Limitations Table of Contents:

Setting up Athlete Limitations:

With the most recent update of ATS, you now have the ability to share limitations with your athletes in two ways. These are not automatically enabled. This will not affect the limitations as you have been using them.

1. You are able to turn on the Limitations Icon on the athletes portal and allow them to view their limitations there.

2. You can send email reminders to the athletes, similar to the way coaches get emails, to help reinforce what was communicated to them in person as well as what the coaches are being told about their participation status.

Athlete Portal:

Enable Limitations for Athletes to View:

To enable athletes to view their limitations from their athlete portal/phone, you need to go to Admin—> Site Info—> Modules—> then the Athlete Portal section under the Module Functions. If you want them to be see their limitations online, put a check mark beside the Athlete Portal— Limitation function.

Enabling Athlete Limitation E-Mail Reminders:

Separate from enabling the Athlete Portal notification, you are able to enable E-mail reminders for athletes. This can be done in two ways, on demand or through a nightly process.

The first step to enable Limitation e-mails, you need to go to Admin—> Site Info—> Modules—> General under the module functions. Put a check mark beside the Limitation Reminders.
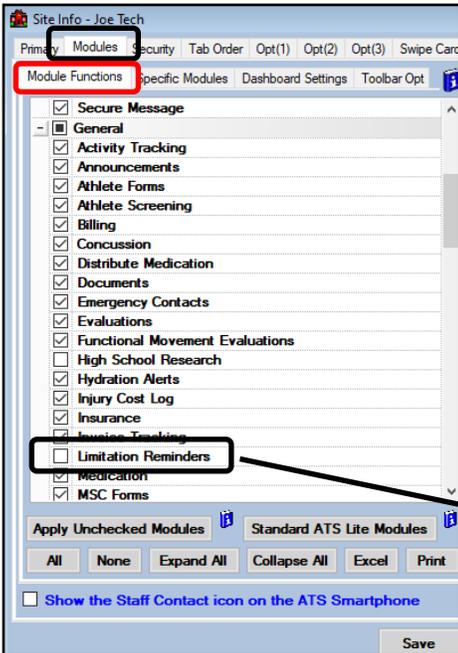
The Second Step in enabling the Limitations e-mails is to go to your users, select the module tab, then give them Read/Write access to the Limitation Reminder module.
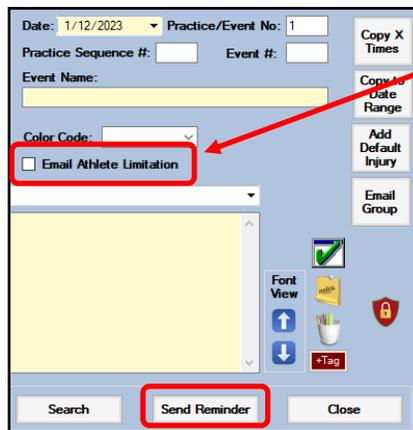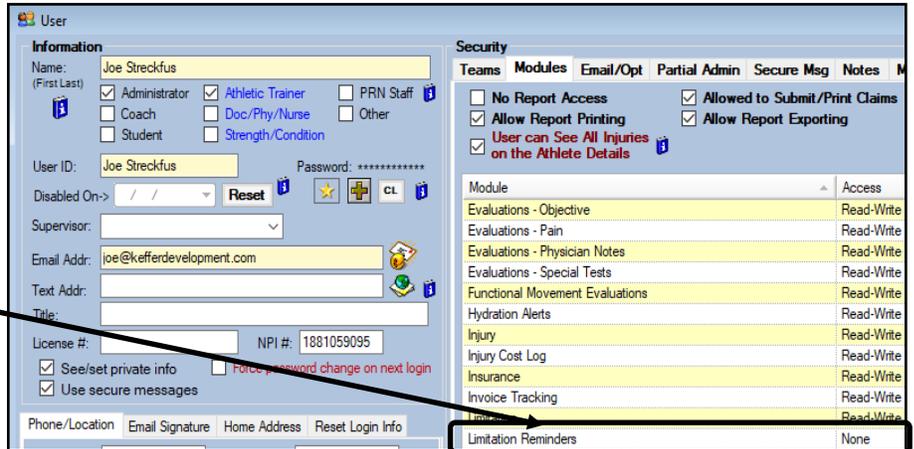
Access to the Limitation Modules in the user profile, will enable the options within the Limitation Screen(s) to allow you to email the athlete the limitation and to send the reminder.

