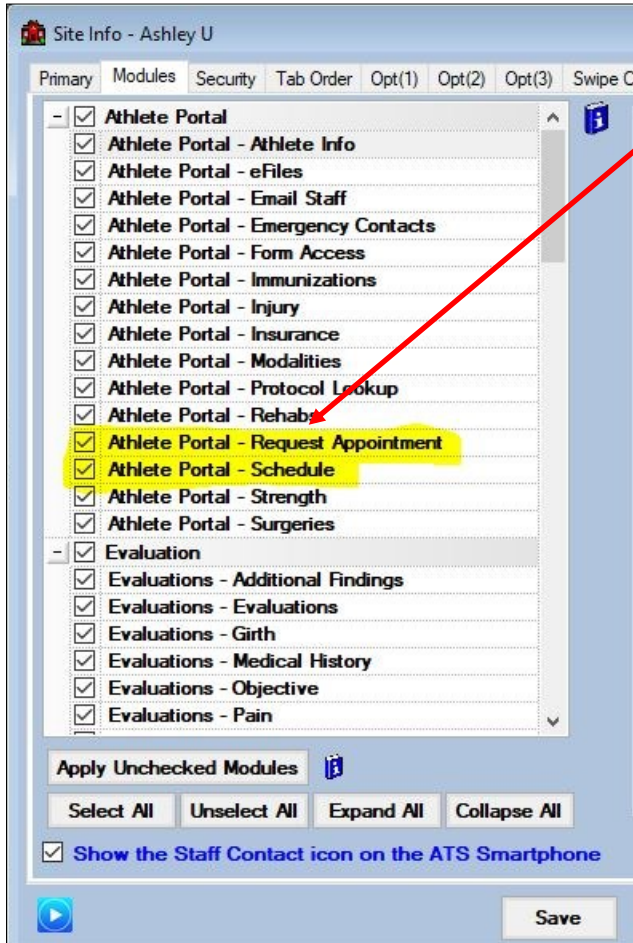


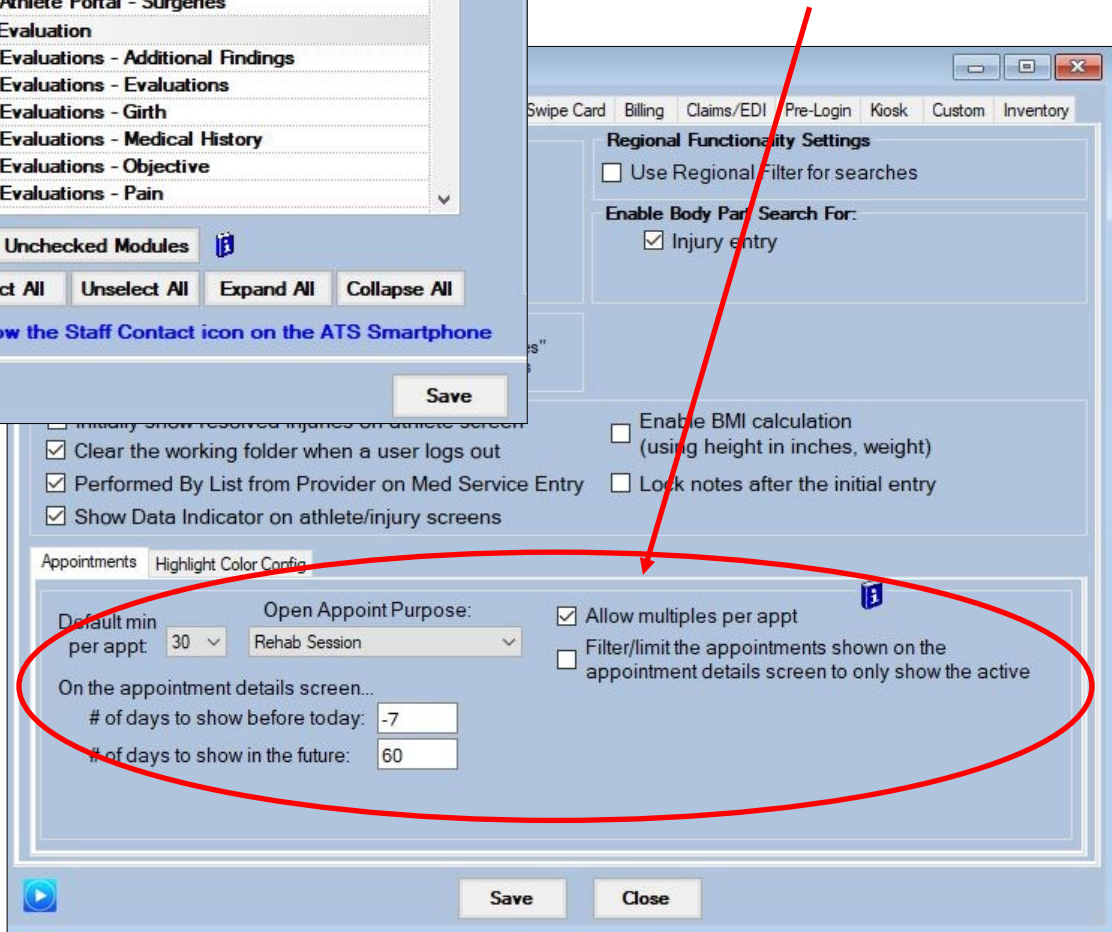
ATS Scheduling

You can post your availability and have your athletes sign up for available appointments using the scheduling feature. Step 1: Set up - There are a few areas in the site