

Desktop Configuration:

Email configuration is essential to ensure functionality is maintained. This step ensures that emails are handled by our server as well as handled by your server appropriately. This process also streamlines any of the automated report functions that you may choose to utilize.

ATS does not have its own email system, it is built to utilize the email system of the users. The first step is to give the system a “send” email address. This is the address that will be used for auto notifications and other reminders. To begin you will need to open the Site Info area. Go to Admin—> Site Info—> Opt (1) tab. At a minimum you need to include the email address here, if you use MS outlook. If you utilize Google or other email providers, you will have to configure all of the SMTP information. It is also recommended to configure all of the SMTP information for MS outlook as well.

The screenshot shows the 'Site Info - Joe Tech' window with the 'Opt(1)' tab selected. The 'Email/Message Options' section is highlighted with a red box, and 'Part 2' is circled in red. The 'Part 2' section contains the following fields and options:

- Your staff email address to use for sending. (The "From" email address): [Text Field]
- (The "From" email address. This should not be an ATS email address)
- SMTP Server: [Text Field]
- Login: [Text Field] Password: [Text Field] [Star Icon] [Plus Icon] [CL Icon]
- If Needed..Use
 - Secure SMTP Port: [Text Field]
- Test Email Settings** (button)

Note: All emails generated "to staff" from athlete entries are controlled by the "Notification..." list on the Admin\Teams area.

Enter your Email Address, SMTP Server Information, Login will be your full email address, enter the Password you use to sign into your email account. If it is a secure SMTP server, be sure to check that, and enter the port number. Once save that, be sure to use the Test Email Settings button. That will send a test message, ensuring that the email settings are working correctly.

Staff Portal Configuration

You may need to obtain the information from your IT Department. If you have configured the SMTP information in the Desktop and you are having issues sending emails, it is recommended to go to the Staff Portal and verify the information here. We have provided a way to test the settings and make sure they work, off of your schools network. If you get the email, from here and not from the desktop module, that narrows it down to an IT communication issue, as to why the Desktop emails do not work properly.

The screenshot shows the 'ATS Staff Portal' interface. On the left is a navigation menu with categories like 'Scheduling', 'Admin', 'Reports', and 'Home'. The 'SMTP Server Settings' option is highlighted in the 'Admin' section. The main content area is titled 'SMTP Server Settings' and contains the following information:

The SMTP Server Settings allow you to use your own mail server to send emails from the ATS websites and from the batch processes. The settings involve technical information which you may need to get from your IT support. The emails still originate from the ATS server whose ip is 67.221.0.203. To pass spf, your IT support can add "include.porthos.atusers.com" to your SMTP server's spf record. This tells other email servers that it is expected when emails are sent from ip 67.221.0.203, the ATS server.

To ensure that your SMTP Server Settings are correct, there is a verification process which needs to occur before any setting changes will be saved. Since emails are very important in various ATS communications, it is essential that the settings work.

The form fields are as follows:

- Your Staff Email Address to use for sending (The "From" email address. This should not be an ATS email address.):
- SMTP Server:
- Login:
- Password:
- Confirm Password:
- Port:
- Secure SMTP?:
- Your Email Address: (This email address will just be used for testing. The verification code will be sent to this email address.)
- Optional Email Address: (This email address can be any email address like a gmail email address or a yahoo email address. You can also enter another work email address. This is helpful to determine if emails to emergency contacts will be successful.)

At the bottom of the form is a 'Test Settings' button.

Input the correct SMTP settings here. The log in and password will be specific to you email and not ATS. After you input that, use the Test Settings button at the bottom. That will send you an email if everything works correctly. When you get the email, enter the code and save the settings.

SMTP Server Settings

✔ A verification code was sent to your work email address. To save your SMTP Server Settings, enter the verification code which you received in the email and then click "Save Settings"

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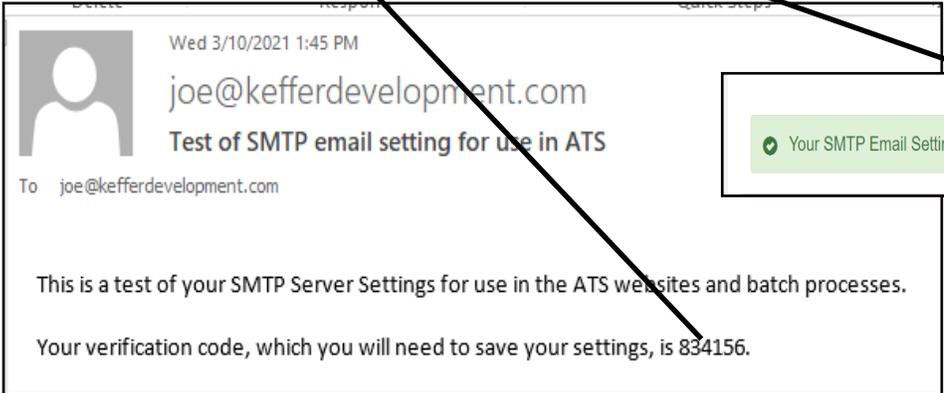
To save your settings, enter the verification code which was sent to your email address. Then click "Save Settings". If you need to resend the test email with a new verification code, click "Send New Code". If you need to modify the settings before saving them, click "Cancel Save".

Verification Code

STAFF Portal Configuration, CTD

To save your settings, enter the verification code which was sent to your email address. Then click "Save Settings". If you need to re-verify your code, click "Send New Code". If you need to modify the settings before saving them, click "Cancel Save".

Verification Code



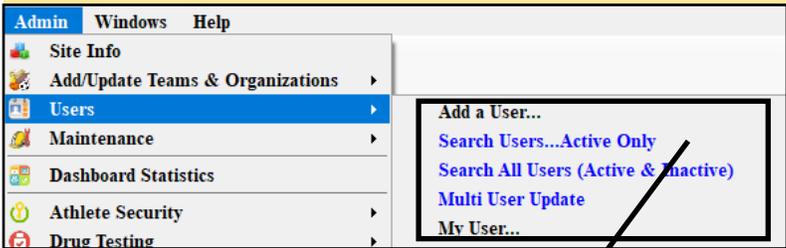
SMTP Server Settings

✔ Your SMTP Email Settings have been changed. ✕

After you ensure the communications worked, entering the verification code will copy the information into the Desktop, Site Info area.

User Account Configuration

You also will need to include the SMTP settings in each users profile. Admin—> Users—> Search Users or My User. Once the profile opens, go to the Email/Opt tab and configure the information.



If you are utilizing MS outlook, there is no further settings to be done here. If you are utilizing any other email provider, you will need to enter the correct SMTP information in the user profile as well. Each user that will be sending emails, will need this information input. It will need to be user specific, in regards to login and the passwords.

Teams Modules **Email Groups** **Email/Opt** Partial Admin Secure Msg Notes MSC Forms

Email/Opt Smartphone Icons (Top 12 & Order) Toolbar Options

Email Setup (MS Outlook or specify SMTP email info)

Use MS Outlook

SMTP Server:

Login:

Password:

If Needed..Use

Secure SMTP Port:

Note: ATS is not compatible with any 2-factor email system.