

ATS: How to set E-files for the athlete to see

You can allow E-files that you have uploaded for an athlete be available for the athlete to see via the athlete portal E-Files area. To begin you must first enable this function, this can be found in the Site Info area. Select admin—> Site Info—> under the Primary tab you will then select the Athlete Portal tab found in the second row.

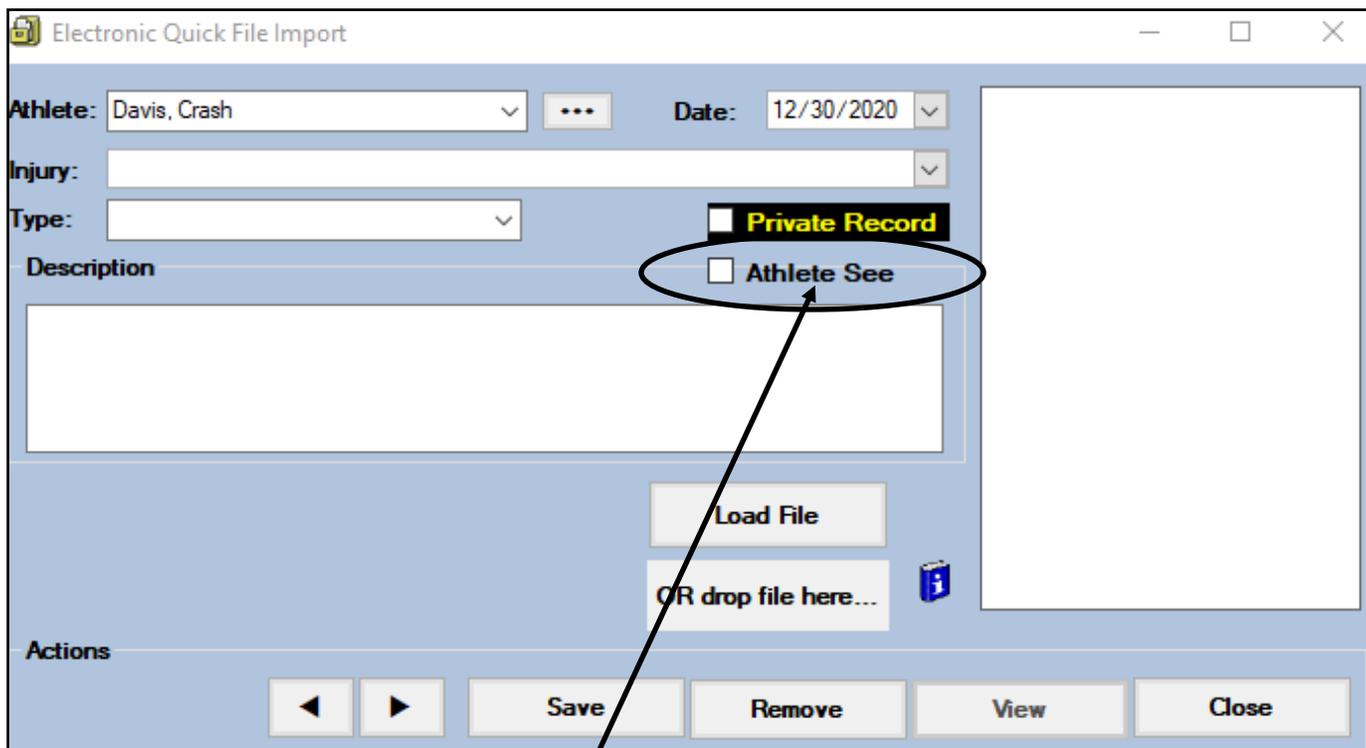
Check off “Enable the Athlete See Functionality”.

The screenshot shows the 'Site Info - Joe Tech' configuration window. The 'Primary' tab is selected, and the 'Athlete Portal' sub-tab is active. The 'Options' section on the left contains various checkboxes, including 'Enable Athlete Form Edit in Portal', 'Show Athlete Picture', and 'Show the "No Primary Insurance" prompt?'. The 'Additional' section on the right contains 'Custom Team Choices', 'Required Sections - Athlete Information', 'Athlete Appointments', and 'Additional Options'. The 'Additional Options' section includes the checkbox 'Enable the "Athlete See" Functionality', which is checked and circled. Other options include 'Allow athlete forms via the athlete phone', 'Allow multi team selection', and 'Disable athlete ability to delete insurance entries'. The 'Athlete Appointments' section includes a field for 'Allow appointment requests <= 60 minutes prior' and a time range selector. The 'Required Sections - Athlete Information' section includes checkboxes for 'Immunizations', 'Emergency Contacts', and 'Insurance'. The 'Custom Team Choices' section includes three text boxes for '1st Label', '2nd Label', and '3rd Label'. The 'Athlete Appointments' section includes a text area for 'Appointment Request Instructions' with the text: 'When booking appointments, please select the athletic trainer responsible for your team. Choose ONE(1) appointment per day, and no more than ONE(1) day in advance. Do not book appointments for the future, they will be removed to allow everyone a chance to have access.'