info that you or your admin must check for this to function to work.



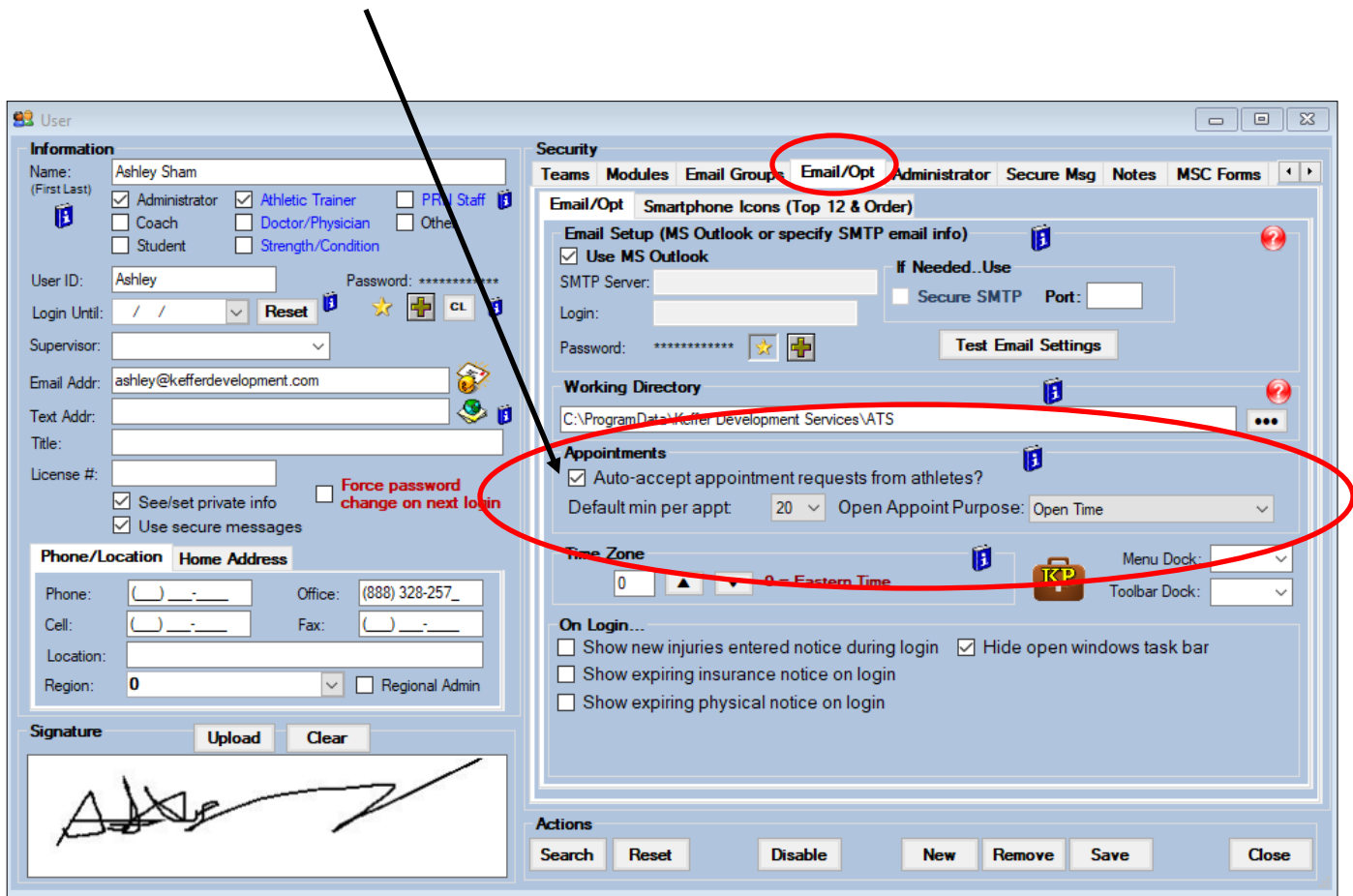
You must have Request Appointment and Schedule both turned on for the Athlete Portal - This affects both the Athlete Portal and the Athlete Smartphone.

