

## ATS – Athlete Covid-19 Screening form Setup and Usage

The first step in setting up the Screening form availability for athletes is to copy over the Screening form from the library or to create your own screening form. Click [here](#) to see the instructions on how to copy from our forms library.

Once you have copied or created your form be sure to make the form active and visible to the athlete. This is done in the Athlete Form Maintenance area.

The screenshot shows the 'Athlete Form Maintenance' window with a table of forms. The table has columns for Form Name, Abbrev, Active, Sort, Ath Sign, Parent Sign, Vis Parent, Vis Athlete, Days, Active From, Active To, and Last Used. The 'Covid-19 Screening' row is highlighted in yellow, and its 'Active' and 'Vis Athlete' checkboxes are circled in red. Two arrows point from above to these checkboxes. At the bottom, there is a red warning box and several buttons: Copy from library, Remove, Save, Print, To Excel, and Close.

Form Name	Abbrev	Active	Sort	Ath Sign	Parent Sign	Vis Parent	Vis Athlete	Days	Active From	Active To	Last Used
Region Name	Team Name		Organization				Gender	Ath Year			Outcome Form
Concussion symptoms	cs	<input checked="" type="checkbox"/>	0	Yes	Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	30			<input type="checkbox"/>
Confidentiality Agreement	Confli	<input checked="" type="checkbox"/>	0	No	No	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0			<input type="checkbox"/>
Copy 1B	Cop	<input type="checkbox"/>	0	No	No	<input type="checkbox"/>	<input type="checkbox"/>	30			<input type="checkbox"/>
Covid-19 Screening	covid	<input checked="" type="checkbox"/>	0	Yes	No	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0			<input type="checkbox"/>
example	ex	<input checked="" type="checkbox"/>	0	Yes		<input type="checkbox"/>	<input checked="" type="checkbox"/>	30			<input type="checkbox"/>
Female Athlete Questionnaire	Femal	<input type="checkbox"/>	0	No	No	<input type="checkbox"/>	<input type="checkbox"/>	0			<input type="checkbox"/>
Fill In Question Sample	FillInTest	<input checked="" type="checkbox"/>	0	Yes	Opt	<input type="checkbox"/>	<input type="checkbox"/>	45			<input type="checkbox"/>
First Agency Authorization	First	<input checked="" type="checkbox"/>	0	Yes	Yes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0			<input type="checkbox"/>
HBU Acknowledgement of Athleti...	InsuAck	<input checked="" type="checkbox"/>	0	Yes	Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	30			<input type="checkbox"/>
HBU Mental Health Questionnaire	HBUMH	<input checked="" type="checkbox"/>	0	Yes	Yes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	30			<input type="checkbox"/>

Record: 13 Of 90

\* Do not use special characters in your form name. Characters such as colon, semi-colon and slashes : ; \ /

Copy from library Remove Save Print To Excel Close

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You have the option of making the form available on all student modules (phone, athlete portal, kiosk). You may choose to have the form show automatically after the athlete logs in.

Select the form you wish to make available from the phone, portal and kiosk from the drop down menu. If you want this form to appear upon logging in check the “Show this form automatically after athlete log in” box.

In order to get to the screening options tab, go to ADMIN—> Site Info.

The screenshot shows the 'Site Info - Ashley U' web interface. The 'Primary' tab is circled in red. The 'Screening Options' tab is circled in black. The interface includes a navigation menu with options like 'Main', 'HIPAA Statement', 'Claim Header', 'Claim Footer', 'Electronic Signature Legal', 'Athlete Portal', 'Athlete Form/eFile Instructions', 'Emergency Protocol', and 'Screening Options'. The 'Screening Options' tab is active, showing a form with the following fields and options:

- Options** | Sport/Team/Event Filter | Organization Filter
- Make this form available on the phone and portal: Covid-19 Screening (dropdown)
- Show this form automatically after athlete login
- Send Nightly Batch Notices | Notices To: Email (dropdown)
- Season: (dropdown) | Notice Time: (dropdown)
- If you choose "Text" or "Both" for "Notices To" keep the message to 50 characters...**
- Batch Message (max 2500 characters): Please go to ashley2.atsusers.com and fill out your daily screening form.
- Buttons: Save, Close

If you would like a nightly reminder sent out choose the type of reminder (email or text) and use the batch message area to include any instructions or message you would like to include with the nightly reminder. You may choose between 3 time options for the message to be sent. Use the Sport/Team/Event Filter tab or the Organization Filter tab to decide who the reminder email is sent to (see more detail on next page).

