

ATS has many different ways to get patients or athletes into the system. This help file will show the different capabilities and ways for you to get them in. Before beginning to add a patient or athlete, you should ensure with your system admin that the teams are active, and that you have permission in your user profile to access those teams. For more information on adding new [teams](#), and [configuration of user](#) profiles see the help files that are linked.

Option 1:

Quick add, is just that. It allows you to make entries, in quick succession, with the base information to get a profile created. This can be helpful if you are manually entering a roster. The fields on the screen are mandatory entries.

Option 2:

Another option you have is having the patients/athletes go to the patient portal and complete their registration there. For more information on the Patient Portal Registration, please see the [Patient/Athlete Registration](#) help file. For more information on required information see the [Required fields](#) for staff, for [patients](#) see help files.

Option 3:

If manual entry isn't for you, and you have your patient/athlete information in an Excel spreadsheet, you can directly import the information into ATS. There are fields that are required to be included to ensure correct importing of information, and placement of associated people. For more information on the specifics see the [Importing Information](#) help file. It is a zip file with the PDF document as well as the template that is recommended to be utilized.

