Whether you are attempting to manually add your athletes, or the athletes are registering via the portal. If you or they see a message like the one below they already exist in the database.

The following steps, will help you find them, so you will not have to combine records because they were entered with a slight change.



Windows

Heli

The easiest way, and most useful way to find athletes that may be archived, inactive, purge listed, not assigned to a team or any combination of those is through the Search All Athlete Records.

2	Site Info											
8	Add/Update Teams & Organizations		🔍 Choose the ATHLETE to edit				×					
n	Users		Choose the ATHI ETE									
	Maintenance		Choose the ATTLETE									
87	Dashboard Statistics					Search						
Ô	Athlete Security		Allen Shannon (05/16/1999)				^					
Ø	Drug Testing		Balbaoa Rocky (07/20/1990)									
•	Athlata Utilitias	-	Barries Jessica (09/11/2000)									
7	Injury Utilities		Bateman Daniel (07/25/2000)									
	Schoduling Utilities		Beechum Claire (07/14/2020) Billingeley Dep (06/12/2001)									
	Inventory Utilities		Brown Barry (07/14/2000)									
	Inventory cunities	- /	Campbell Julius (09/15/2001)									
	Update Athlete Years	_ /	campus visit 8-10-20 Plaver 3 (08/10/202	(0)								
0	Import/Export		Clark Billy (05/19/1998)									
	Transaction Logs		Davis Crash (01/14/1998)									
1	Data Miner	- / -	Engelland Ashley (08/14/1999)									
<u></u>	Injury Analytics Reporting	X	Falco Shane (06/29/1997)									
	Search All Athlete Records	4	Franklin Clifford (11/25/2000)									
		-	Grant Kierra (04/14/2005)									
*	Year-End Processing		Gruff Nigel (09/19/1998)									
99	Combine Athlete Records	_	Hinson Dottie (05/25/2000)									
*	Set Required Fields		Hooch Mana (10/08/1998)									
1	Custom Reports		Seller Kit (06/26/2000)									
	/		Lal oosh Nuke (05/14/1999)									
			Miles Boobie (06/19/2000)									
			Murphy Doris (03/13/2000)									
			O'Riley Heather (06/14/2001)									
			Palledorous Michael (11/14/2000)									
			Porter Hamilton (04/15/1997)									
	/		Rodriguez Benny (04/19/2000)									
	/			OK		Connel						
	/			UK		Cancel						
	/											

You can search for the athlete using the search bar. Again, this will pull everyone that is in your database, so the list will be substantial. Search using the athletes last name. Once you find the athlete, select their name and it will open their profile.

If this entry of a duplicate athlete is needs to be deleted, an administrator will need to run the purge.

*** <u>Always view and verify your purge list prior to running the purge. This process is</u> <u>irreversible.</u>

ATS— Duplicate Athlete Error when trying to add

Once you open the athlete, you can see if they are archived, or inactive or another status. Correct this, save the changes and their profile will become "live" once more. They will also be able to login to the athlete portal. It is advisable to send them their password and ID.

uniele - Dav	is, Crash		1	_											
			- Archived	Clean	ed to Play 9/15	/2020 v CL	СТР	Status:	Cleared						
ne: Crash		Davis	·	Team/Sp	ort/Event		Statu	s 🔺	Position/Dis	As Of	CTP Dat				
	(First)	(MI) (Last)				2								
Nicknam	ne			loe Tech	Men Baseball		Waive	ed							
ne:	Ye	ar: Purge													
der: Male		. DOD: 1/14/	1000												
uer. Iviale	~	DOB: 17147													
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uries Moda	lities Rehabs	Limitations Sen	rice Referral FN	/ Evals	Evaluations Cost	Log									
	10.1		L	0.1	AUL 0. T .		1.0			1	Injuries				
ijury Date	Status	Body Part	Injury Type	Side	Americ Trainer	Heport Date	Docs	Defende	tion		Resolve				
1/16/2020	Current	N/A	Maintenance	N/A Diala	Joe Strecktus	10/0/2020		Default	Injury		Ticaulie				
/20/2020	Current	EIDOW	Unar nerve s	Right	Joe Strecktus	0/38/2020					New				
/20/2020	Current	lefectious Di	Other lefectie	NI/A	Joe Streckius	9/20/2020					Ditat				
/24/2020	Current	Abdomen	Abdominal Co	N/A	Joe Streckfus	7/29/2020					Print				
/29/2020	Current	Head/Face	Concussion	N/A	loe Streckfus	7/29/2020					Details				
/28/2020	Current	N/A	Maintenance	N/A	Joe Streckfus	7/28/2020		Default	lniury						
/27/2020	Current	Chest/Ribs	Chest Contusion	Left	Joe Streckfus	7/27/2020		Dorddar	ingery		Add				
/15/2020	Resolved	Shoulder/Cla	Anterior Sublu	Right	Joe Streckfus	7/15/2020									
											Show A				

When reactivating an athlete make sure you correct the necessary spots.

- 1. If they are archived, uncheck the archived box.
- 2. Make sure they are Active on at least one team.
- 3. Make sure to assign an appropriate year
- 4. Verify Name, DOB and other fields.

Duplicate Athlete Error on the Staff Portal:

If you get the error below manually trying to enter a new athlete on the portal, it will direct you to where that athlete exists in the system.

Enter AthleteAn athlete with this first name, last name, birthdate already exists for Joe Tech Men Baseball.

Searching for all athletes in the portal is different than doing the admin search in the Desktop.

Begin by going to the athlete tab, and go to search athletes. If they do not show up on Search All, do make sure to check the purge or import list and the not listed on a team list.

Name:		Team:	(All)	~		
	Use % for wildcard searches. Ex. smi% or %sand%					
Options:	Search Active Only					
	\bigcirc Search All (Active, Inactive, and Archived)					
	Search Archived Athletes Only					
	 Search Imported or Marked to be Purged (Team selection will be ignored for this option) 					
	 Search Athletes Not Listed on a Team (Team selection will be ignored for this option) 					
	Search	Reset				

Once you find your athlete, check the profile and ensure they are not archived, and they are not on the purge list in their year. Then go to the teams tab, and make sure they are active on the roster they need to be on.

Return to Athl	Return to Athletes Multi-Function Athlete - Adams, Leigh Ann																	
Athlete	Teams	Addr.	Other	Communi	cations	Addit. Info	o Acad. Eligibility N		Med Hist.	Injury*	Modality	odality Meds						
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Prefername	Prefema	me				~						~						
Phone	724-458-5289						Year	Se	enior		~							
Gender	Female			~		Return to Athletes Mulli-Function Athlete - Adams, Leigh Ann												
Email	XXXXXX					Athlete	Teams	Addr. O	ther Comm	unications	Addit. Info	Acad. E	ligibility	Med Hist.	Injury*	Modality	Meds	Rehab
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