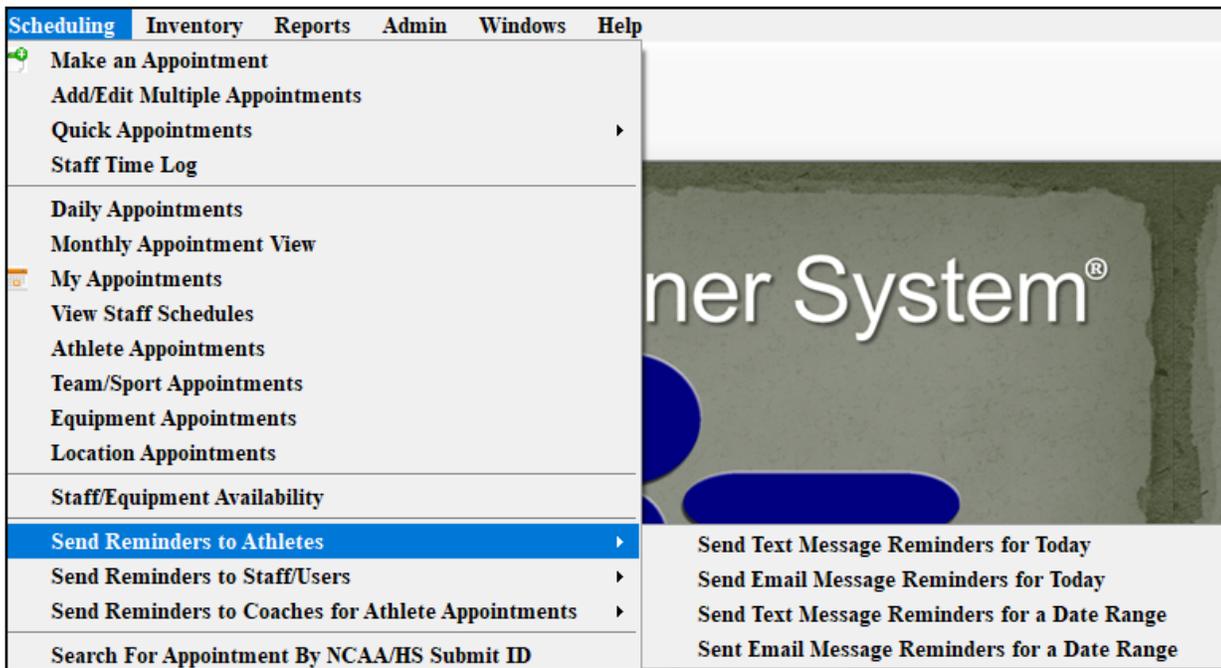
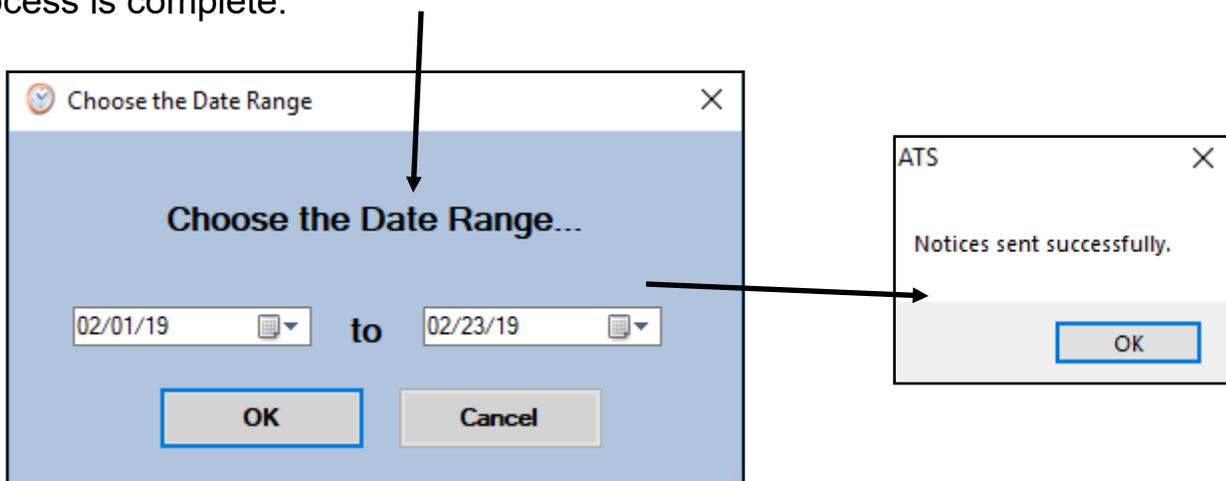