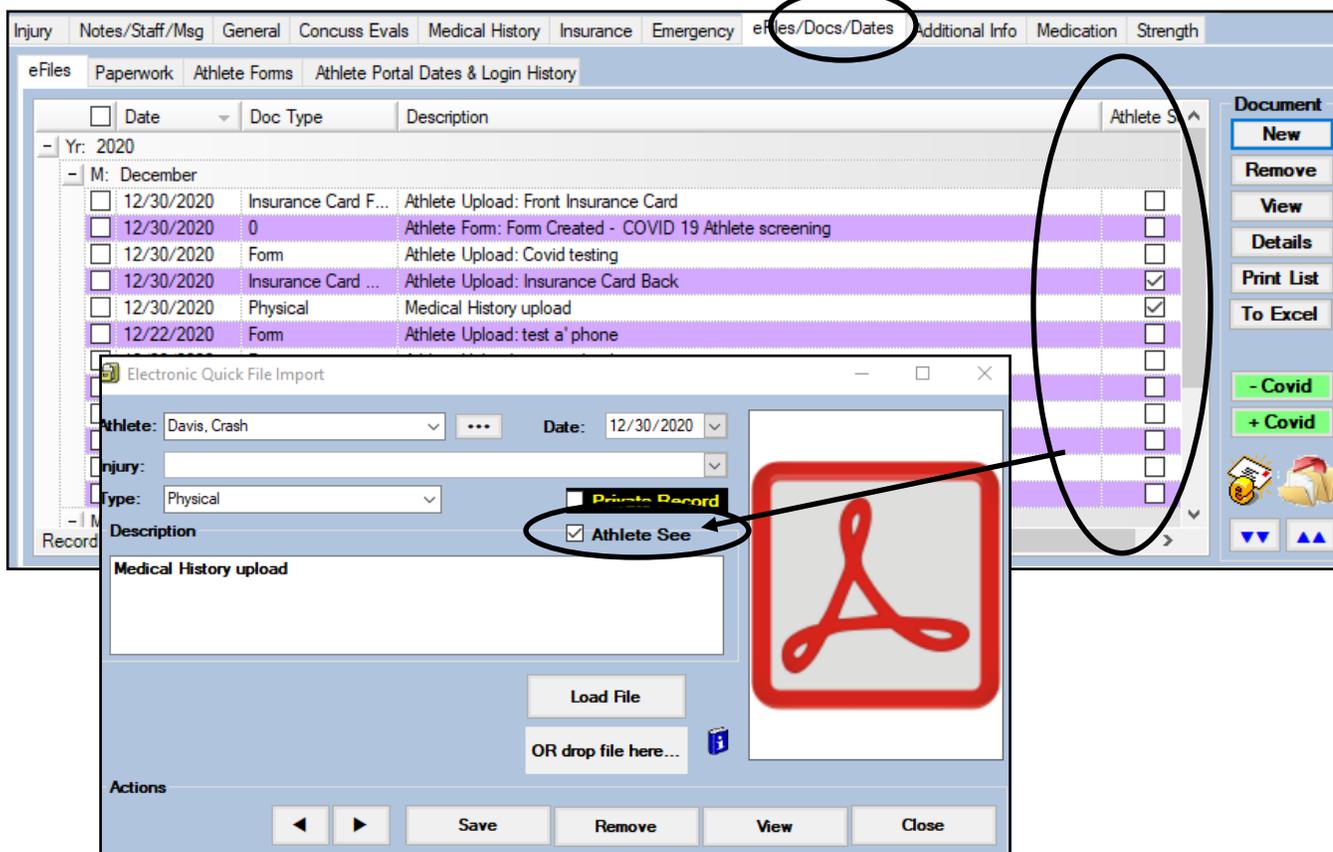
Be sure to save your changes before closing the Site Info Area. Once this has been enabled you will now be able to mark E-Files for your athletes' to see via the Athlete Portal.

If you are not an admin or do not have partial admin privileges talk to your system administrator about getting this function turned on.

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You can enable the Athlete See feature when uploading an E-file to the system. Simply check off the Athlete See box. You can also mark an E-File already present in the system as athlete see. Simple double click on the athlete see box area and the same screen shown above will appear, check off the Athlete see box and hit save.



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Any e-file you have marked as “athlete see”, can be seen by the athlete in the Athlete Portal. Once the athlete logs into his/her athlete portal they will need to go to the eFiles tab. These eFiles will be found in the second group of files available.

Athlete Information - JOE TECH Menu Logout

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

Electronic Files

Please utilize these forms to expedite your physical. Print them off, complete the form and upload a copy back onto ATS. Please also submit any Sickie Cell information, ADD/ADHD paperwork or other necessary medical forms.

Electronic Files provided by the athletic training staff.

Type	Description	Instructions	Download
Physical Form	Physical sample form	Please print and take to your doctor for your physical exam.	Download
Insurance	Insurance	This form is for Sophomore, Junior, and Senior Athletes. Freshmen do not need to fill out and upload.	Download
	Private Health Information Release	This form is for all student athletes to fill and sign. Please fill out and upload a copy of your form directly back to ATS	Download

Electronic Files uploaded by the athlete. [Upload Document](#)

Date	Description	View
12/30/2020	Athlete Upload: Front Insurance Card	View
12/30/2020	Athlete Upload: Covid testing	View
12/30/2020	Athlete Upload: Insurance Card Back	View
12/30/2020	Medical History upload	View
12/22/2020	Athlete Upload: test a' phone	View
12/22/2020	Athlete Upload: test upload	View
12/15/2020	Athlete Upload: Physical	View

Database: atsjoe | ATS Athlete Portal Version 2.0.0.0