

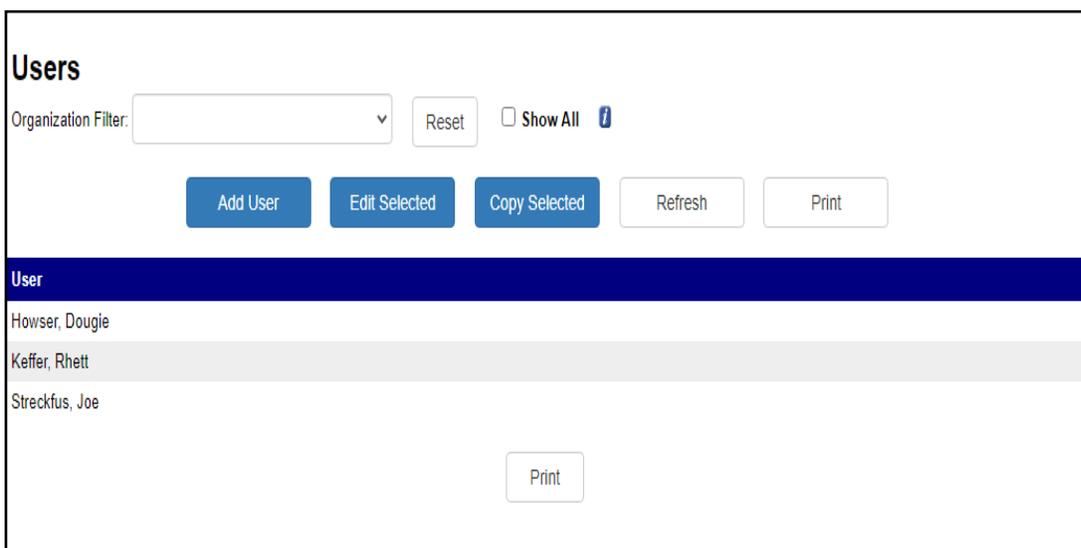
ATS – User Email Configuration in the Staff Portal

ATS gives you the ability send emails to other users and/or athletes. Below is the information for configuring your user account for this purpose using the ATS Staff Portal

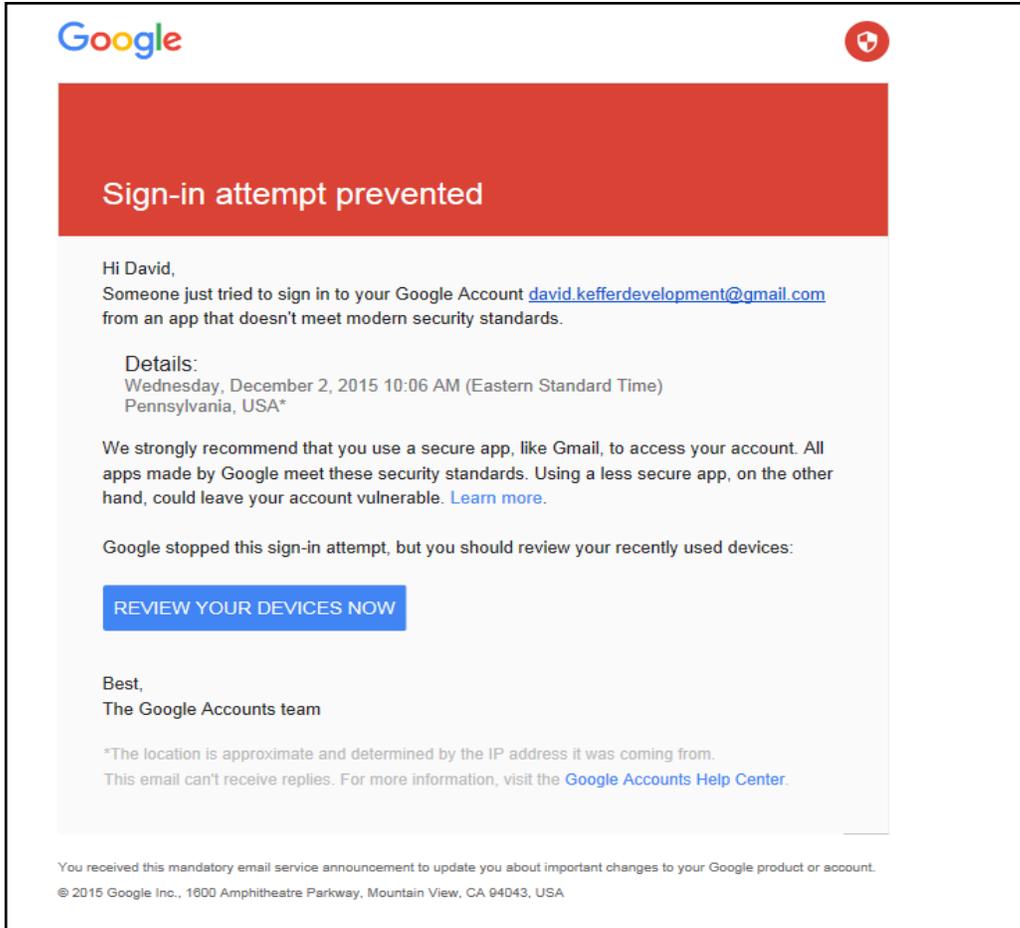


You can access a user who already exists or set up a new user. To access this area select the Admin tab → Org-Team-Users → Users.

You will then see a list similar to what is shown below (if you already have users in your system). Select the user you intend to edit/set up their email account or select the Add User button to add a new user completely. New user set up instructions can be found by clicking [here](#).



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If you receive this email from Google, it's explaining that a sign on attempt was blocked for your safety, that sign on attempt was ATS sending an email through your Gmail. To remedy this situation you will need to go to "My Account".

This is a slider bar that slides "On" and "Off", it 's default is set to "Off" but if the above email is blocking your log in, you will need to turn it to "On".

If they are correct, log into your Gmail and ensure you don't receive a notification that access was blocked (see below).