There is also a way to manually run the daily reminders; jump to page 9 for more information on that process.

Setting up Nightly Limitation Reminders:

In addition to showing limitation on the athlete portal, or sending reminders to them from the limitation screen, you have the ability to set up Nightly Reminders (batch process). This will run during the overnight hours, and deliver emails to the athletes.

To set up the Nightly Reminders, you need to go to Admin—> Site Info—> Opt(3)—> select Limitation Config from the row of tabs in Opt(3).

Reminder Subject: Allows you to provide a unique subject line for the reminder being sent.

To enable the **Nightly Reminders:** Put a check mark beside the "Enable Nightly Batch Process".

Components of the reminder:

You are able to chose which components of the limitation you want to include (checked) or exclude (un-checked).

The default options are shown on the screen to the right.

Include an **email address** to receive an email after the completion of the nightly process.

Entering Limitations:

The Limitations screen in ATS allows you to enter and communicate practice and/or game limitations. Using Limitations, allows you to now communicate the limitation with your athletes, and the coaches.

For limitations to show up on coaches reports, on the athlete portal, or to be included in the nightly emails; they do need to be entered for each day. This can be done manually, or via one of the many copy functions.

*** Status of the injury is not used to indicate the limitation status. This is to classify the injury as current (open) or resolve (closed)***
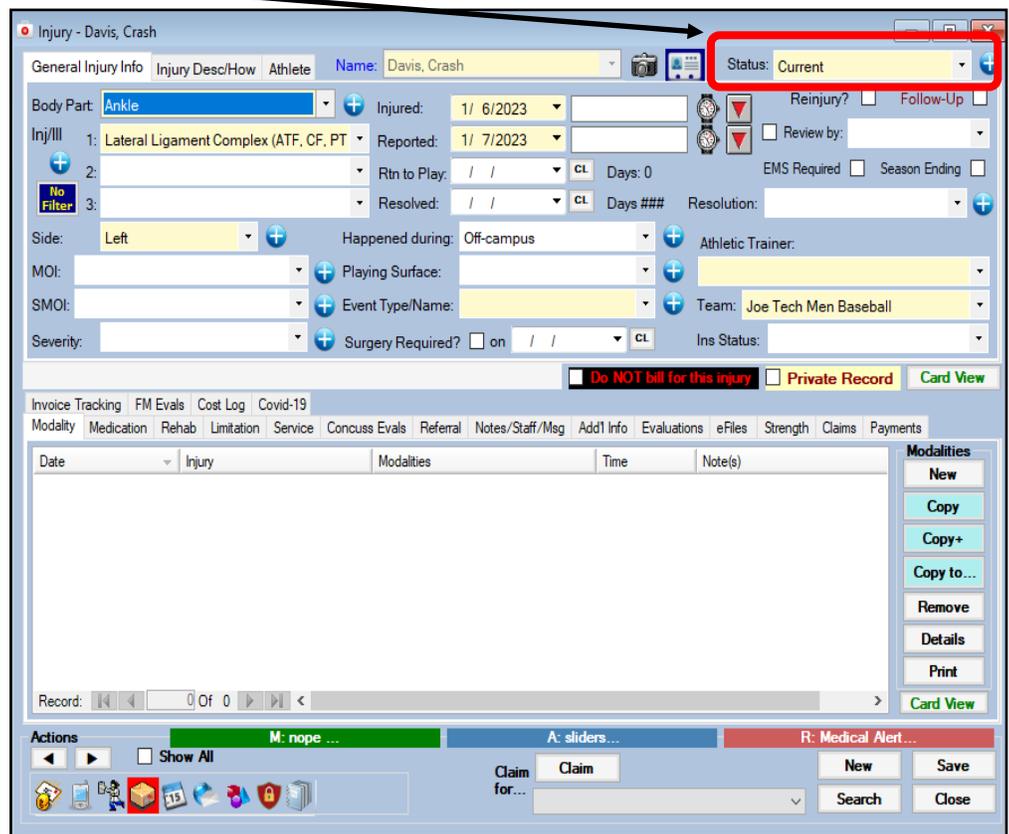
Adding a Limitation:

In the ATS Desktop, there are several different ways to add a limitation. This document will highlight several of those; as always, utilize the data entry method that works best for you. Basic requirements are: Athlete Name, Date, Injury, Team and Type of Limitation. Optional fields/could be required by your system admin are: Practice/Event No, Practice Sequence #, Event #, Game Status, Color Code, Missed Game, Missed Event, None check off boxes, Note Type and Comments.

Add a Limitation from Athlete Injury Screen:

From the injury screen, you are able to add a limitation for that specific injury. While on the injury screen, select the Limitation Tab.
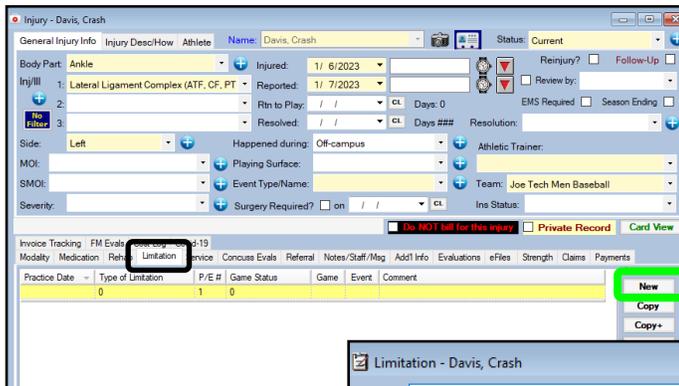

After selecting the limitation tab, click New on the vertical tabs to enter your limitation.

