

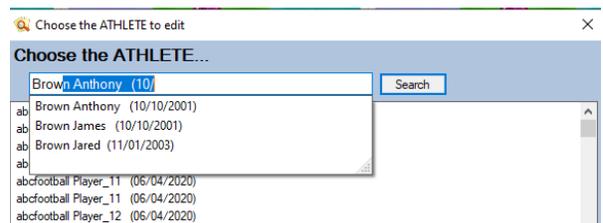
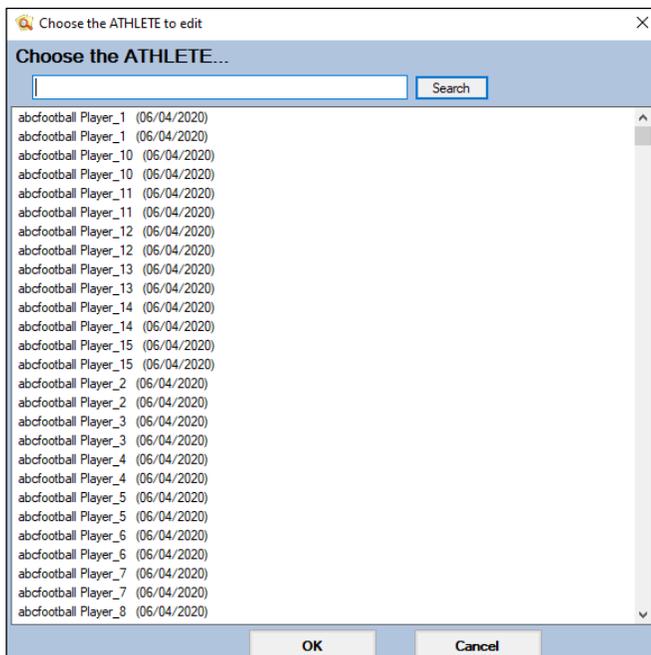
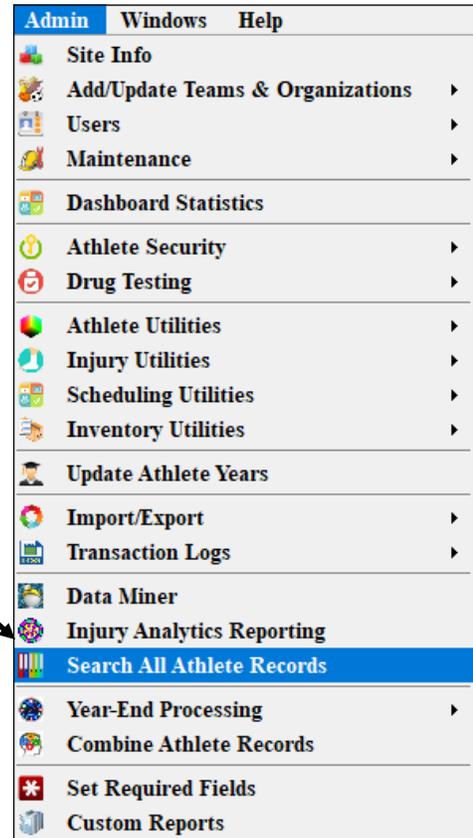
ATS - Recovering a Removed or Missing Athlete

This doc will assist in finding a “missing athlete”. You need to be an administrator or have admin privileges to perform this task.

This process may find an athlete that has not been found using the search options in the athletes drop down menu.

Go to admin—> Search All Athlete Records.

Once the search box loads type in the Athlete’s last name in the Search box.



First thing to check is to ensure only 1 record exists for the athlete in question. If you see multiple records (athlete name is in the list repeatedly) please combine the athlete records.

To see how to combine athlete records click [here](#).

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Once you find the athlete name, search athlete and open up their athlete profile. There are a few areas that may interfere with the athlete showing up in searches.

- 1) Be sure they have the correct and an active "Year", you don't want it to say purge, to be blank or to be listed as a year that is not active in your system.
- 2) Be sure they are on at least one team with the status of "Active". If you see all inactive or no team at all be sure to add them onto a team and make the status Active.

Athlete - Brown, Jared

Minor Archived Cleared to Play / / CL CTP Status: 0

Name: Jared (First) Brown (Last)
Nickname:
Phone: 999-867-5309 Year: **Purge**
Gender: Male DOB: 11/01/2003
Email: Age 17

Team/Sport/Event	Status	Position/Dis	As Of	CTP Date
Ashley U - South Men Mens Track	Inactive		05/29/2018	

Mark for review Paperwork Comp Cognitive Concuss Complete

General Injury * Medication Notes/Staff/Msg * Concuss Evals Medical History * Insurance * Emergency * eFiles/Docs/Dates * Additional Info Strength

Address/Other Additional Info Academic Eligibility

Custom Addr Name 1
Country:
Street:
C/S/Z:
Languages:

Custom Addr Name 2
Country: Phone:
Street:
C/S/Z:

Driver #: Scholarship
Passport #: Red Shirt
Alt ID: NCAA/HS Consent
 OTC Meds Allowed

Last Cognitive: / / CL
Last Physical: 06/06/2018 CL
Physical Expires: / / CL +365 +XXX
 Signature on File / / CL
Employed: Marital:

Change Photo
Password: *****
Last PW Chg: CL
05/29/2018

Communications
Twitter Handle:
Cell: Text #:

Race:
Ethnicity:

Kiosk: Portal: 03/06/2019 3:50 PM
Athlete ID: JBrown