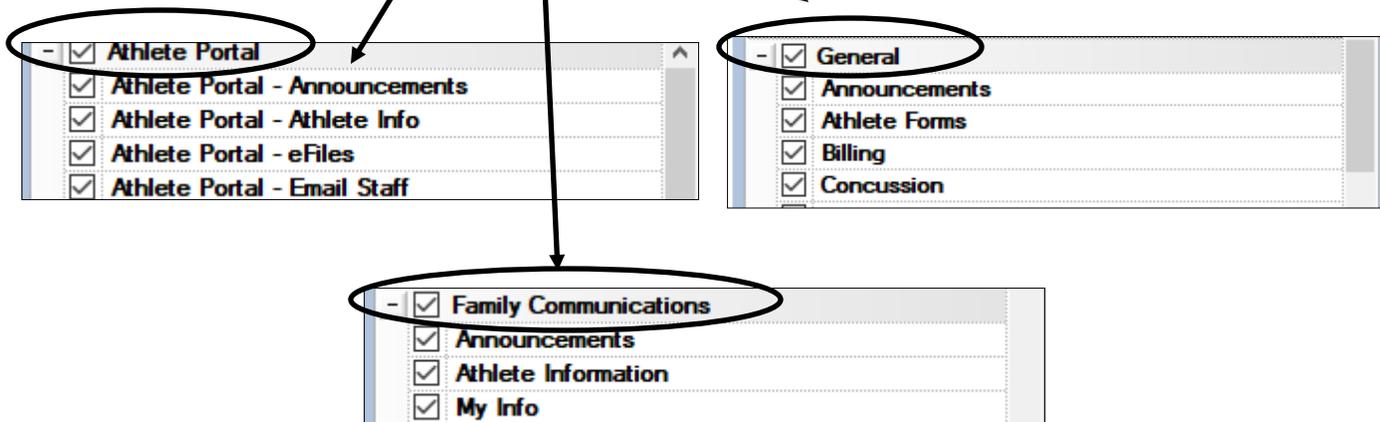
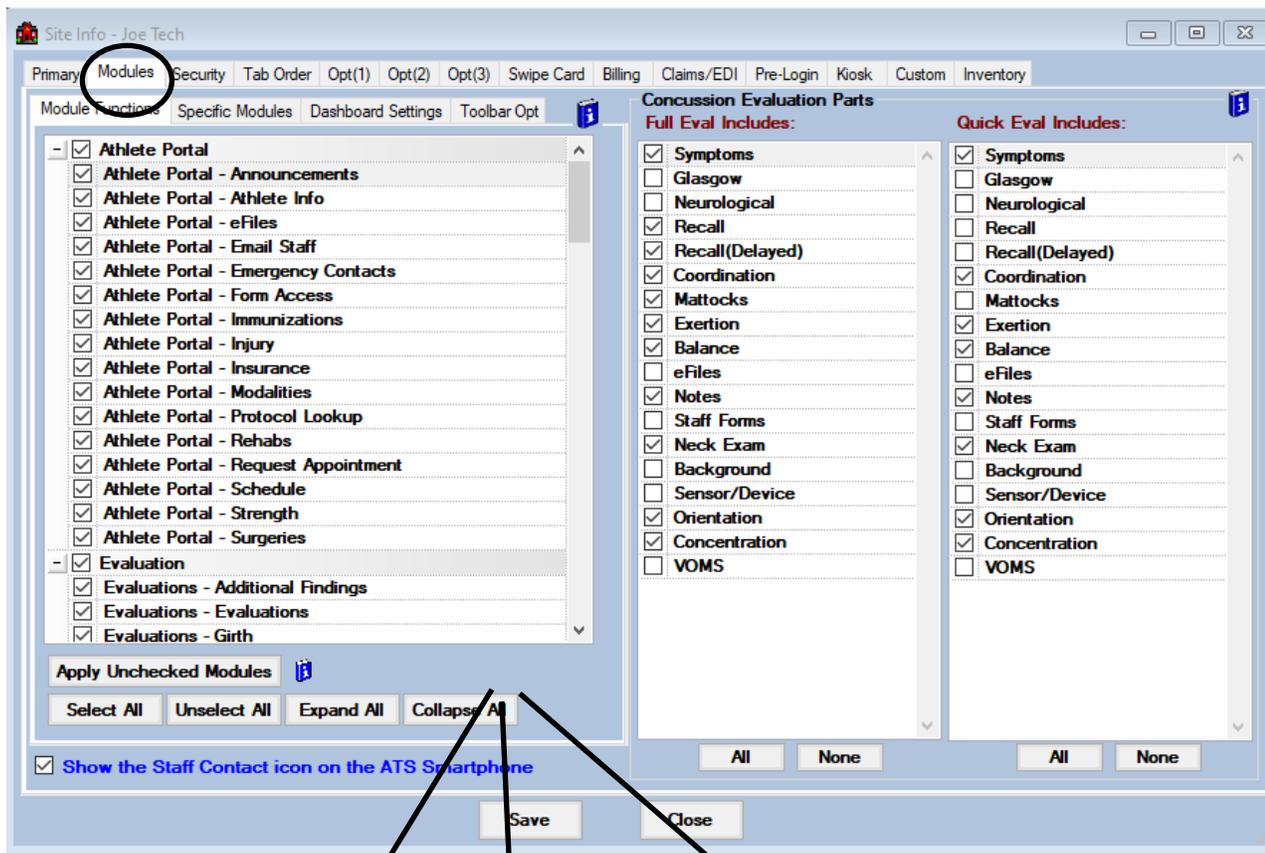
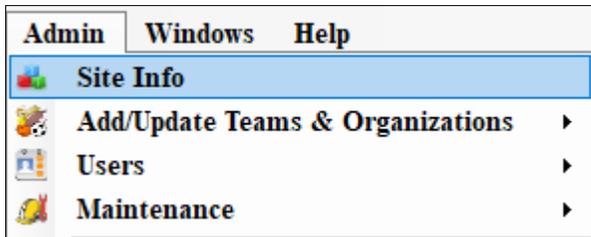