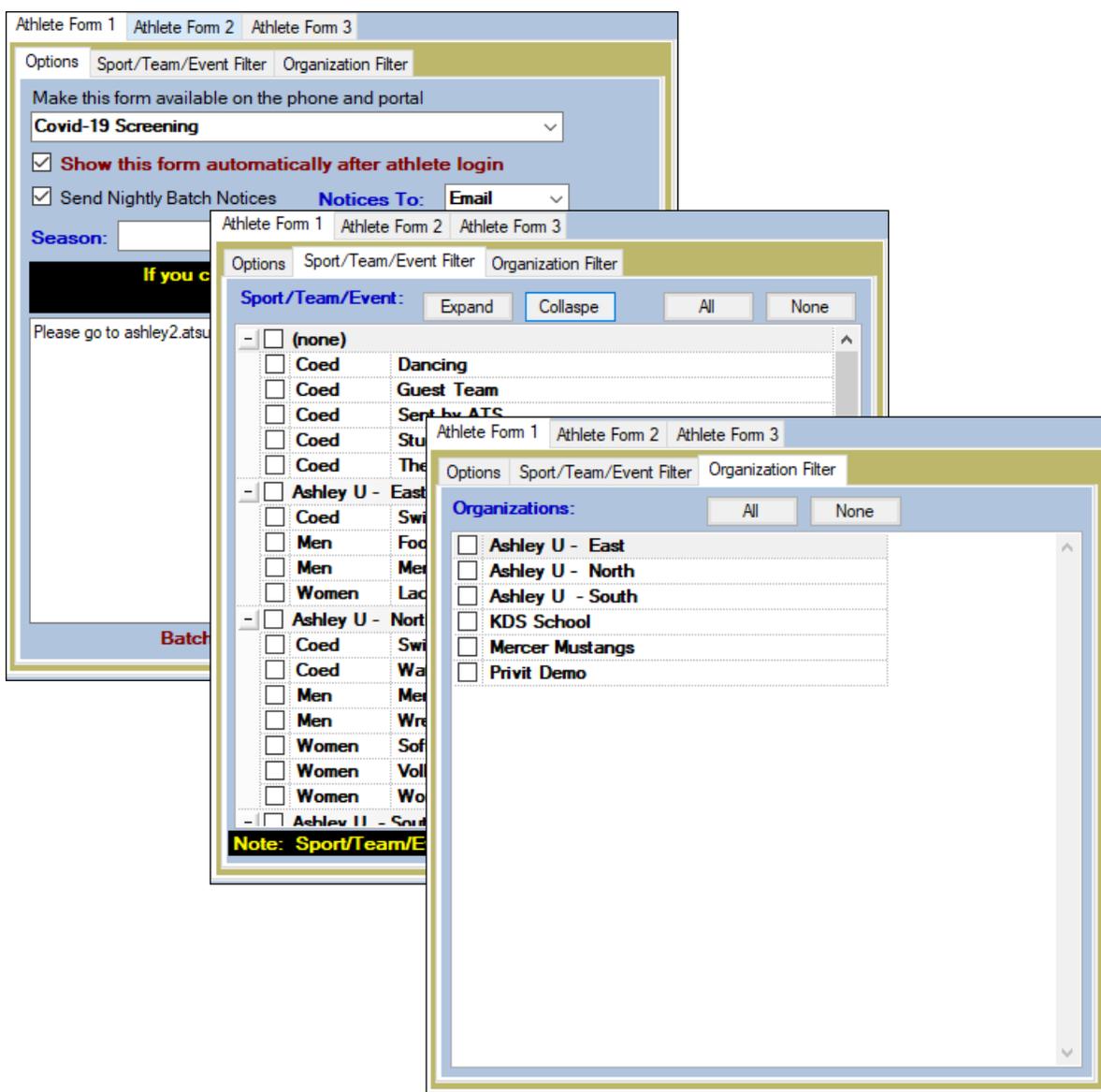
*\*If you choose text message (or both so text message is included) keep the message to 50 characters or less.*

Deactivating the nightly reminders is the reverse process. Uncheck the Send Nightly Batch notices. You can also clear the Notices To, and the Notice time. That will ensure those emails/text messages stop being sent to your student-athletes

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You may choose to send these reminders to an entire season (based on the season chosen in the team set up), to specific teams or to an entire Organizations/schools.

*\* You cannot use the Sport/Team/Event filter in combination with the Season filter you must choose one or the other.*



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If you would like a notification sent to you whenever an athlete answers a question that requires attention (yes for a symptom or exposure for example) you will need to set that in the form/question set up. To do this go to Admin—>Maintenance—Athlete Forms—>Update Athlete Forms.

Once the box loads choose the name of your Screening form in the drop down box at the top.

The screenshot shows the 'Athlete Forms' application window. At the top, the 'Form Name' is 'Covid-19 Screening' and 'Question # 2 of 45'. Below this, there are fields for 'Section #', 'Sub-Section #', 'Question #', and 'Parent #'. There are also checkboxes for 'Question is Active?' and 'Answer Required?'. The 'Question Definition' tab is selected, showing various options for question types and settings. The 'Send notice for' dropdown is highlighted with a red circle, and it is set to 'Yes'. Other options include 'Highlight Yes on report', 'Highlight No on report', 'Format as multiple for layout', 'Triggers sub-select', and 'Show for value of: Yes'. There are also buttons for 'Preview', 'Print a Blank Form', 'New', 'Remove', 'Copy', 'Save', and 'Close'. A note at the bottom states: 'Note: Any changes made to an Athlete Form AFTER an athlete completes it will be reflected if/when the form is printed. This includes any forms that have been signed or not.'

You will have to set this for each question that requires action for a specific answer. In the Question Definition tab—>Options you will go to the “Send Notice for” box and select the answer that you want to get a notification for.

A notification email will be sent out to anyone in the Email Group for this team. To learn more about setting up email groups click [HERE](#).

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There are reports you can run for the screening form. These can be found under the COVID-19 Screening Menu or the regular reports menu. Reports with an (S) are user completed screenings, reports with an (A) are athlete completed (athlete form) screenings