# ATS— Sending Appointment Reminders (Text & Email)

You can send athletes a reminder about their appointments/rehabs that are scheduled. You can do this via text and/or email as long as you have this information documented in the athlete profiles. To begin select Scheduling—> Send Reminders to Athletes—> choose between emails or text messages and the time frame from the options shown

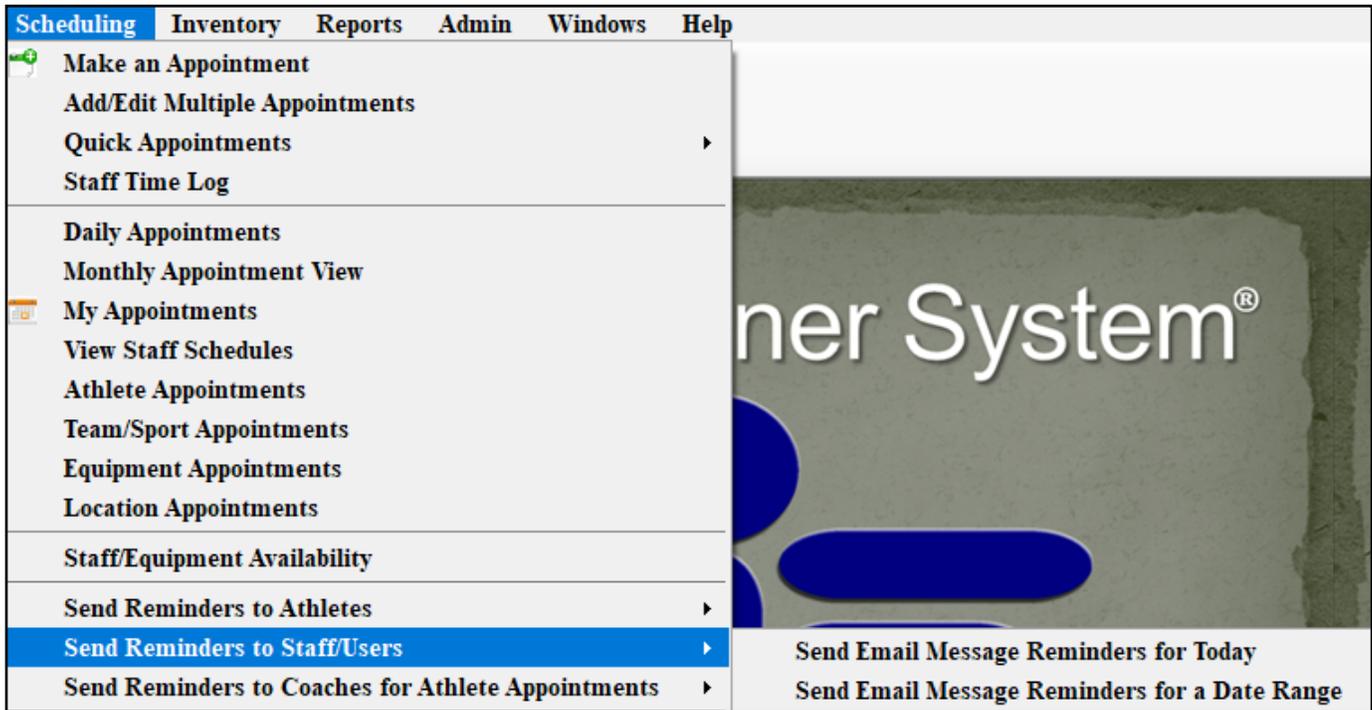


If you choose “for Today” you will not have to select a date and will receive a notice when the process is complete. If you do select “for a Date Range” you will be asked to select the date range and then click ok. You will then receive a notice when the process is complete.

