

## **Getting Started with rSchool Today** **and the ATS Nightly Sync:**

Prior to configuring ATS to sync with rSchool Today, you will need to first speak with your rSchool rep and Athletic Director. In order to utilize the functionality between ATS and rSchool, we know that you need to have the [Full Version of the Activity Scheduler](#).

### **Associated Fees:**

- There is no fee associated from ATS to utilize this feature.
- rSchoolToday has fees associated with the export functions and the data that does come out of their system.
- At present Keffer Development/ATS has the following applicable fees from rSchoolToday:
  - 1-4 Schools
    - Setup: \$495 (per school)
    - Annual fee: \$195 (per school)
  - 5+ Schools
    - Setup: \$395 (per school)
    - Annual: \$95 (per school)

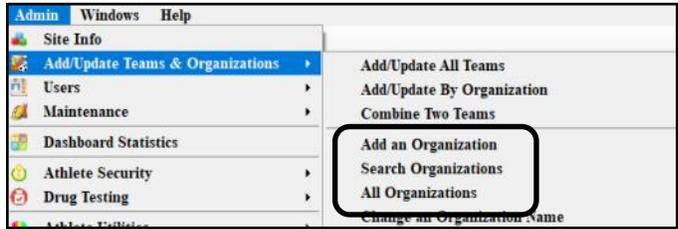
### **General Data Flow:**

- Every night, at 1 am, rSchoolToday will export the student records from each school that was set up. The condition for a student to be included in that file is that he participates at least in one sport, so, internally, he must be included in a roster that is turned ON.
- ATS will import those files into the system to add new records or update existing record
- Every night at 3 am, ATS will export the physical statuses of the students in each school, and rSchoolToday will import them and show them in the AS-SEI module.

# ATS - rSchoolToday Configuration

The interface with rSchoolToday is pretty straightforward.

Under the Admin area you need to enter your school's NCES School ID in the applicable box.



If you do not have an organization set, you will need to add an organization. If you have an organization(s) defined, select search organizations and open the appropriate organization from the menu. Input your Organizations unique Outside Reference ID. More info is below on how to obtain that information.

Set an organization for each school that is going to be utilizing the rSchool Sync.

**Note 1:**

*Data between rSchoolToday and ATS will be synced nightly.*

**Note 2:**

If needed, below is some information to help you search for your NCES id.

You can use the link below to lookup your NCES District ID

<https://nces.ed.gov/ccd/schoolsearch/>

School Name: Grove City Area HS	<b>NCES School ID:</b> 421122003145	State School ID: PA-104432903-3145
District Name: Grove City Area Sd <a href="#">district information</a>	NCES District ID: 4211220	State District ID: PA-104432903
Mailing Address: 511 Highland Ave Grove City, PA 16127-1107	Physical Address: <a href="#">511 Highland Ave</a> <a href="#">Grove City, PA 16127-1107</a>	Phone: (724)458-5456
Type: Regular school	Status: Currently operational	Charter: No

# ATS - rSchoolToday Configuration

After you have filled out the information under the team/organization tab, you will need to open ADMIN—> Site Info—> Opt(1) tab—> Note/Batch schedule

Site Info - Joe Tech

Primary Modules Security Tab Order **Opt(1)** Opt(2) Opt(3) Swipe Card Billing Claims/EDI Pre-Login Kiosk Custom Inventory

Primary user title (ex. Athletic Trainer): Athletic Trainer  
Athlete Identifier (ex. Athlete ID): Student ID number  
1st Addr Title: Home Address 2nd: School Address  
Grid colors: Alt Row New Row  
 Force injury screen display for users after login  
 Enable batch report processing based on the schedule defined  
 Smartphone search by team?  
Weight deficit percentages to use for hydration alerts: (2 = 2%) Level 1: 2.50 Level 2: 3.20  
Levels used are determined by your administrator.

**Information Privacy Settings**  
 Allow Privacy Settings  
 Allow Secure Messaging  
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

**Email/Message Options**  
Part 1 Part 2  
 Use auto-email for group notices (limitation/injury/note)  
 Use delayed delivery for secure messages  
Email preface from your school/org for encryption:  
Note: All emails generated "to staff" from athlete entries are controlled by the "Notification..." list on the AdminTeams area.

**Staff Notices... Notices for... Nightly Notices... Note/Batch Schedule...**  
**Batch Appointment Reminder Days:**  
 Sun  Mon  Tue  Wed  Thu  Fri  Sat  
Batch Confirm to: joe@kefferdevelopment.com Clear  
**Batch Notes Process Days:**  
 Sun  Mon  Tue  Wed  Thu  Fri  Sat  
Batch Confirm to: joe@kefferdevelopment.com Clear  
**rSchool Registration Schedule/Info:**  
 Sun  Mon  Tue  Wed  Thu  Fri  Sat  
Batch Confirm to: joe@kefferdevelopment.com Clear

Select the days you would like the rSchool information to be synced. Those are multiple marks, so pick the days that are most appropriate. This will set the days for everyone using the sync process. There needs to be a Batch Confirmation email selected. This will send the designated person, a confirmation email that the nightly sync was completed.

\*\*\* As a note:

When the nightly sync runs, if an student exists rSchool Today will update the information necessary, but will not overwrite the ID number in the system. If it will be the first time they are getting loaded into ATS, it will insert the rSchool Today ID, which can then be changed by the staff or student when logging in to the patient portal.

## Cross-walking Grades/Years:

The next step, to ensure your athletes populate into ATS correctly, is to crosswalk the Import/Sync to the athlete year.