# ATS: Announcements: Access and Usage

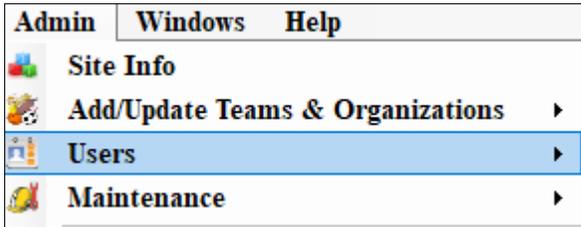
You can set Announcements for your athletes and/or parents to see via the Athlete Portal, Family Communication Portal and Athlete Phone. Your system administrator must turn on this feature, as well as give individual users access to the Announcements module.

To access the Site Info area go to admin—> Site Info. Once the Site Info box has loaded you will need to click on the Modules tab. There are three areas you can enable Announcements: Athlete Portal, Family Communication and General. \* *General must be active to be able to set up the announcement*

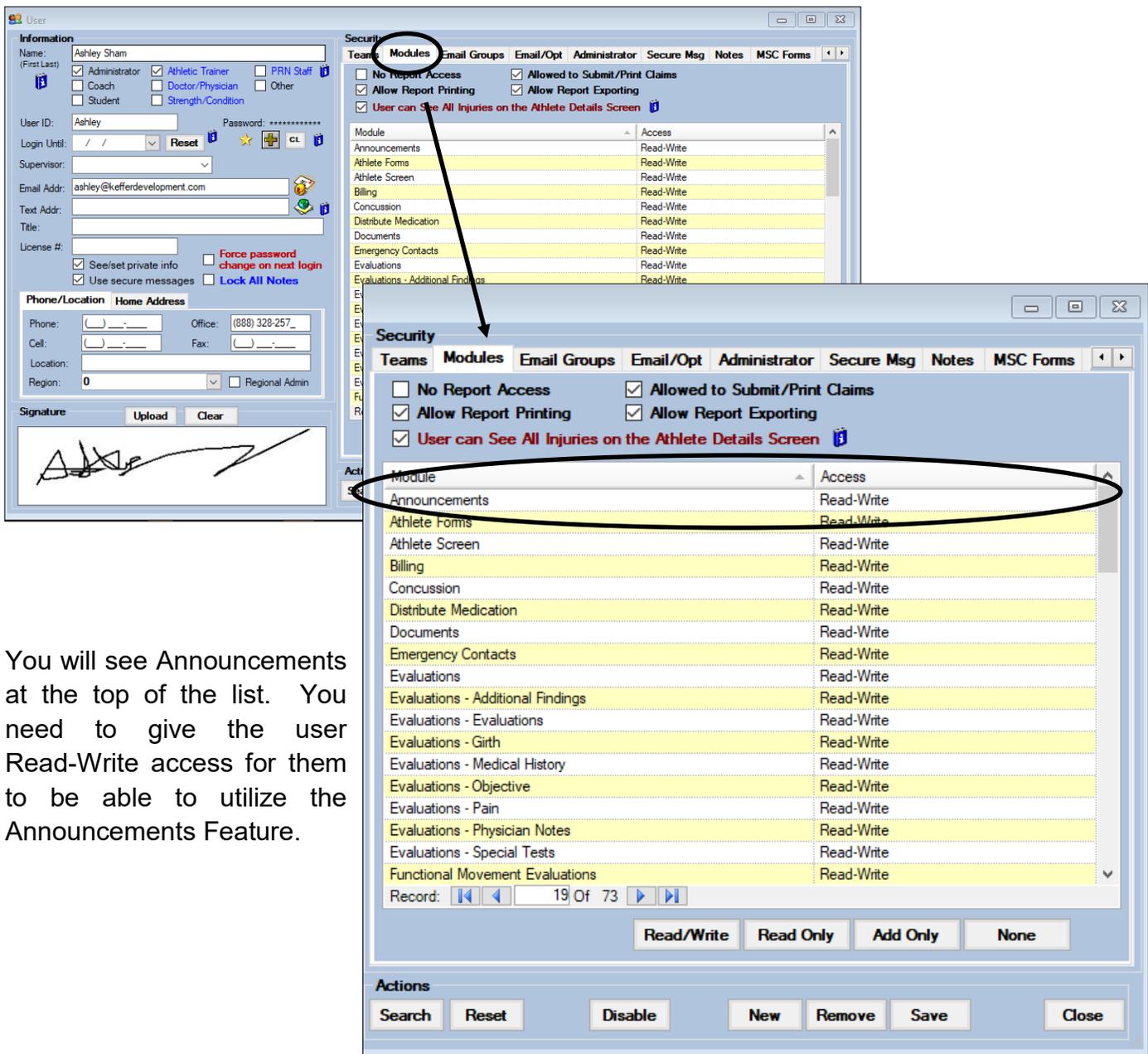


# ATS: Announcements: Access and Usage

Once you have turned on the Announcements feature in Site Info you must then give access to your Users. You can do this by searching for the individual users you want to update or by using the Multi User Update.

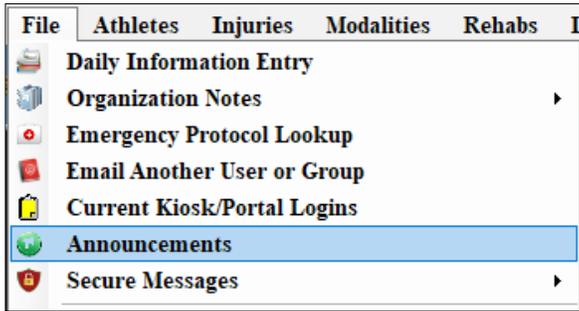


Once the user profile is open you need to select the Modules tab.



You will see Announcements at the top of the list. You need to give the user Read-Write access for them to be able to utilize the Announcements Feature.