Enter the required information, as set by your system administrator. Your screen may look some different that the one here.
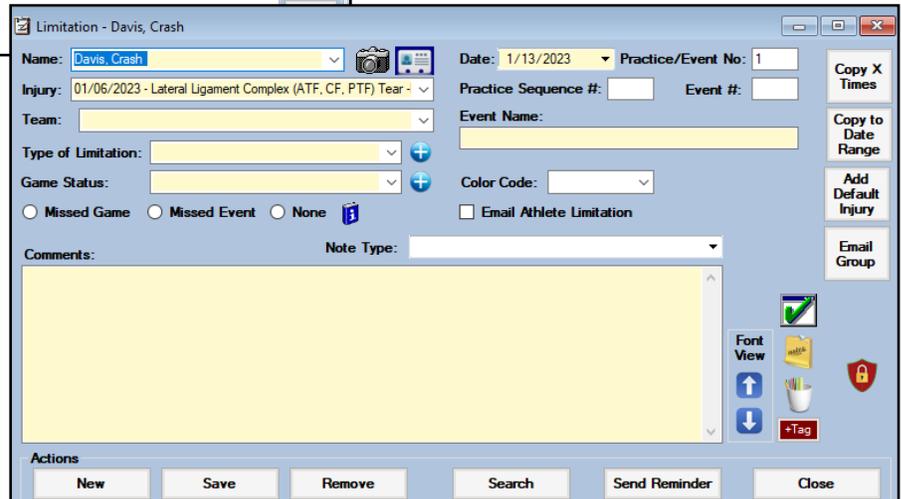
If you want to send the reminder of the limitation to the athlete, you need to put a check mark in the Email Athlete Limitation box
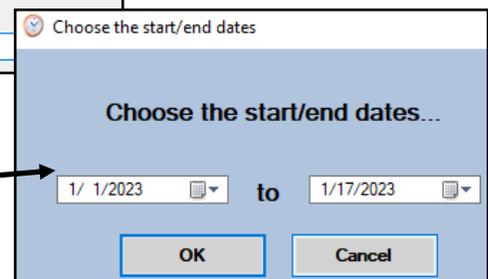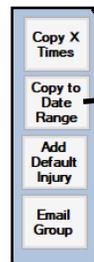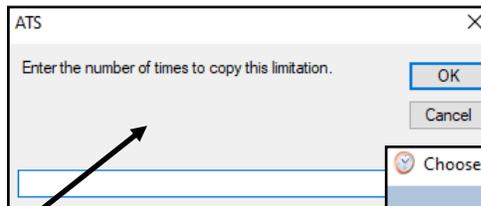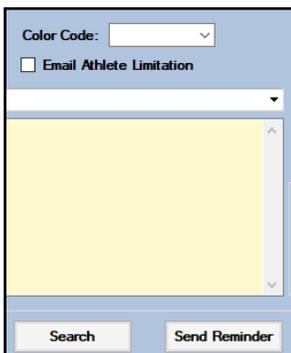
Utilize the copy buttons to copy the limitation for the athlete. You can utilize the *Copy X Times* or *Copy to Date Range* buttons. If there is not an injury, you can *Add a Default (maintenance) injury* or *Email the Group the athlete is tied to (coaches).*

Add a Limitation from Athlete Limitation Menu:

If you don't want to go through the athlete profile, you are able to add a limitation from the limitation menu. There are other options there as well.

To add a limitation, select the limitation menu, and then add limitation. Select the athlete from the list
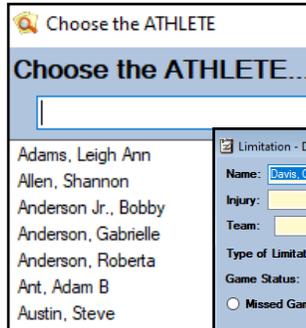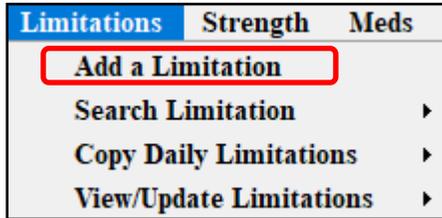
Complete the limitation information on the screen that shows for the athlete selected. You also can use any of the copy or email features.
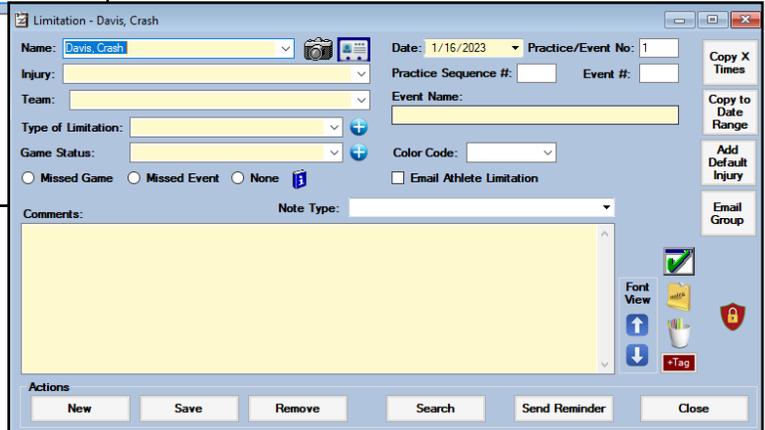
Searching for Limitations:

The Search Limitations allows you to look for limitations by athletes, injuries and others.
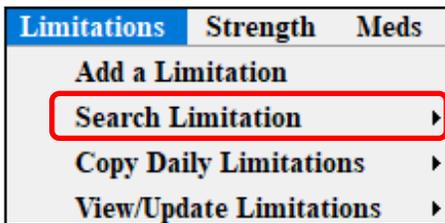
Depending on the selection you make, you will see a screen with the information you selected.

