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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.

💼 Site Info - Joe Tech	
rimary Modules Security Tab Order Opt(1) Opt(2) Opt(3) Swipe Card	Billing Claims/EDI Pre-Login Kiosk Custom Inventory
Module Functions Specific Modules Dashbaard Settings Tealbar Oct	Concussion Evaluation Parts
Specific Modules Dashboard Settings Toolbar Opt	Full/Quick Evaluations Custom 1 / Custom 2 Custom 3 / Custom 4
+ 🗹 Athlete Portal	
	Full Eval Includes: Quick Eval Includes:
- Family Communications	Symptoms
	Glasgow Glasgow
	Neurological Neurological
My info	
	Recall(Delayed)
	Coordination
	Maddocks
	Balance M Balance
Apply Upchecked Modules	
Select All Unselect All Expand All Collapse All	
Show the Staff Contact icon on the ATS Smartphone	
Save	Close

## ATS— Admin of Family Communication Center TOP

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.

not

#### 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.

靠 Athletic Trainer System ® Family Communications Center					
		Joe Tech			
		Login ID: new Password: ···· Login			
	ATS Femily Communications Center	Database: atsjoe			
		Forgot your Password?			
		Forgot your Login ID?			
	If you have A	ANY questions or problems you need to contact your			
	sports medici Ca	cine staff at your school. Passwords need to include a apital Letter, Number and Special character			
📑 My Info	) - JOE TECH				
Name:	Name				
Contact Order:	1				
Relationship:	Relationship				
Primary Phone:	Primary Phone				
Cell:	Cell				
Work Phone:	Work Phone				
Email:	Email				
Employed?					
Employer Name:	Employer Name				
Notes.	Notes				
		8			
Login ID:	Login ID				
Password:	Password	Confirm Password:			
	Save				

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



Name

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.

N									
Athlete - Streckfus,	Joe	Archived	Cleared to F	1av / /		TD Status	l		
Name: Joe	Streckfus		Team/Sport/Eve	nty / /		tatus A Pos	sition/Dis		
(First)	(MI) (L	ast) (Suffix)	Team/ Spoit/ Eve	n.	3		AT	S	×
Nickname	Pronouns	×	Joe Tech Men B	aseball	A	ctive			
PreferName							I	his process will co	py emergency information for the people chosen to
Phone:	Year: Se	nior 🗸 🐨					t	nis athlete. Do yo	u want to continue?
Gender: Male	✓ DOB: 1	/ 1/1990 V CL	Record: 14 4	1 OF 1 🔉	▶ ₩ <				
Email: joestreckfus(	@gmail.com	Age 31		ew Pwk	Comp Cog	Concuss Comp	olete		Yes No
Injury Notes/Staff/M	sg General Concuss Ev	als Medical History Insura	Emergency	eFiles/Docs/D	ates Additional In	fo Medication	Strength	4	
Name	# Relation	Text Number 8	Employed Employed	r Name				Emergency	1
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								Joe Streckf	us
								Joe Streckf	us
								Test emerge	ency contact
Iniury Notes/Staff	Msg General Concus	s Evals Medical History	Insurance Eme	rgency eFiles	/Docs/Dates Ad	ditional Info M	ledication	Strength	
Name	# Relation	Text Number	Employed	Employer Name				Emerge	ency
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## 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.

Athlete - Davis Dwavne		ATS
Archived	Cleared to Play / /	
Name: Dwayne Davis	Team/Sport/Event	
(First) (MI) (Last)	(Suffix)	this athlete. Do you want to continue?
PreferName	Men Sent by ATS	
Phone: 724-458-5289 Year: Junior	✓ ⊕	
Gender: Male ~ DOB: 5/ 1/1988 ~		Yes No
Email:	Age 33 Mark for review Pwk Con	mo Cog Concuss Complete II Card View
Injury Notes/Staff/Msg General Concuss Evals Medical H	listory Insurance Emergency eFiles/Docs/Dates	Additional Info Medication Strength
Name # Relation Text Number	Employed Employer Name	Emergency
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Notes	Employer City Employer Phone	Employer State Employer 2/pcode Force PW Copy
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The list that will show will be any	emergency contact that is	part of your database Choose dad
the correct one to add to the athle	tes' nrofile	Franche Key
	too promo.	Francine Key
<b>A3</b>		Francine Key
S Athlete - Davis, Dwayne		Fred Adamas
Name: Dwayne Davis	Team/Sport/Event	Status A Postion/Dis As Of CT Jar Jar Binks
(First) (MI) (Last)	(Suffix)	lim Rateman
PreferName	Men Sent by ATS	Active
Phone: 724-458-5289 Year: Junior		
Gender: Male    DOB: 5/ 1/1988		Joe Strecktus
Email:	Age 33 Mark for review Park Com	no Con Concuss Complete Li Card May
Injury Notes/Staff/Msg General Concuss Evals Medical H	listory Insurance Emergency eFiles/Docs/Dates	Additional Info Medication Strength
Name # Relation Text Number	Employed Employer Name	Emergency Judy Anderson
Email Work Phone	Employer Address	Remove mom
Prone Cell Login	Employer City Er Employer Phone	mpioyer state Employer Zipcode Force PW Copy Sam Smith
0		Print Sam Anderson
		Sue Cutty
Joe Streckfus 1 Father	Keffer Development	Sue Gomez
joestreckfus@gmail.com		Sue Key
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Record: M 4 Of 1 b b b		Card View
	и и	Student ID
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TOP

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## **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.

hlete - Harris, Ca	isey					
			Cleared to Play /	/ V CL CTP Status: 0		Choose the ATHLETE
: Casey (First)	MI)	(Last) (Suffix)	Team/Sport/Event	Status 🔺 Po	sition/Dis As Of	
name	Pronou	ins 🔍	Men Sent by ATS	Active		Choose the ATHLET
erName				reave		in
ne: 724-458-528	39 Year:	lunior 🗸 🚭				
der: Male	✓ DOB:	5/ 1/1988 🗸 CL	Record: 🚺 🚽 🚺 Of	1		Fuller, Ben
i:		Age 33	Mark for review	Pwk Comp 🔲 Cog Concuss Comp	plete 🔋 Card View	🛛 Glupe, Augie
Notes/Staff/M	Asg General Concuss	Evals Medical History In	surance Emergency eFiles/Do	cs/Dates Additional Info Medication	Strength	Grant, Kierra
e	# Relation	Text Number	Employed Employer Name		Emergency	Green, Frank
il ne	Cell	Work Phone	Employer Address	Employer State Employer Zinc	Remove	Gruff Nigel
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### 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.

😫 Athlete - Adams, Leigh Ann 👘				
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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.