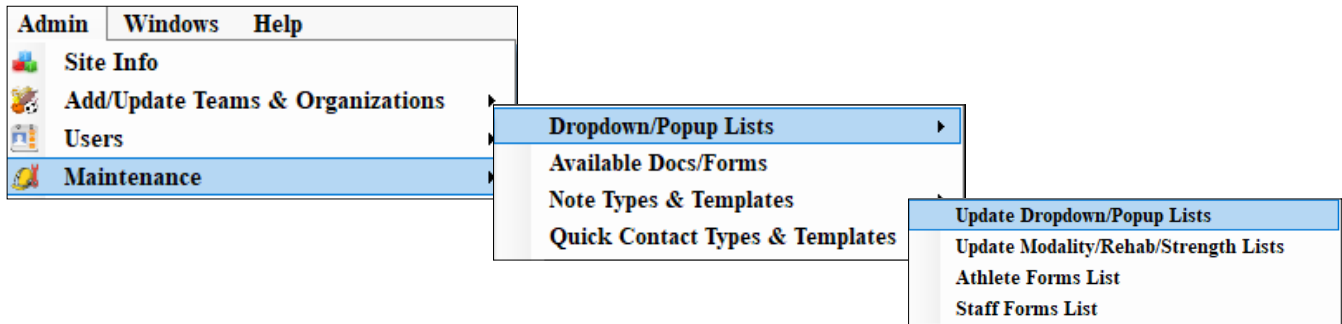


ATS: Linking Athlete Forms to the Paperwork List

To connect your forms to the Paperwork list you will first need to establish Paperwork list in the dropdown/pop up list area. Go to admin—> maintenance—>dropdown/pop up list—> Update dropdown/popup lists. When the Popup Area Maintenance box loads find Paperwork in the drop down menu.



Paperwork items may be linked to the athlete forms so they are “auto-checked” when an athlete submits/completes the form.

Popup Area Maintenance

Popup Area: Paperwork

Description	Abbrev	Sort	Active	Last Used	eFile Type	Form X-Walk
Physical Form	Phy	0	<input checked="" type="checkbox"/>		Form	
Previous Injury History	Previnj	0	<input checked="" type="checkbox"/>		0	* Previous Injury History
Physical Form	Physical	1	<input type="checkbox"/>		0	* Menlo Form
Insurance Form	Insure	2	<input type="checkbox"/>		0	
Pre-Participation	PPE	3	<input checked="" type="checkbox"/>		0	* North 50 State AthleteParent PPE H Form,* South Athlete Parent PPE Histo
Health Habits	HHS	4	<input checked="" type="checkbox"/>		0	
Football Helmet Warning	FHW	5	<input type="checkbox"/>		0	* Football Helmet Warning - Example
PNC NAIA fom	PNCNAIA	7	<input type="checkbox"/>		0	* ImPact Consent
Other Health	OHF	8	<input checked="" type="checkbox"/>		0	* SouthSample Question 2, * East Sample Question 3
Fomula Fom	FomulaFm	9	<input type="checkbox"/>		0	
Fomula Fom 2	FomulaFm2	10	<input type="checkbox"/>		0	
Fomula Fom 3	FomulaFm3	11	<input type="checkbox"/>		0	
NCAA Concussion Review	NCAA CR	12	<input checked="" type="checkbox"/>		0	* NCAA Concussion Fact Sheet for Stu Athletes 2017, * PIAA (3) Student Parent Understandi of Concussion and Traumatic Brain Inj * TEXAS CONCUSSION ACKNOWLEDGEMENT FORM
Return Soph Fom	RSF	14	<input type="checkbox"/>		0	* Return Athlete Health Historv Fom

Record: 1 Of 21

DO NOT use single or double quotes in your "Description" or "Abbrev" areas. This may lead to issues in reports and making choices.

Remove Copy Save Print To Excel Close

ATS: Linking Athlete Forms to the Paperwork List

Fill in the Description area: this is what will show up in the Paperwork List tab area and reports.