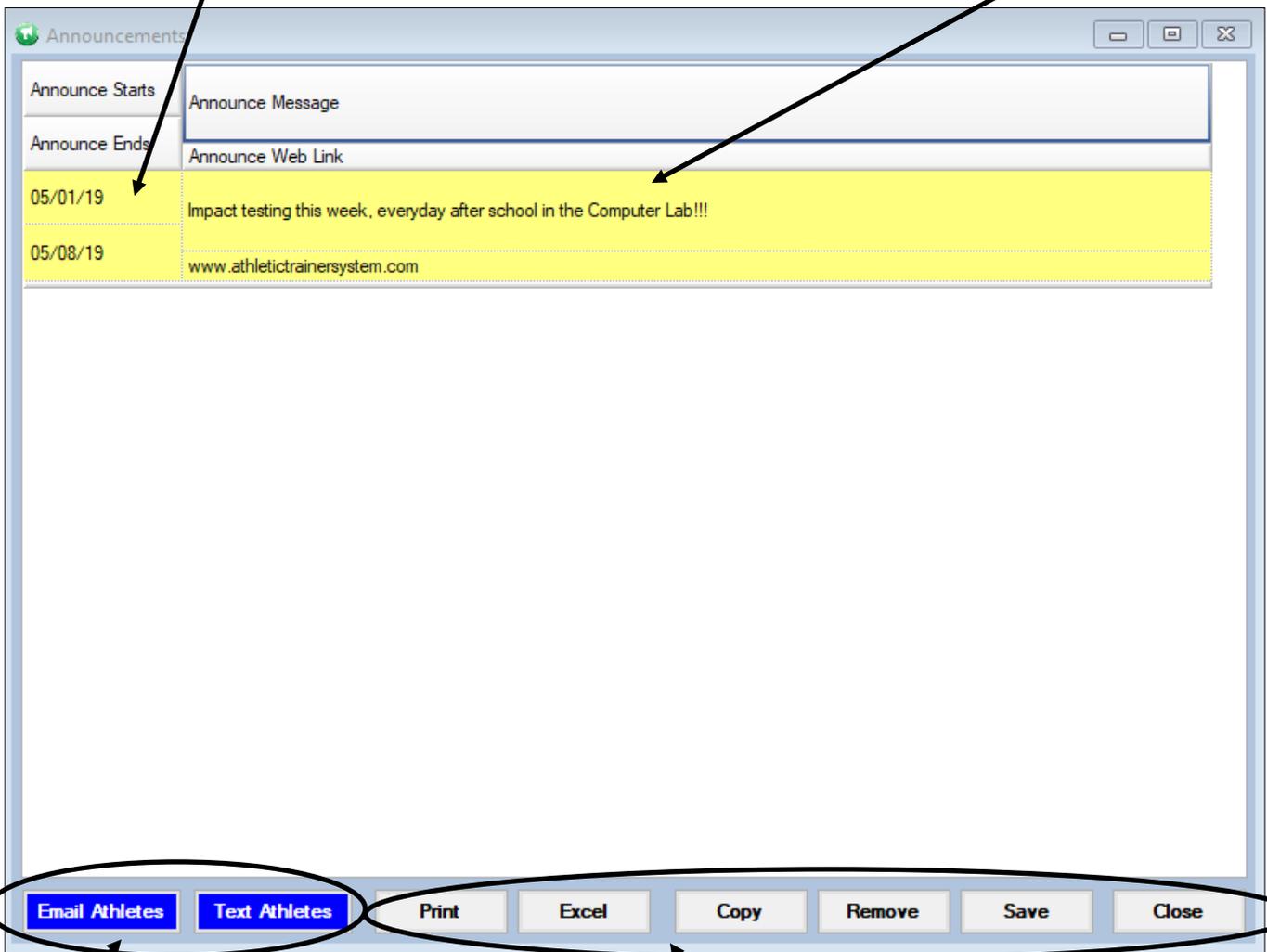
# ATS: Announcements: Access and Usage



To access the Announcements feature go to File—> Announcements.

You can include a statement and website in the Announcement. The message will be visible on the Athlete Portal, Family Communication Portal and the Athlete Smartphone, or whichever you granted access to in the previous step. The web link will be a live link as well, if it needs included. A web link is not required for an announcement.

You will need to set the amount of time the Announcement is visible using the Start and End Date. The announcement will not be visible if both dates are not filled in.



You can also email and/or text this Announcement to your athlete's if you have their email address or text address recorded in their athlete profiles.

Be sure to save your work when you are finished. You can also Print, Export out to Excel or copy the Announcement. To delete an old Announcement click on the desired one and click the Remove button.

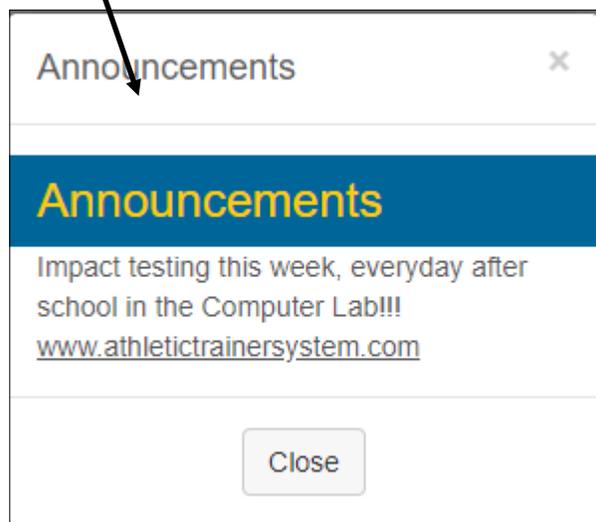
# ATS: Announcements: Access and Usage



Your Announcement can be seen on the home screen of the Athlete Portal. You will see the message and will be able to click on the link if you included one.



On the Athlete Phone you will see a View Announcements button on the home screen. Click this button to view the Announcement and click on the link if there is one included.



# ATS: Announcements: Access and Usage

The Announcement and associated link can also be see on the home screen of the Family Communication Portal as well.

**Athletic Trainer System ® Main Menu**

Organization: JOE TECH  
Welcome JOE  
Using the links below, you are able to enter, view or update your personal information.

[Click An Option](#)

- Secure Messages
- Report Injury
- Athlete Information
- My Info
- Logout

**Announcements**  
Impact testing this week everyday after school in the computer lab!!!  
[www.athletictrainersystem.com](http://www.athletictrainersystem.com)

If you have ANY questions or problems you need to contact your sports medicine staff at your school.

Database: atsjoe | ATS Family Communications Center Version 1.0.0.0  
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