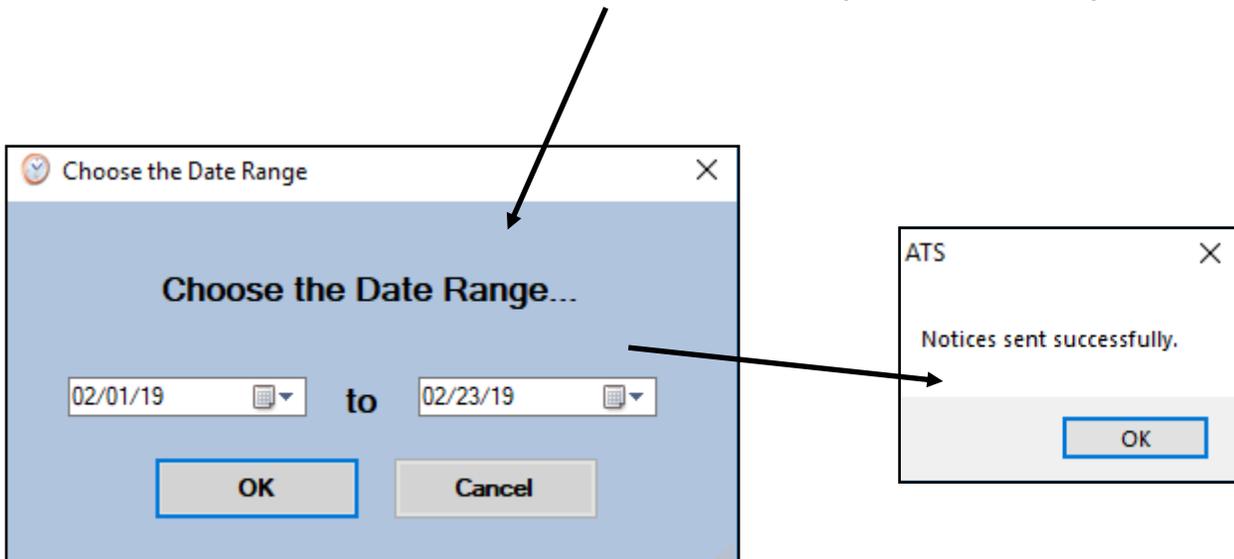


# ATS— Sending Appointment Reminders (Text & Email)

You can send email reminders to your staff members as well. You can send a reminder for just today or set a date range for them to be sent.

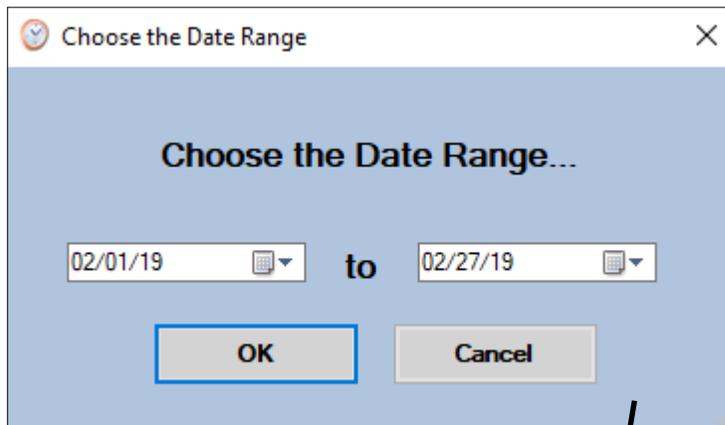
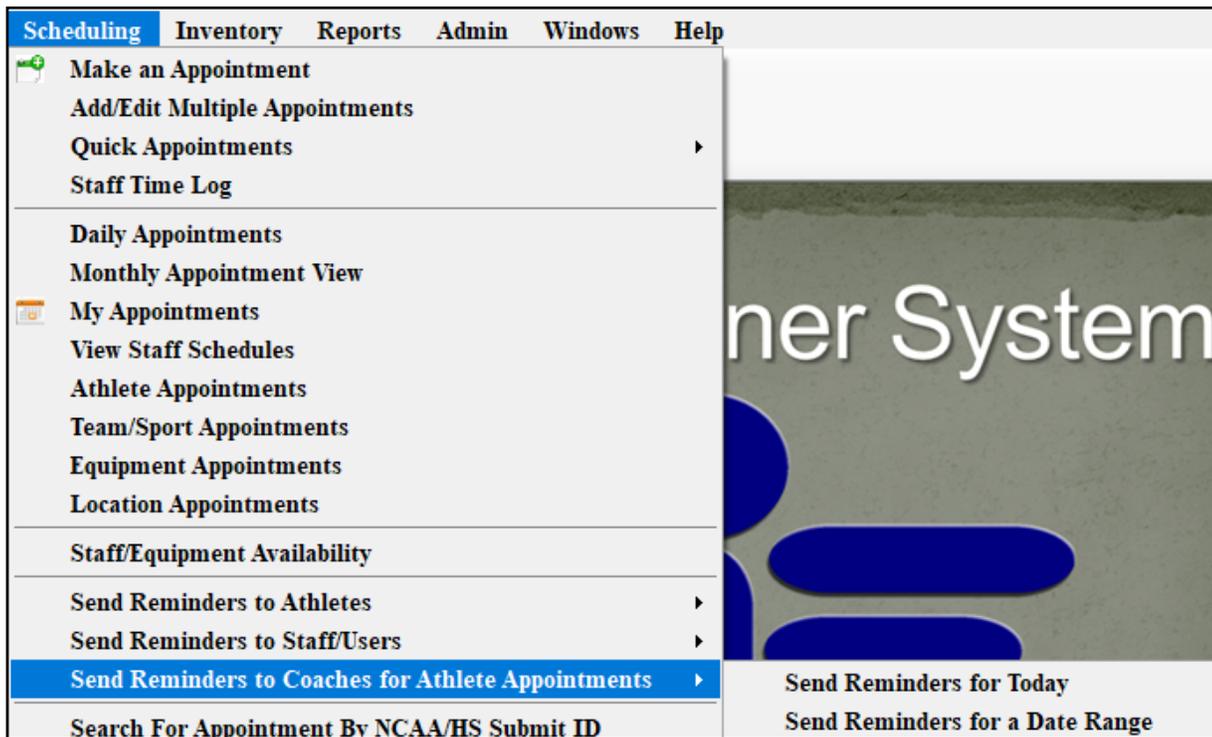


