E-File Printing

After you have entered files for the athlete, or if your athletes/emergency contacts are entering files to their profiles; you have the option to print those files. This doc will show you a few of the ways you can manage that information.

ATS allows you to print individual files for the athlete, or you can bulk print files for a team, or your organization.

In order to bulk print accurate information, make sure you have set your dropdown popup list, and tag your entries with the correct document type name. You should make different entries for different documents.

From the athlete profile:

Select the files you would like to print while in the athlete profile, once you have a check mark in the files you would like to print, click the print list button and select the appropriate printer or function you want.
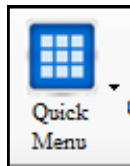
E-File Printing

Viewing and printing form the Quick Multi-Function:

Accessing eFiles from the quick multi-function allows you to quickly move from athlete to athlete and access the information you need more rapidly.

Quick Multi Function

Quick paperwork, accessed through the quick menu

Quick Menu

E-File Printing

Report Options:

ATS has many different report options, this will allow you the flexibility to print specific eFiles; and the ability to print that file for the options in the report menu.

E-File Printing

eFile Access in the Seasonal Update:

One of the other screens in ATS is the Seasonal Athlete Update, this screen allows you to manage many of the profile aspects of the athlete, as well as getting to the paperwork.