Enter an abbreviation.

Enter the Sort number that you want the forms to be listed in (all 0's or 1's will sort this alphabetically).

Description	Abbrev	Sort	Active	Last Used	eFile Type	Form X-Walk
Ankle/Foot	FT	0	<input type="checkbox"/>		0	
Ashley U Questionnaire	ASUQ	0	<input checked="" type="checkbox"/>		0	* Ashley U Questionnaire
Certification	Cert	0	<input checked="" type="checkbox"/>		Certification	* Concussion symptoms, * ImPact Consent, * PayPal Payment
Physical Form	Phy	0	<input checked="" type="checkbox"/>		Form	
Previous Injury History	Previnj	0	<input checked="" type="checkbox"/>		0	* Previous Injury History
Physical Form	Physical	1	<input type="checkbox"/>		0	* Menlo Form
Insurance Form	Insure	2	<input type="checkbox"/>		0	
Pre-Participation	PPE	3	<input checked="" type="checkbox"/>		0	* North 50 State AthleteParent PPE H Form,* South Athlete Parent PPE Histo

The last used date is used in conjunction with making a form inactive. Leave this area blank unless you are no longer using this form.

The eFile type area is used to link PDF and other eFile type documents to your paperwork list. THIS IS NOT relevant for the electronically sign able forms you created. If you would like to know more about linking eFiles to the paperwork list click [here](#)

ATS: Linking Athlete Forms to the Paperwork List

You must complete the form X-Walk, if you want it to automatically check off. If you are going to be manually checking the entry off in the paperwork list, you do not have to crosswalk that particular entry. You have the ability to link one or several forms to a specific paperwork topic. For example if you have a new athlete PPE and a Returning Athlete PPE you can link both forms to the Pre Participation area. Doing this allows for either form to check off the appropriate paperwork entry. This is also applicable if you are a large outreach program and have different physical papers for each school.

Description	Abbrev	Sort	Active	Last Used	eFile Type	Form X-Walk
Ankle/Foot	FT	0	<input type="checkbox"/>		0	
Ashley U Questionnaire	ASUQ	0	<input checked="" type="checkbox"/>		0	* Ashley U Questionnaire
Certification	Cert	0	<input checked="" type="checkbox"/>		Certification	* Concussion symptoms, * ImPact Consent, * PayPal Payment
Physical Form	Phy	0	<input checked="" type="checkbox"/>		Fom	
Previous Injury History	Previnj	0	<input checked="" type="checkbox"/>		0	* Previous Injury History
Physical Form	Physical	1	<input type="checkbox"/>		0	* Menlo Form
Insurance Fom	Insure	2	<input type="checkbox"/>		0	
Pre-Participation	PPE	3	<input checked="" type="checkbox"/>		0	* North 50 State AthleteParent PPE History Form, * South Athlete Parent PPE History Form
Health Habits	HHS	4	<input checked="" type="checkbox"/>		0	
Football Helmet Waming	FHW	5	<input type="checkbox"/>		0	* Football Helmet Waming - Example
PNC NAIA fom	PNCNAIA	7	<input type="checkbox"/>		0	* ImPact Consent
Other Health	OHF	8	<input checked="" type="checkbox"/>		0	* SouthSample Question 2, * East Sample Question 3
Fomula Fom	FomulaFm	9	<input type="checkbox"/>		0	
Fomula Fom 2	FomulaFm2	10	<input type="checkbox"/>		0	
Fomula Fom 3	FomulaFm3	11	<input type="checkbox"/>		0	

Record: 1 Of 21

DO NOT use single or double quotes in your "Description" or "Abbrev" areas. This may lead to issues in reports and making choices.

Remove Copy Save Print To Excel Close

Click on the (...)button, this will load a list of the forms currently available/ active in your database. Select the form(s) that apply from this list.

****to select more than one use ctrl and click***

Choose the form(s)...