If you select “for Today” you will receive a notification when the process is complete. If you select “for a Date Range” you will first select the date range, then hit ok. You will receive a notification when the process is complete.

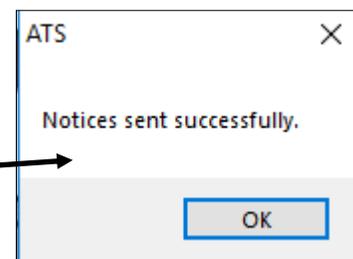
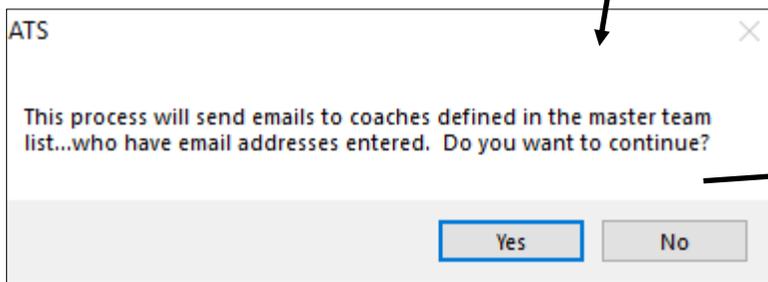


# ATS— Sending Appointment Reminders (Text & Email)

You can also send reminders to the coaches about their athletes' appointments. You can send a reminder for just "today" or you can send them out for a date range.



If you select Today you will not have to select dates, if you select date range, first select the date range you wish reminders to be sent for. Confirm that you want to continue. You will receive a notification when the process is complete.



# ATS— Sending Appointment Reminders (Text & Email)

If you would like nightly appointment reminders to be sent out, this can be set in the Site Info area. You will need admin rights for this section, if you do not have access see your system admin about enabling this function. Go to admin—>Site Info—> Opt (1) tab. At the bottom of the screen you will see options for several types of notices. Click on the Nightly notices for tab and then choose who you want to get reminders and whether you want it to be an email or text (or both) reminder. The email and text address need to be in the athlete and/or staffs profile for this to work.

The screenshot shows the 'Site Info - Joe Tech' interface. The 'Opt(1)' tab is selected. The 'Email/Message Options' section is expanded, showing 'Part 1' and 'Part 2' settings. The 'Part 1' section includes fields for 'Your staff email address to use for sending.' (joe@kefferdevelopment.com), 'SMTP Server' (kefferdevelopment.com), 'Login' (joe@kefferdevelopment.com), and 'Password'. The 'Part 2' section includes a 'Test Email Settings' button. A red note states: 'Note: Privacy settings on/off are determined by your administrator. ATS makes no determination in this area for our clients and uses our best efforts to ensure privacy. Similarly the use of secure messages are subject to your organization's policies and federal/state/local'. A red note also states: 'Note: ATS is not compatible with any 2-factor email system.' The 'Nightly Notices...' section is highlighted with a red box, showing options for 'Athlete - email reminder', 'Athlete - text reminder', 'Staff - email reminder', 'Staff - text reminder', 'Coach - email reminder', and 'Coach - text reminder'. A red note below these options states: 'Check the box for the applicable nightly appointment notice'.

After deciding on the nightly reminders for appointments, continue to the next tab to finish setting up the reminders.

The screenshot shows the 'Note/Batch Schedule...' tab. It contains three sections: 'Batch Appointment Reminder Days:', 'Batch Notes Process Days:', and 'rSchool Registration Schedule/Info:'. Each section has a row of checkboxes for days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat) and a 'Batch Confirm to:' dropdown menu. The 'Batch Appointment Reminder Days:' section has all checkboxes unchecked and the dropdown set to '0'. The 'Batch Notes Process Days:' section has checkboxes for Mon, Tue, Wed, Thu, Fri, and Sat checked, and the dropdown set to 'joe@kefferdevelopment.com'. The 'rSchool Registration Schedule/Info:' section has all checkboxes unchecked and the dropdown set to '0'.

For appointment reminders, fill in the Batch Appointment Reminder Days area. Fill in the dates you want the reminders to be sent, and select an email to get the confirmation the batch was sent successfully.