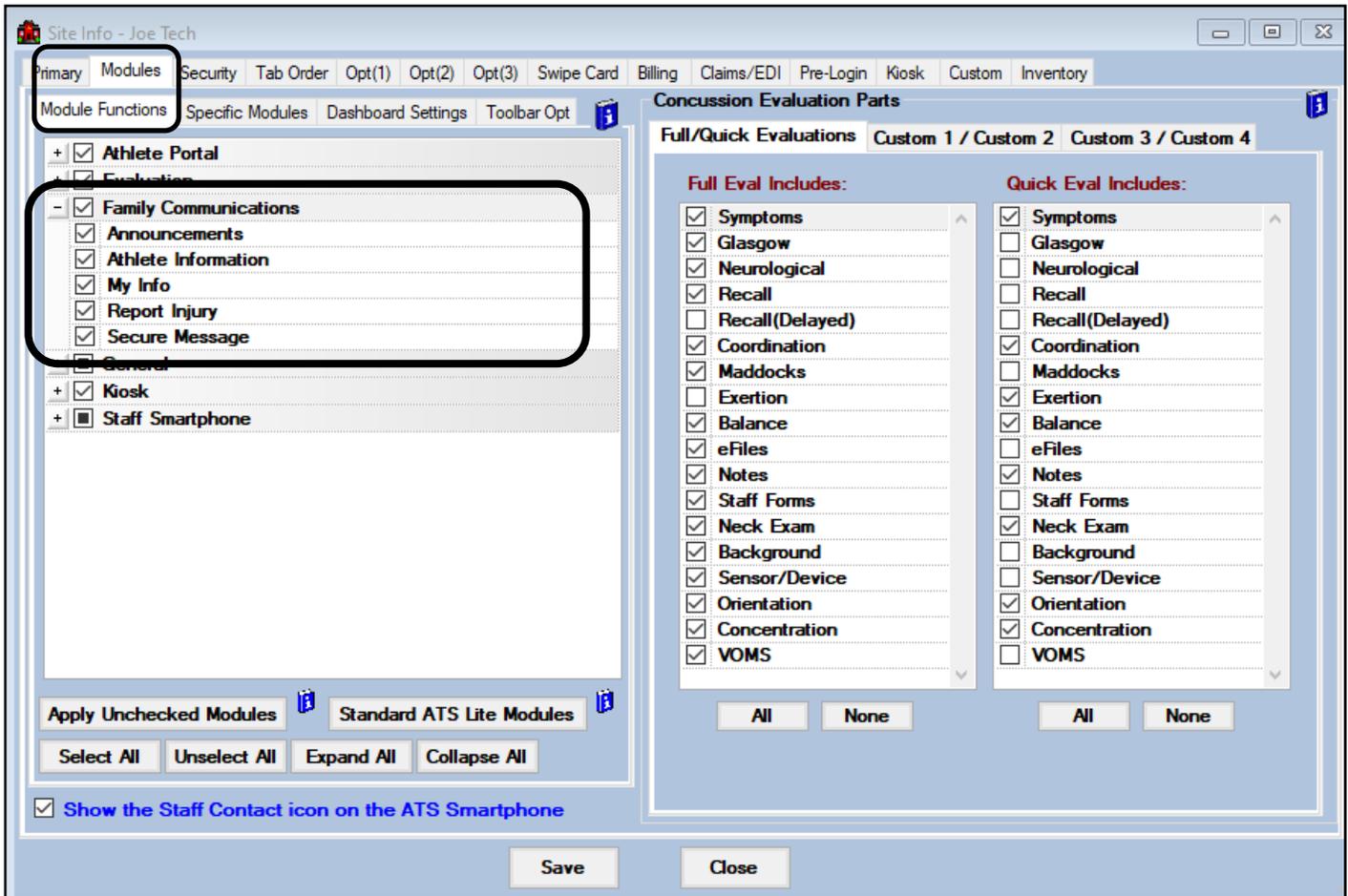
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\*\*\*DO NOT have the parent login information be the same as the athletes ID. If this happens the system cannot differentiate between login attempts. It can affect what is visible when the athlete tries to log in.\*\*\*

## Setting up the FCC for use:

The FCC is designed to give an emergency contact a singular login to manage one athlete profile, or several if they have more than one athlete at the school/organization.

To enable the FCC you need to turn it on in Site Info. Go to Admin —> Site Info —> Modules. Check off the box for Family Communications and the options you would like available on your FCC page. You are able to control what the emergency contact is able to do from their portal.



not

There are different ways that you can utilize the Family Communication Center. You can have the emergency contact construct the athlete profiles, or you can link the athlete to the emergency contact if they already exist in the database. After ensuring the feature is active and configured they way you want, you are ready to either have athlete register or to begin linking Athletes to Emergency Contacts.

This will help with the emergency contact only having 1 log in, vs trying to remember logins for all their dependents.