Limitation Menu Continued:

Copying Daily Limitations:

Using the Limitation menu, it gives you the option of many Limitation Copy features.

The copy features allow you to copy for an athlete, your team, for the day (everyone in the database you have access), or any of the other options in the menu.

The copy features, for day, session/practice, session/practice/day will copy any limitation for teams/atheltes you have access for. If you have access to all teams in your organization those limitations will be copied for everyone.
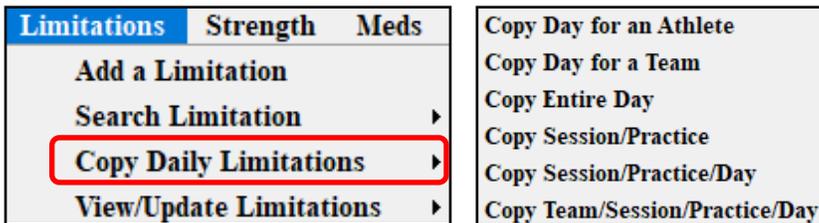
View/Update Limitations:

View/Update Limitations allows you the ability to see all of the limitations for the team you selected, or for the date you select. This will display the limitations, that you have team access for.
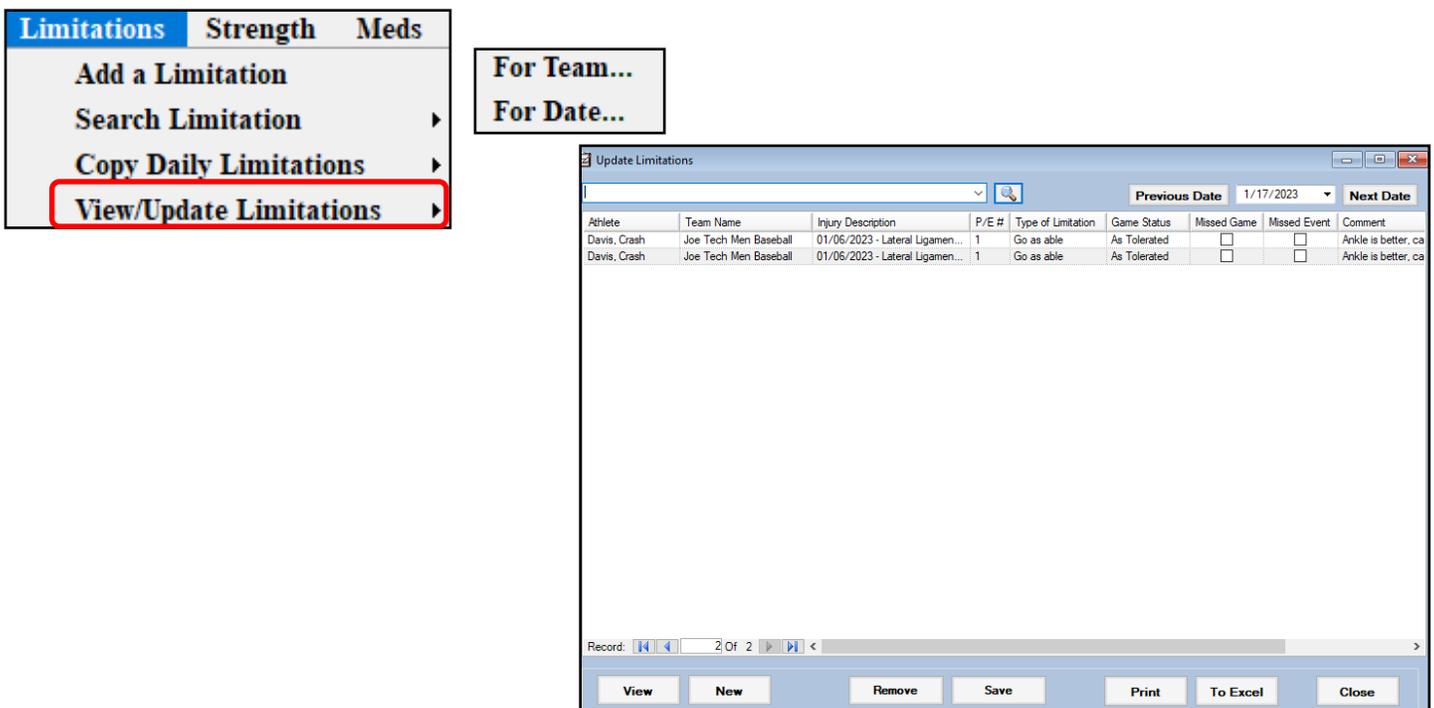
Limitation Menu Ctd:

Sending Limitation Reminders

If you have set up your database to send reminders to athletes based, either the automated email or the nightly reminders, from pages 2,3,4 you are able to use the Limitation Menu to send those reminders, or send them the reminder again.
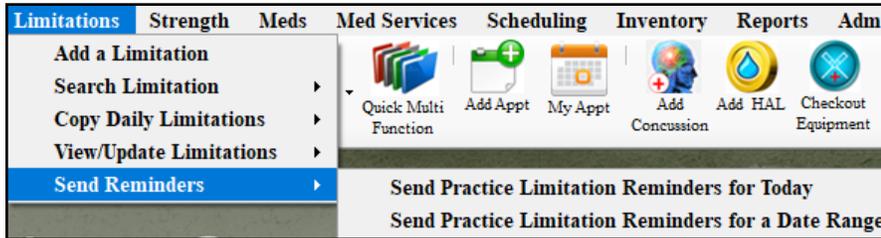
You have two options to send Limitations, for the day (if they have been copied to the present day), or you can select a date range to send limitation reminders for.

Entering Limitations on the Daily Information Screen:

The Daily Information Screen, does allow for expedited data entry, it also allows you the ability to enter limitations as you are entering your other notes for your athletes. For more information on the Daily Information Screen, please review the Daily Information doc

To access the Daily Information Screen click on the Icon [Daily Information icon] or go through the File Menu.
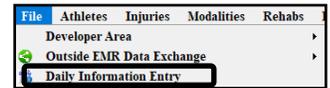
On the Daily Information Screen, select the athlete with the injury, and then select the limitation tab. You are then able to enter the information on the limitation.
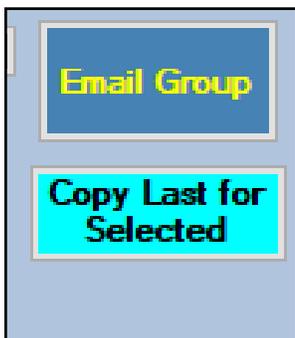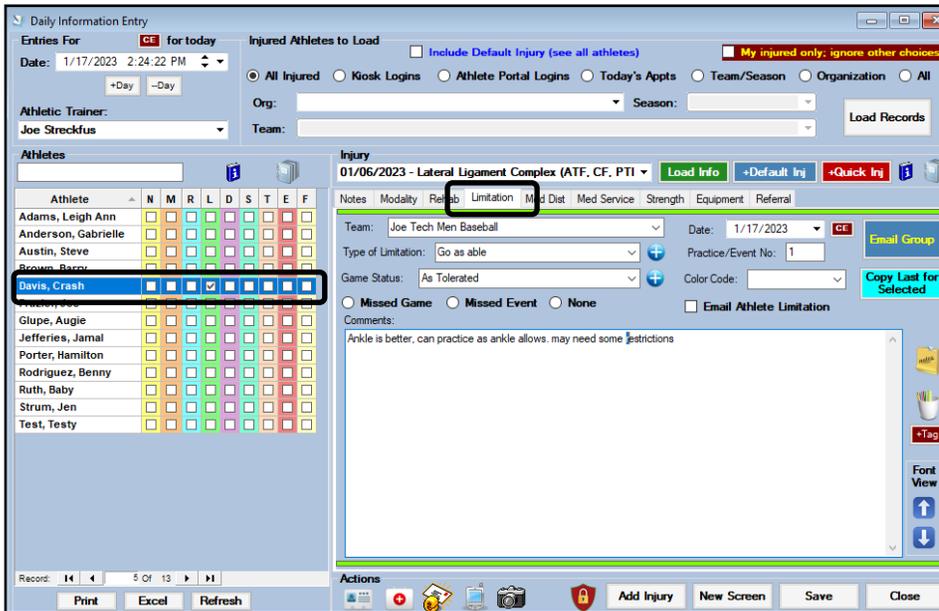
The Email Group button allows you to notify the group the athlete is a part of, coaching staff or anyone else associated.

