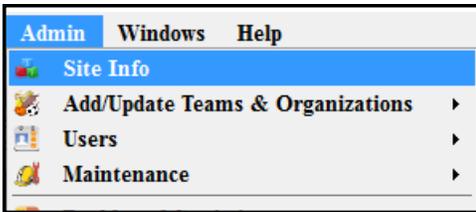


# ATS— Electronic Signature Setup and Usage

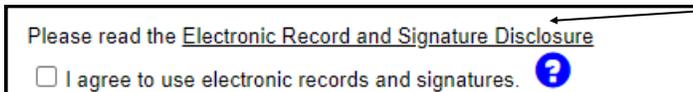
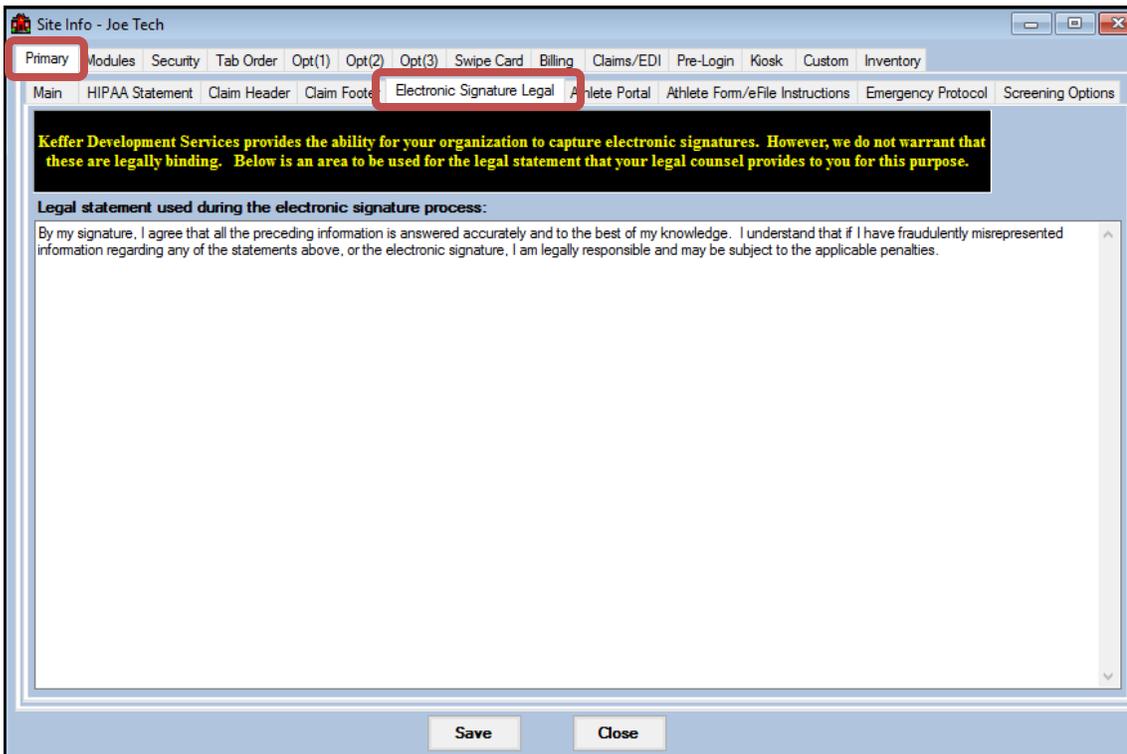
With ATS you are able to set up your Athlete Forms to be signed electronically by athletes, parents, or both as needed. This document will walk you through the steps to set up E-signatures.

Keffer Development Services provides the ability for your organization to capture electronic signatures. However, we do not warrant that these are legally binding. Through the site configuration you are able to enter the legal language provided by your legal counsel for this purpose.

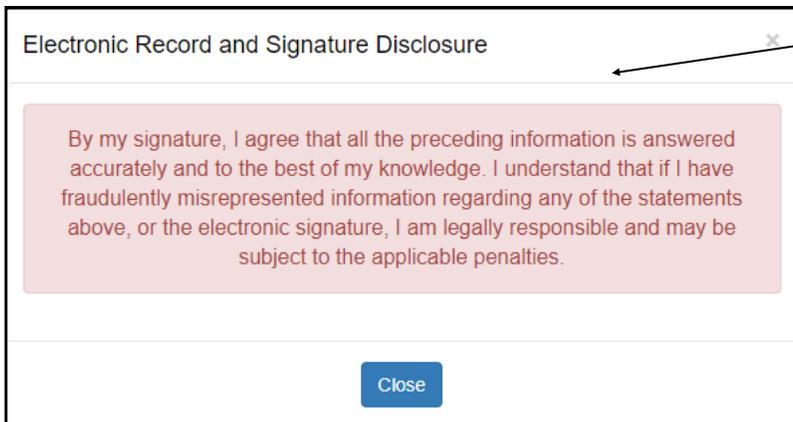


To begin, start with the ADMIN tab—> go to Site Info.