Cross-walking the athlete year and the Import/Sync grade allows the students that come into ATS to be entered and aligned with what already exists, should you call it something different in ATS than rSchool does. Example, ATS you use traditional names Fresh, Soph, Jr, Sr, and rSchool uses 9, 10, 11, 12, you can link each to the appropriate grade so information does not get entered incorrectly.

Description	Abbrev	NCAA/HS Year	Sort	Active	Last Used	Athlete See	Import/Sync
Guest	Guest		0	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Screen	Screen	Upper	0	<input type="checkbox"/>		<input type="checkbox"/>	
Freshman	Freshman	FR	1	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	9
Sophomore	Sophomore	SO	2	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	10
Junior	Junior	JR	3	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	11
Senior	Senior	SR	4	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	12
Transfer	TSF		5	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Transfer Jr	TSFJ		5	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Transfer Sr	TSFS		5	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Grad 2019	Grad 2019		11	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Grad 2020	Grad 2020		11	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Grad 2021	Grad 2021		11	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Grad 2022	Grad 2022		11	<input checked="" type="checkbox"/>		<input type="checkbox"/>	

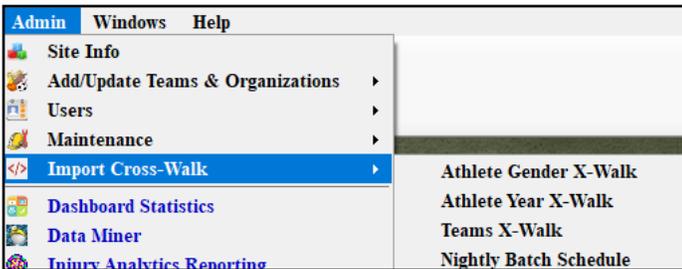
This menu is also accessible through the ADMIN—> Import Cross-Walk option. If you are a large organization with multiple schools doing imports, you can give partial admin access to the import cross-walk menu vs the drop downs.

The Teams X-Walk is the same menu as above, but this screen is locked so a user with only partial admin privileges cannot navigate to other menus.

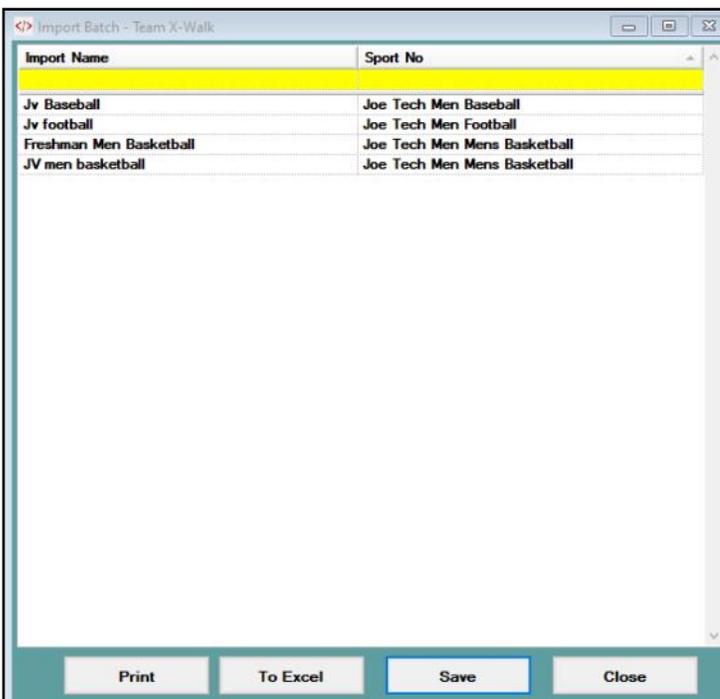
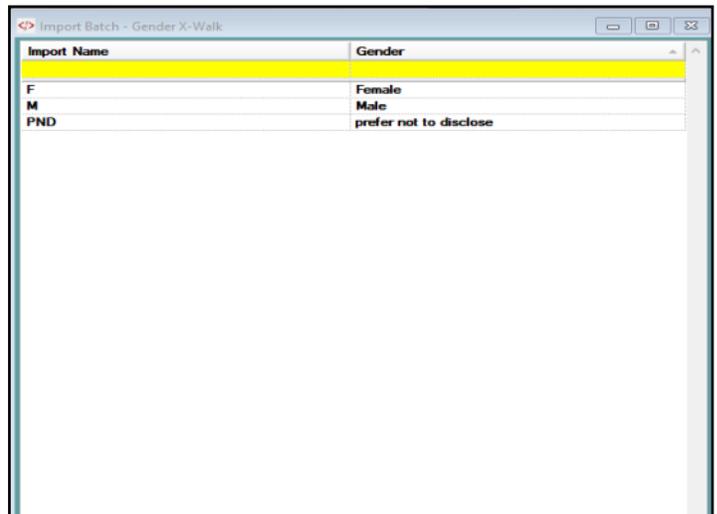
## Cross-walking Genders/Teams:

You also need to cross-walk the Athlete Gender to what is coming from rSchool. Sometimes the information coming from rSchool can come as M or F. You can create that link between what is coming across and what you want it to be linked to in your database.

This is done by going to the **ADMIN** tab—> **Import Cross-Walk** drop down.



In the Import Name enter how the information is stored in rSchool for your organization, example is a simple letter or abbreviation instead of the full name. In the Gender; there is a dropdown menu for your to select what is stored in your database to link the information to.



The Team X-Walk Allows you to link how ever the teams are set up in rSchool to link to one team. If there are multiple names for each team, such as freshman football, JV football, Varsity football, ATS will create a separate team for them. If your cross-walk the teams they will all be on one roster.