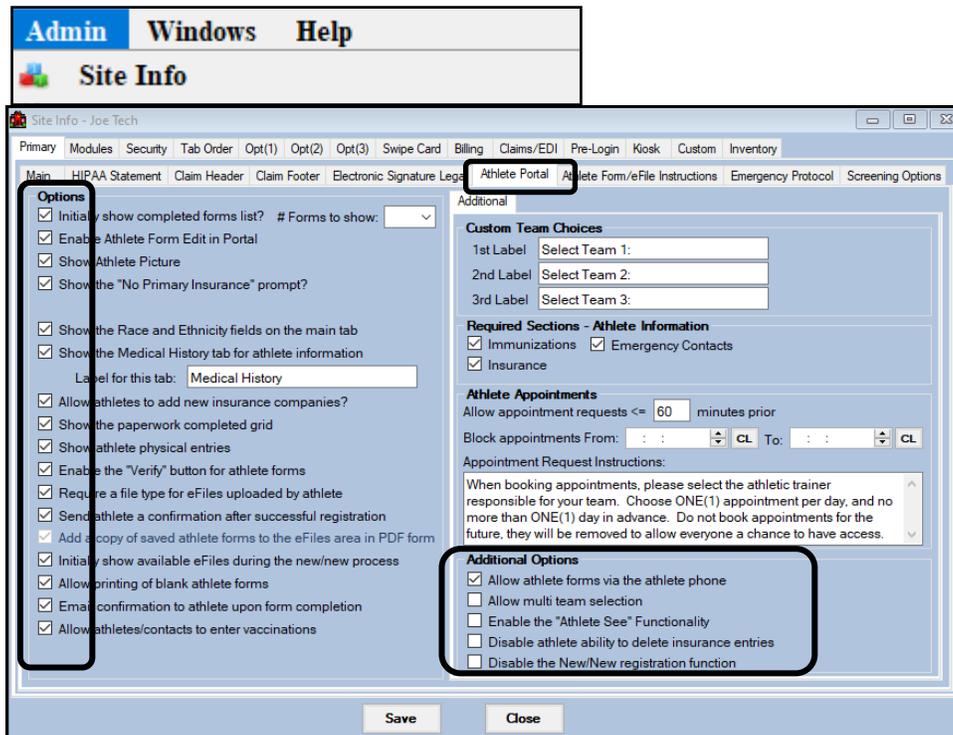


ATS—Athlete Web Portal; Registration

ATS allows you the flexibility of having the student-athletes or emergency contacts register the athlete directly into your database. Prior to anyone completing their registration, the system will need to be customized, so you collect the appropriate information for your school. It is also recommended that you create an instruction packet, complete with pictures and directions, to accompany your student-athlete/emergency contacts as they register. This document serves to help set up and walk through the basics of the portal.

Athlete Portal Set Up:

To start customizing the information available on the athlete portal, go to Admin—> Site Info. Once you are there, select the Athlete Portal Tab. Once you get there, you will see many options available for you to make active or deactivate. For more information on the setup you need to do, please review the [Site Info](#) or the [Athlete Portal](#) help docs.



You also need to decide what information (specifically demographic), you want to collect from the athletes. This is done by going to Admin—> Set Required fields. For more explanation of the [Required Fields](#) section, review the help doc.

ATS—Athlete Web Portal; Registration

Athlete's Accessing the Portal:

Choose an Internet Browser, any should work but suggested to use Chrome, Firefox or Safari.

Have them enter your athlete portal address: *yourorganization2.atsusers.com*

Yourorganization= your ATS database name in this example it is ATsjoe

This address would be joe2.atsusers.com **DO NOT USE THIS Web Address**

When a new athlete begins the registration the need to enter **new** for the ID number, and **new** for the password.

When they do the NEW NEW process, it will take them to the registration page. They will enter demographic, insurance and emergency contact info, you set as required. The yellow fields are required, the system will not let them save without it filled in. After saving, they other tabs that they have access to will show up after the initial information is saved.

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ATS—Athlete Web Portal; Registration

After the athlete enters the required information, the remainder of the tabs will show and they can enter other required information, and see any forms you have created for them to complete. Please see the help doc, on [Electronic Signatures](#) to set the forms up to accept E-signature. For more info on creating forms, review the doc for [Creating Athlete Forms](#).

Athlete Information - JOE TECH Menu Logout

General Medical History Screen/Tests Immunizations/Paperwork Insurance Contacts Forms eFiles

Light Yellow colored items are required to be filled out.

Name: Crash (First), (Middle), Davis (Last)

Nickname: [Empty]

Last Kiosk Login: 11/19/2020

Gender: Male (dropdown) DOB: 1/14/1998

Phone: [Empty] Cell: [Empty]

Email: Joe@kefferdevelopment.com SSN #: [Empty]

Text Address: [Empty] Cell Phone Carrier Domain Info: [Empty]

After your athlete saves their profile and is finished, always make sure they **log out**. We have had many different athletes that have had a profile over written by a sibling, or roommate because they didn't log off of the system, and the other person changes all of their information.