ATS— Family Communications Center (FCC) Parent Intro/Overview

This ATS help doc is designed to give your emergency contacts an introduction on how they can register in the ATS system to register and/or update registration information for their athletes.

There are two methods discussed; new registrations for the contact and athletes; new registrations only for existing athletes.

Option 1:

- Enter the ID & password provided to you by the medical staff at your school.

- Follow the option 1 info on the following pages.

Option 2:

- Enter "**new**" ID & "**new**" for the password.

- Follow the option 2 info on the following pages.

Option 1:
Login provided for existing athlete registrations:

When you see the login screen shown here enter the login & password given to you by the medical staff at your school.
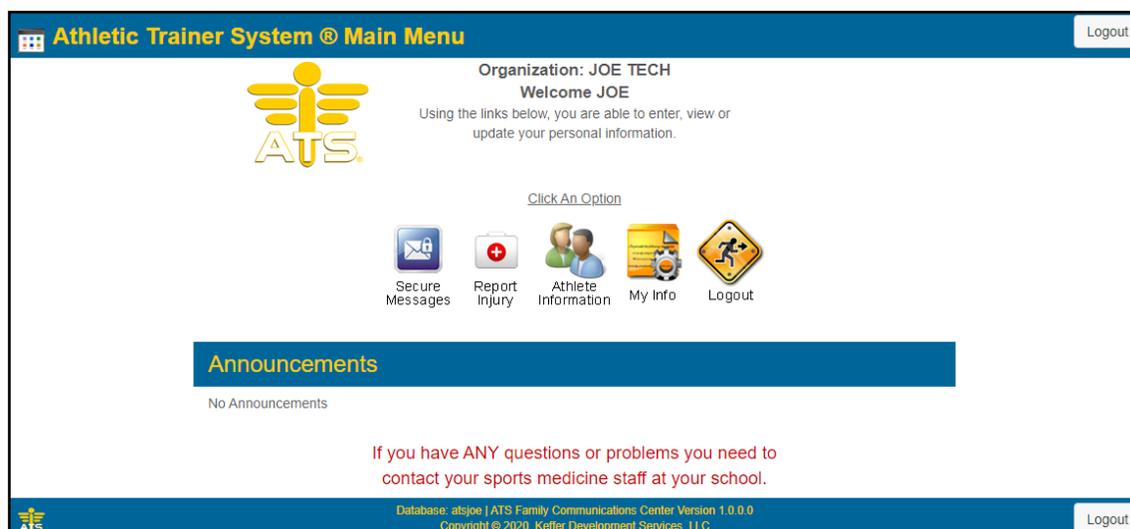
After your successful login you have the options shown here. More details are shown on the following pages.

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Use the screen shown above to view or reply to any secure messages sent to you by the medical staff. Clicking the "Send New Message" allows you create a secure message to be sent to the athletic training department.

Use the screen shown report an injury for your athlete. Once saved a notice will be sent to the medical staff.
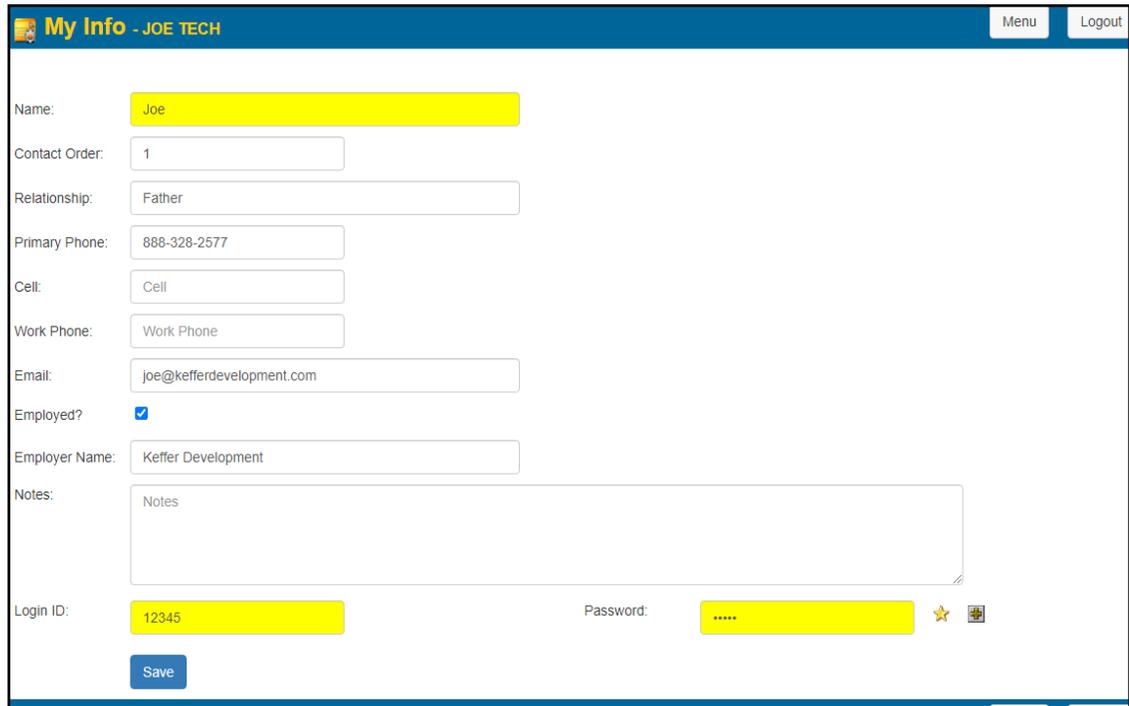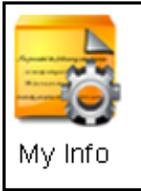
The screen above allows you to add or update your personal information as the parent or guardian. Updating information here will change it for all of the athletes tied to your account.