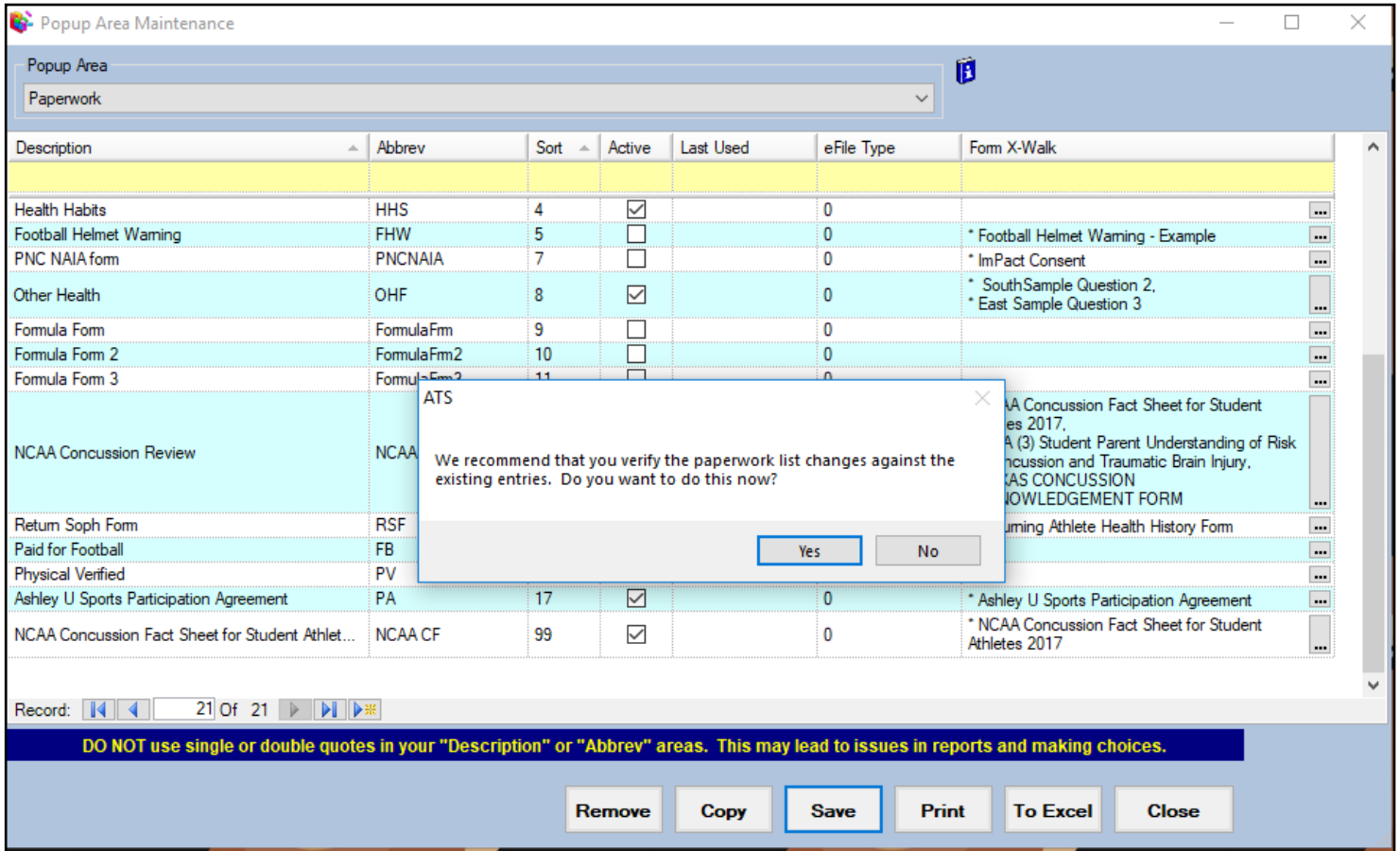
Search

- East PIAA (1) Personal and Emergency Information
- North 50 State AthleteParent PPE History Form
- Concussion Self-Eval
- Concussion symptoms
- Fill In Question Sample
- First Agency Authorization
- Health Habits Questionnaire
- ImPact Consent
- International Knee Documentation Committee
- Lower Extremity Functional Scale
- Menlo Form
- NCAA Concussion Fact Sheet for Student Athletes 2017
- PayPal Payment
- PHQ-9
- PIAA (2) Certification Of Parent Guardian
- PIAA (3) Student Parent Understanding of Risk of Concussion and Traumatic ...
- PIAA (4) Understanding of Sudden Cardiac Arrest Symptoms and Warning Signs
- PIAA (5) Health History
- PIAA (7) Recertification by Parent or Guardian
- Previous Injury History
- Sample - All Questions
- South Athlete Parent PPE History Form
- Texas Anabolic Steroid Use and Random Steroid Testing
- TEXAS CONCUSSION ACKNOWLEDGEMENT FORM
- Texas Concussion Acknowledgement Form
- Texas CONSENT FOR ImFACT
- Texas SUDDEN CARDIAC ARREST AWARENESS FORM

All Selections OK Cancel

ATS: Linking Athlete Forms to the Paperwork List

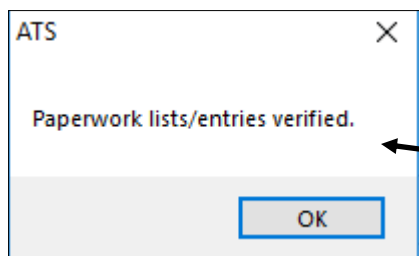
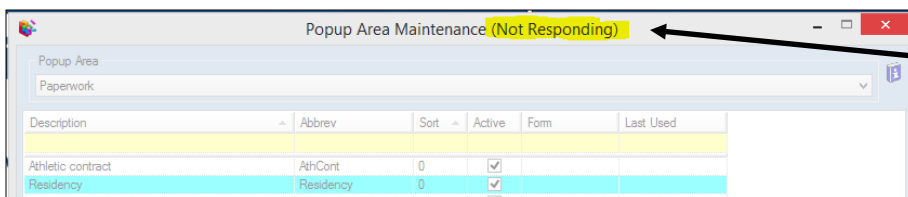
Be sure to click save when you are finished. You will then be asked if you want to run the Paperwork Verify utility. You should say yes to this question once the list is complete. *** This process may take a long time depending on your athlete count and connection speed. BE SURE TO LET IT FINISH. Even if ATS says "NOT RESPONDING", DO NOT interrupt this process.** It is advisable to do this when you do not need the system, during practice or at the end of the day.



The screenshot shows the 'Popup Area Maintenance' application window. The 'Paperwork' dropdown is selected. A table lists various forms with columns for Description, Abbrev, Sort, Active, Last Used, eFile Type, and Form X-Walk. A dialog box titled 'ATS' is overlaid on the table, asking: 'We recommend that you verify the paperwork list changes against the existing entries. Do you want to do this now?' with 'Yes' and 'No' buttons. Below the table, a status bar indicates 'Record: 21 Of 21'. At the bottom, a blue banner reads: 'DO NOT use single or double quotes in your "Description" or "Abbrev" areas. This may lead to issues in reports and making choices.' Buttons for 'Remove', 'Copy', 'Save', 'Print', 'To Excel', and 'Close' are visible at the bottom.

