

## ATS - Group Email Notice Overview

In some organizations there is a need to send notices to a group of people when an injury is entered. The process outlined in this document shows how this may be accomplished using our ATS Software.

Step 1 is to turn on the group email option under the \Admin\Site Info screen—Option (1) tab.

Turn on the function and then select the type of entries that will trigger a group email notification: Injury Entry, Limitation Entry, Note Entry.

The screenshot shows the 'Site Info - Ashley U' configuration window. The 'Opt(1)' tab is selected and circled. The 'Email/Message Options' section is circled, showing the following settings:

- Use auto-email for group notices (limitation/injury/note)
- Use delayed delivery for secure messages

Your staff email address to use for sending (The "From" email address):

Email preface from your school/org for encryption:

Note: All emails generated "to staff" from athlete entries are controlled by the "Notification..." list on the \Admin\Teams area.

The 'Staff Notices' section is also circled, showing the following settings:

- Enable injury Auto-email
- Enable limitation Auto-email
- Enable note Auto-email

Buttons for 'Save' and 'Close' are visible at the bottom.

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Step 2 is to indicate which of the users will receive group email notices, and which group they will be apart of.

Open the desired user and click on the Modules tab. Check off the box marked "Group Emails Allowed".

The screenshot shows the 'User Security' configuration window. The 'Modules' tab is active, displaying a list of modules and their access levels. The 'Group Emails Allowed' checkbox is checked. An arrow points to this checkbox from the text above.

Module	Access
Announcements	None
Athlete Forms	None
Athlete Screen	None
Billing	None
Concussion	None
Distribute Medication	None
Documents	None
Emergency Contacts	None
Evaluations	None
Evaluations - Additional Findings	None
Evaluations - Evaluations	None
Evaluations - Girth	None
Evaluations - Medical History	None
Evaluations - Objective	None
Evaluations - Pain	None
Evaluations - Physician Notes	None
Evaluations - Special Tests	None
Functional Movement Evaluations	None

Then click on the Email Groups tab and select the teams he/she should receive the group emails about. *\*This should match what they have been given access too in the Teams tab.*

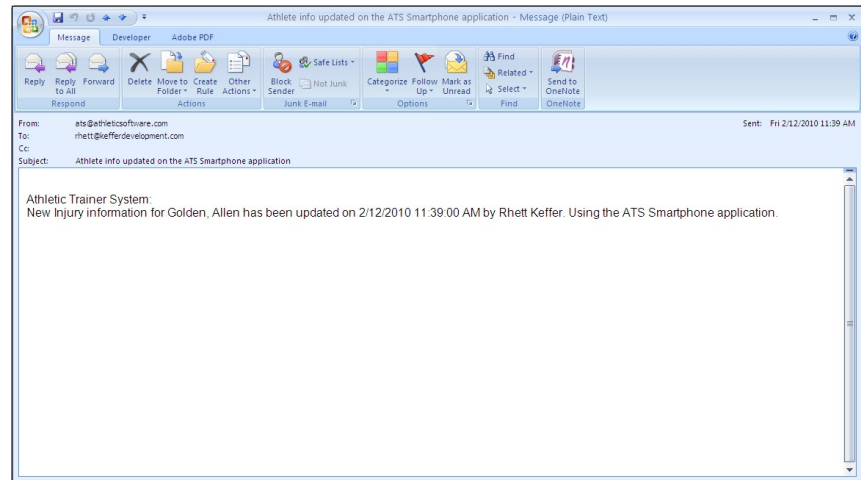
The screenshot shows the 'User Security' configuration window with the 'Email Groups' tab selected. The 'Include this user in group emails for:' section is expanded, showing a list of teams with checkboxes. Several teams are selected, including Coed Guest Team, Coed Student Body, Ashley U - East (Swimming, Football, Mens Volleyball, Lacrosse), Ashley U - North (Swimming, Waterpolo, Mens Basketball, Wrestling, Softball, Volleyball, Womens Basketball), and Ashley U - South (Student Body, Baseball, Mens Basketball, Mens Soccer, Mens Track, Wrestling).

Team	Selected
(none)	<input type="checkbox"/>
Coed Guest Team	<input checked="" type="checkbox"/>
Coed Student Body	<input checked="" type="checkbox"/>
Ashley U - East	<input checked="" type="checkbox"/>
Coed Swimming	<input checked="" type="checkbox"/>
Men Football	<input checked="" type="checkbox"/>
Men Mens Volleyball	<input checked="" type="checkbox"/>
Women Lacrosse	<input checked="" type="checkbox"/>
Ashley U - North	<input checked="" type="checkbox"/>
Coed Swimming	<input checked="" type="checkbox"/>
Coed Waterpolo	<input checked="" type="checkbox"/>
Men Mens Basketball	<input checked="" type="checkbox"/>
Men Wrestling	<input checked="" type="checkbox"/>
Women Softball	<input checked="" type="checkbox"/>
Women Volleyball	<input checked="" type="checkbox"/>
Women Womens Basketball	<input checked="" type="checkbox"/>
Ashley U - South	<input checked="" type="checkbox"/>
Coed Student Body	<input checked="" type="checkbox"/>
Men Baseball	<input checked="" type="checkbox"/>
Men Mens Basketball	<input checked="" type="checkbox"/>
Men Mens Soccer	<input checked="" type="checkbox"/>
Men Mens Track	<input checked="" type="checkbox"/>
Men Wrestling	<input checked="" type="checkbox"/>

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When a new injury or limitation is entered through the ATS Smartphone, and the auto-email is enabled, those users marked to be notified will receive an email similar to the one shown below.

The screenshot shows the 'Enter Injury' form on a smartphone interface. Fields include: Team (Men Lacrosse), Athlete (Golden, Allen), Date (2/12/2010 11:36 AM), Body Part (Foot), Side (Right), Injury Type (Tendinitis), Happened During (Game), Reinjury (unchecked), AMA Signed (unchecked), Injury Description (Twisted his foot trying to block a pass.), Injury Notes (empty), Email Staff (Optional), Email Additional Person (Optional), and Email Message (Allen may need x-rays on Monday if the swelling doesn't go down.).



When a new injury is entered through the ATS Core, and the auto-email is enabled, those users marked to be notified will receive an email notification.

The screenshot shows the 'Injury' form in the ATS Core system. Fields include: Name, Bypass NCAA?, Injured (2/12/2010), Reported, Status (Current), Athletic Trainer (Rhett Keffer), Team, Resolved, Days (0), AMA Signed?, AMA Paper Copy?, Injury Description, Body Part, Side, Happened during, Modality, Medication, Rehab, Date, and Injury. There are also 'Previous' and 'Next' buttons.

The screenshot shows the 'Limitation' form for 'Anderson, Bobby J'. Fields include: Name (Anderson, Bobby J), Date (6/6/2013), Practice/Event No (1), Injury, Practice Sequence #, Event #, Team, Event Name, Type of Limitation, Game Status, Note Type, and Comments. There is a '+Tag' button and a 'Record' field at the bottom.