## FCC New/New Process:

The Emergency Contact is able to begin creating their account utilizing the NEW/NEW process. Much like the athlete portal, and how they create their new accounts. Once they get logged in, they will have required information to create their account, they will then be able to ad new athletes to your database.

Athletic Trainer System ® Family Communications Center


Joe Tech









[Forgot your Password?](#)

[Forgot your Login ID?](#)

If you have ANY questions or problems you need to contact your sports medicine staff at your school. Passwords need to include a Capital Letter, Number and Special character

My Info - JOE TECH

Name:

Contact Order:

Relationship:

Primary Phone:

Cell:

Work Phone:

Email:

Employed?

Employer Name:

Notes:

Login ID:

Password: 
Confirm Password:

After the emergency contact enters their log in and demographic information they will see a message like this one below.

**Confirm Add** ✕

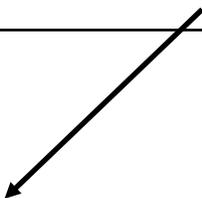
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**Step 1 is complete.**

- If your son/daughter is already in the school's database click "Done" and contact the medical staff to link them to your registration.
- If your son/daughter needs to be registered click "Add Athlete", enter his/her registration information, then return here and click the "Refresh" button.

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Add Athlete
Refresh
Done



Athlete Information - JOE TECH
Logout

General
Immunizations \*
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)

Adding an Athlete allows you the same functionality of adding someone through the athlete portal. It allows the emergency contact the ability to add all of the information for the athlete, without logging in as the athlete, but with their account.

By adding the athlete in this way, the emergency contact will automatically be linked to the athlete's profile. No other steps will need to be done by the medical staff.

The details to link the athlete to the emergency contact will be outlined throughout the rest of this document.

## Add from Registration:

The Add from Reg/Add Existing is available to assist in linking any families already in your ATS database. To add an emergency contact from the list of people that registered via the FCC portal:

If you get an email from an emergency contact, for an athlete that is already in the system. Locate and open the athlete profile and go to the Emergency area.

The screenshot illustrates the steps to add an emergency contact from registration in the ATS system. The main window displays the profile for athlete Joe Streckfus, with the 'Emergency' tab selected. A confirmation dialog box is shown, asking if the user wants to continue copying emergency information. A 'Choose the CONTACT...' dialog lists available contacts, with 'Joe Streckfus' highlighted. A detailed view of the 'Emergency' table shows the contact information for Joe Streckfus, including his relationship as 'Father' and contact details like 'joestreckfus@gmail.com' and '12345'.

## Add from Existing:

The button to Add from Existing, allows you to copy the previously entered emergency contact, or an emergency contact that is already established for another athlete to the athlete that needs to have the contact added.

The list that will show, will be any emergency contact that is part of your database. Choose the correct one to add to the athletes' profile.

## Copy from Existing Athlete:

The Copy From button allows you to copy from an existing athletes emergency contact information, into the athlete you need to add it to. This is useful for siblings, possibly one that has been added from the FCC and one that was in the system previously.

**Athlete - Harris, Casey**

Name: Casey (First) Harris (Last)

Phone: 724-458-5289 Year: Junior Gender: Male DOB: 5/ 1/1988 Age 33

**Emergency**

Name	#	Relation	Text Number	Employed	Employer Name
Aaron Harris	1	Father	258-867-5309	<input type="checkbox"/>	

**Choose the ATHLETE**

- Fuller, Ben
- Glupe, Augie
- Grant, Kierra
- Green, Frank
- Gruff, Nigel
- Guest, Player
- Harris, Casey**
- Harris, Kenny
- Harris, Russ
- Hinson, Dottie
- Hooch, Maria
- Jeffones, Jamal
- Keith, Toby
- Keller, Kit
- Key, Fred
- LaLoosh, Nuke
- Linder, Lindsay
- Merkle, Fred
- Michaels, Shawn
- Miles, Boobie
- Murphy, Doris
- O'Riley, Heather
- Palldorous, Michael
- Porter, Hamilton
- Rodriguez, Benny
- Ruth, Baby
- Smalls, Scotty
- Smith, Anne
- Smith, Jimm

**Athlete - Harris, Kenny**

Name: Kenny (First) Harris (Last)

Phone: 724-458-5289 Year: Junior Gender: Male DOB: 5/ 1/1988 Age 33

**Emergency**

Name	#	Relation	Text Number	Employed	Employer Name
Aaron Harris	1	Father	258-867-5309	<input type="checkbox"/>	

## Manually Add Login Information:

Like other areas of the desktop, you have the ability to add an emergency contact manually, and give them their login information, as well as send it via email to them.

Use the Login box to assign the emergency contact their login information.

After you add the information for the emergency contact, including their email address, and other information that is set by the administrator of the system, you can save and add that contact.



Use this set of buttons to add a password, view the password, and then email the account information to the emergency contact.