Clicking on this icon will display the choices shown below. From here you can update an existing athlete or add a new athlete. In either case you will be taken to the athlete portal where the applicable info may be entered and/or updated.

Using the add athlete tab will open a new screen, shown. Tabs that have the * are required, and any field that is yellow is a required field. They must be completed prior to saving.

...If you are updating an athlete's information you will see this screen...

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Option 2:
New registration for contact and athlete(s)

Add New Athlete   **Refresh**

Select an Athlete

Test, Testy

Athlete Information - JOE TECH   **Logout**

General | Screen/Tests | Insurance * | Contact * | eFiles

Light Yellow colored items are required to be filled out.

Select Organization:

Select Team 1:

Select Team 2:

Select Team 3:

Name   (First)   (Middle)   (Last)

Nickname

Gender   DOB

Phone   Cell

Email   SSN #

Text Address   Cell Phone Carrier Domain Info
(1234567890@domain.com)

Twitter Tag

Address

City   State/Province

Zip Code   Country

Additional Address

City   State/Province

Zip Code   Country

Student ID number   Upload Athlete Photo

If you are adding a new athlete you will see the screen shown here. The FCC serves a direct link to the athlete demographic page.

Change Password   ✕

Step 1 is complete.
- If your son/daughter is already in the school's database click "Done" and contact the medical staff to link them to your registration.
- If your son/daughter needs to be registered click "Add Athlete", enter his/her registration information, then return here and click the "Refresh" button.

Add Athlete   **Refresh**   **Done**

For the Medical Staff:

If you are asked to "link" an athletes information to an existing emergency contact...or newly registered family member this is done via the Athlete Details screen in the ATS Desktop. For more information/full details on the linking process, please review the FCC Admin Guide.

Follow these steps:

1. Load the applicable athlete by whatever search method you want to use…and click on the "Emergency" tab.
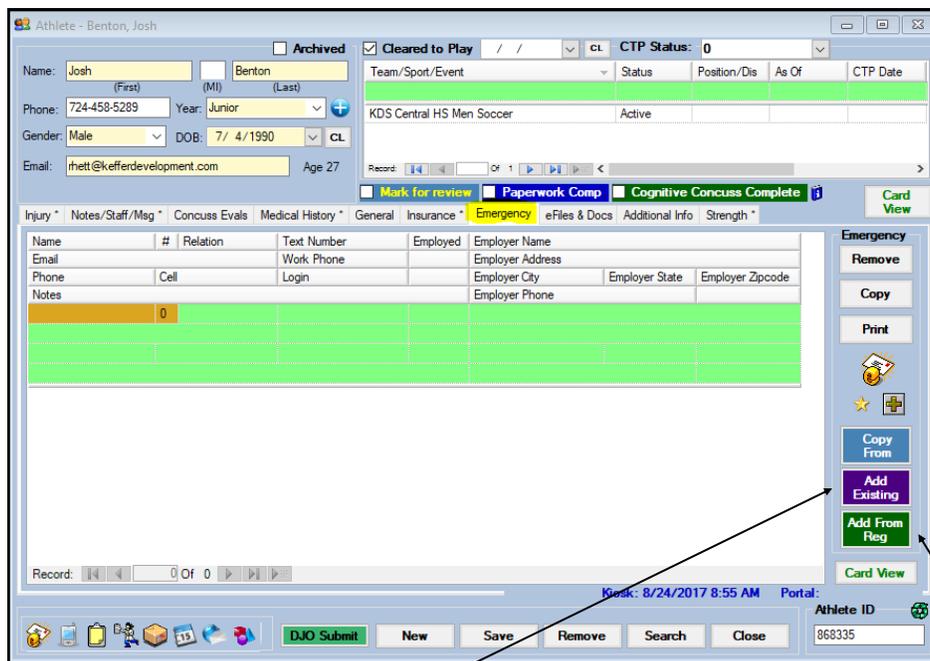
2a. If you are "linking" an existing emergency contact click the purple "Add Existing" button.

2b. If you are "linking" a new contact registration click the green "Add From Reg" button.
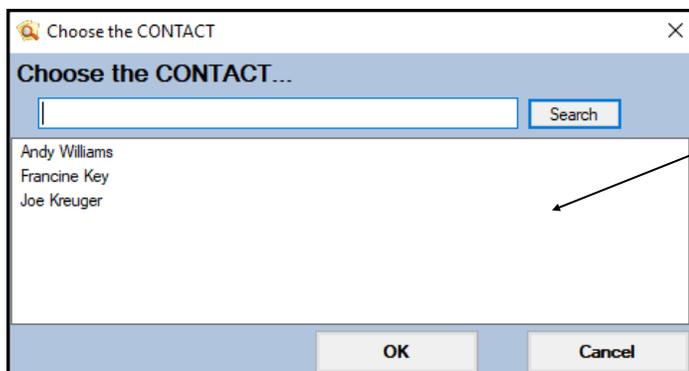
3. Choose the applicable contact(s). They will be linked when the athlete info is saved.