Description	Abbrev	Sort	Active	Last Used	eFile Type	Form X-Walk
Health Habits	HHS	4	<input checked="" type="checkbox"/>		0	
Football Helmet Warning	FHW	5	<input type="checkbox"/>		0	* Football Helmet Warning - Example
PNC NAIA form	PNCNAIA	7	<input type="checkbox"/>		0	* ImPact Consent
Other Health	OHF	8	<input checked="" type="checkbox"/>		0	* SouthSample Question 2, * East Sample Question 3
Fomula Fom	FomulaFm	9	<input type="checkbox"/>		0	
Fomula Fom 2	FomulaFm2	10	<input type="checkbox"/>		0	
Fomula Fom 3	FomulaFm3	11	<input type="checkbox"/>		0	
NCAA Concussion Review	NCAA					NCAA Concussion Fact Sheet for Student Athletes 2017, NCAA (3) Student Parent Understanding of Risk of Concussion and Traumatic Brain Injury, CONCUSSION KNOWLEDGEMENT FORM
Return Soph Fom	RSF					Returning Athlete Health History Form
Paid for Football	FB					
Physical Verified	PV					
Ashley U Sports Participation Agreement	PA	17	<input checked="" type="checkbox"/>		0	* Ashley U Sports Participation Agreement
NCAA Concussion Fact Sheet for Student Athlet...	NCAA CF	99	<input checked="" type="checkbox"/>		0	* NCAA Concussion Fact Sheet for Student Athletes 2017

REMEMBER— Ignore this! This is a windows prompt because your PC and database are VERY busy.

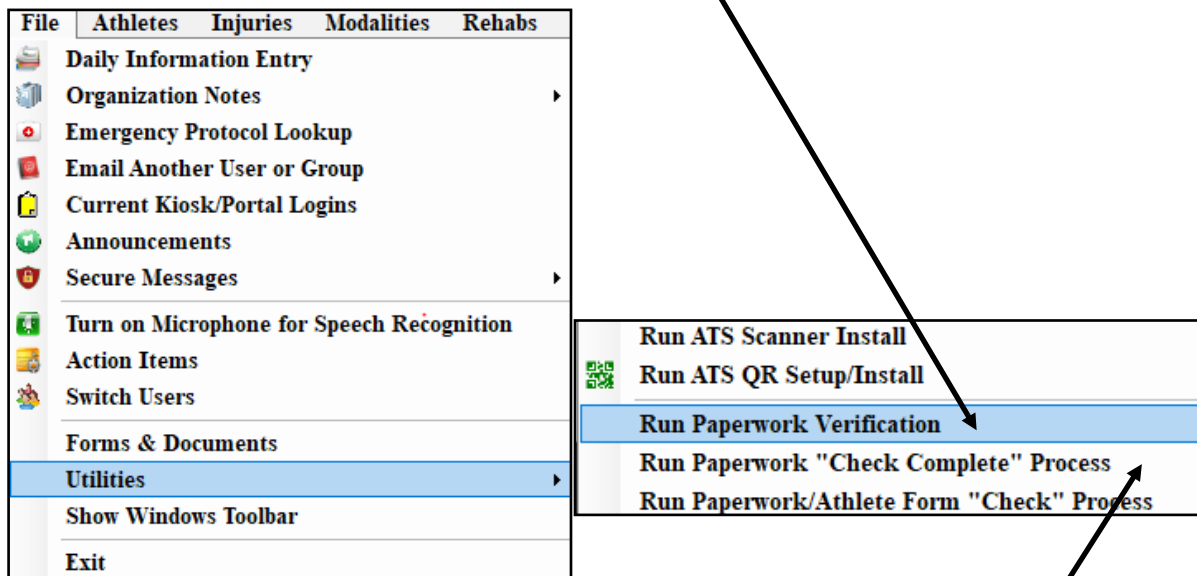


You will see this notification when the process is complete.

ATS: Linking Athlete Forms to the Paperwork List

If you forget to run this verify, if you said no to the prompt, if you see symptoms of it not being completed, or run incorrectly (Each athletes record does not show the correct forms, forms are not auto-checking, or form reports are not correct.) or you did not have time to run this task mid day, etc..... You can run this process manually as shown below.

Go to File—>Utilities—>Run Paperwork Verification.



Verification— builds the paperwork list in the athlete profile, and check them off when completed.

Check Complete— will check off the paperwork complete flag in the athlete profile.

Check process— will go "Back In Time" looking for submitted paperwork and then check it off.

If you want the paperwork complete box to check off when all the paperwork is finished, please run the Check Complete Process after the verification.