Then you can enter the legal statement for E-signatures.



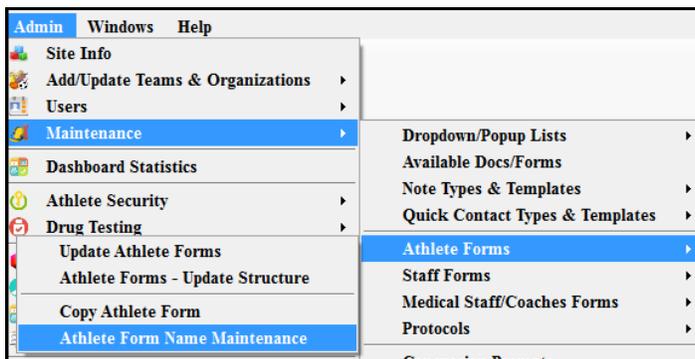
Clicking the underlined statement will show the above legal statement.



This is how the legal statement will appear on the athlete portal.

# ATS— Electronic Signature Setup and Usage

Once you set your legal statement, you need to go to the Admin tab—> Maintenance—> Athlete Forms—> Athlete Form Name Maintenance.



The ATH Sign and Parent Sign are how you get the signatures to appear on the athlete portal. There is a dropdown window, with **YES**, **NO**, **OPT**. This is the same for the parent column.

**Yes**= signature required prior to saving. **No**= signature not require prior to saving, **Opt**= signature is optional, will show on the screen but will save without a signature.

Form Name	Abbrev	Active	Sort	Ath Sign	Parent Sign	Vis Parent	Vis Athlete	Days	Active From	Active To	Last Used
Region Name(s)	Organization(s)		Team Name(s)			Gender(s)	Athlete Year(s)	< Age	Injury Form	Outcome	
COVID C 19 Athlete screening #...	COVID	<input checked="" type="checkbox"/>		0	Yes Opt	<input checked="" type="checkbox"/>	* Freshman, *	30			
12 College Sickle Cell with video ...	e3	<input checked="" type="checkbox"/>		0	No No	<input checked="" type="checkbox"/>	* Guest, * Sop...	0			
18 Concussion Symptom Diary	s	<input checked="" type="checkbox"/>		0	No No	<input checked="" type="checkbox"/>	* Sophomore, ...	0			
29 Medical Consent	MedCon	<input checked="" type="checkbox"/>		0	No No	<input checked="" type="checkbox"/>	* Junior, * Tra...	0	7/18/2021	7/19/2021	
Lower Extremity Functional Scale ...	Lower	<input checked="" type="checkbox"/>		0	No No	<input checked="" type="checkbox"/>	* Freshman, ...	0			7/20/2021
Mental Health Screening	MHS	<input checked="" type="checkbox"/>		0	No No	<input checked="" type="checkbox"/>	* Joe Tech Track, * Joe...	0			
NCAA Concuss Sheet with links (...)	NCAAConcu...	<input checked="" type="checkbox"/>		0	No No	<input checked="" type="checkbox"/>	* Guest Teams demo, * ...	0			
Pre Participation Health History	PPE	<input checked="" type="checkbox"/>		0	No No	<input checked="" type="checkbox"/>	* Freshman, ...	0			
Student-Athlete Authorization for ...	SA_INFO	<input checked="" type="checkbox"/>		0	Yes Opt	<input checked="" type="checkbox"/>	* Joe 11 East	30			

Please read the [Electronic Record and Signature Disclosure](#)

I agree to use electronic records and signatures. ?

**Athlete/Student Signature**

\* Signed By:  Sign

**Parent/Guardian Signature**

Signed By:  Sign

Save

Have them click the agree electronic records and signature box.

They enter their name, and hit sign. This is how the signature appears, time and date stamped.

Please read the [Electronic Record and Signature Disclosure](#)

I agree to use electronic records and signatures. ?

**Athlete/Student Signature**

\* Signed By:  Sign

**Parent/Guardian Signature**

Signed By:  Sign

Save

**Athlete/Student Signature**

Digitally Signed: 12/02/2020 4:22 PM

*Joe*

Signed By: Joe

**Parent/Guardian Signature**

Signed By:  Sign

Save

# ATS— Electronic Signature Setup and Usage

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There are a variety of reports you can run for the athlete forms. Below is an example of how the signature you capture, will look on one of the reports. It shows you the name, the name they typed in, as well as when the document was signed. It also, then puts your E-signature legal statement above the signature.

**Signed:**

By my signature, I agree that all the preceding information is answered accurately and to the best of my knowledge. I understand that if I have fraudulently misrepresented information regarding any of the statements above, or the electronic signature, I am legally responsible and may be subject to the applicable penalties.

Digitally Signed | 2/03/2020 2:16 AM

*Joe*

Signed By: Joe

If the parent signature is also required or is optional, it will also appear in the same way.