Copy Last for Selected, allows you to copy the last enter Limitation that was entered for the injury, from the previous day to the current day.

There are several limitation report options available under the Reports menu.

Go to Reports—> # Limitation Reports—>see several options to choose from. You have the option of emailing these reports from the report viewer to other users/coaches.

Reports	Admin	Windows	Help
1. Team Reports			
2. Athlete Reports			

9. Limitation Reports	▶	1. Limitations for an Injury ▶
10. Service Reports	▶	2. Coaches Daily Limitations ▶
11. Concussion Eval Reports	▶	3. Coaches Daily Limitations & Injuries ▶
12. Referral Reports	▶	4. Games/Events/Other Missed ▶
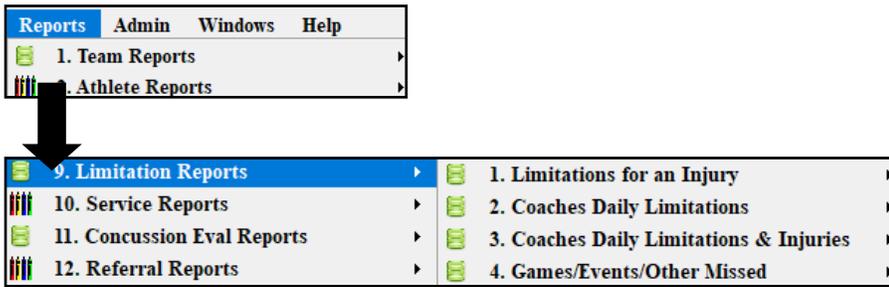
Use the icons at the top of the report viewer to interact with the report. The first icon the letter is the email function so you are able to email that limitation report from the viewer. Or you can utilize the tool bar at the bottom (black/yellow) to interact with the report.

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Your coaches also have the option of accessing and running a limitation report on their own in the Coaches Reports menu options. You also have the option of setting up a daily/nightly batch report to go to coaches. Review the help doc for Batch Reports, to learn more and to set up.

Reports	Admin	Windows	Help	
1. Team Reports	▶			
2. Athlete Reports	▶			
3. Coaches Reports	▶	1. Team Roster		
		2. Team Phone Numbers & Emails		
4. Injury Reports	▶	3. Team Details Information		
5. Rehab Reports	▶	4. Daily Limitation Reports	▶	
6. Modality Reports	▶	5. Daily Limitation & Injuries Reports	▶	
7. Combo Reports	▶	6. Paperwork List		
8. Strength & Conditioning Reports	▶	7. Cleared to Play List		
9. Limitation Reports	▶	8. Academic Eligible List		
10. Service Reports	▶	9. Coach Team Roster	▶	