In the opt 2 tab - the reason you select in the open appointment purpose must match what you choose when posting your availability for your athletes to be able to see the appointment. You can also set the number of days forward the athletes can see posted appointments



ATS Scheduling

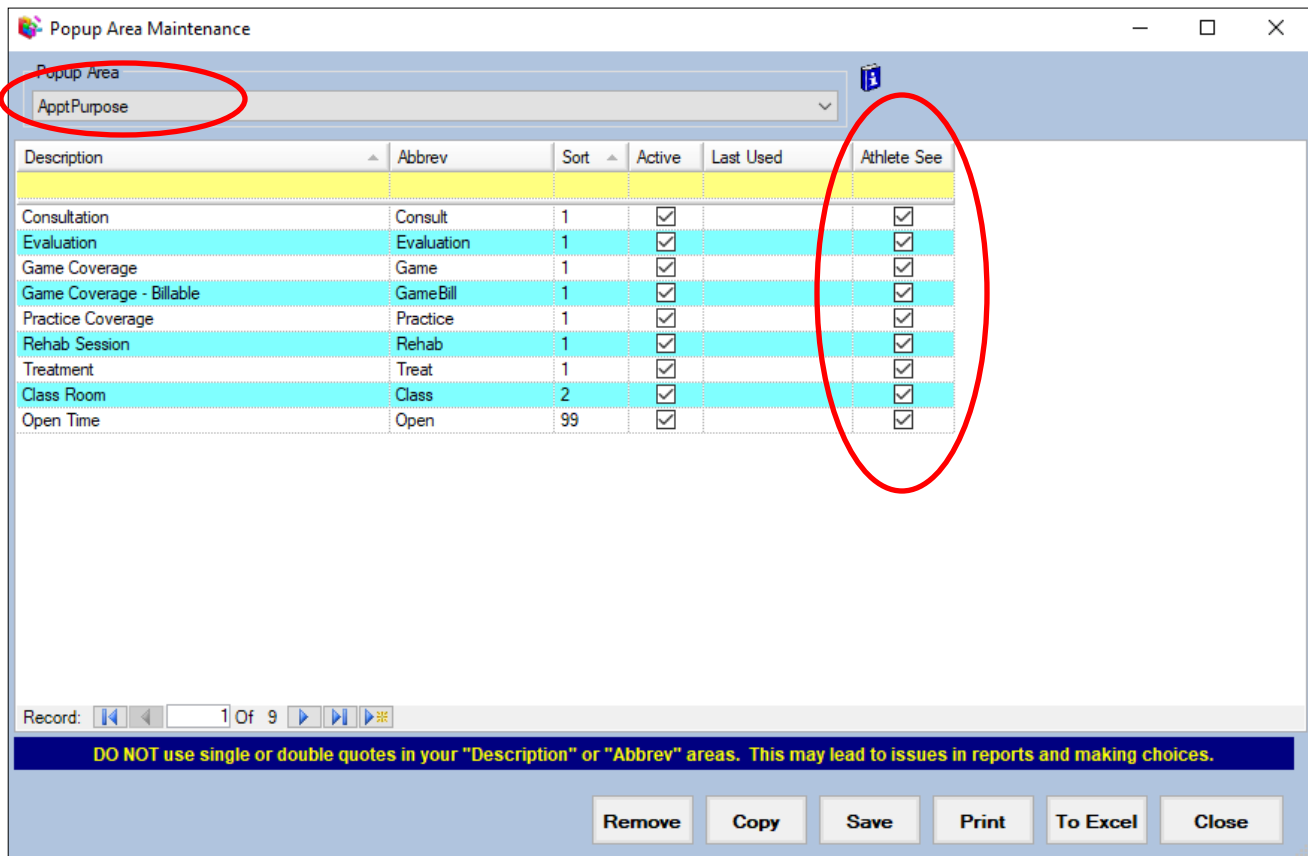
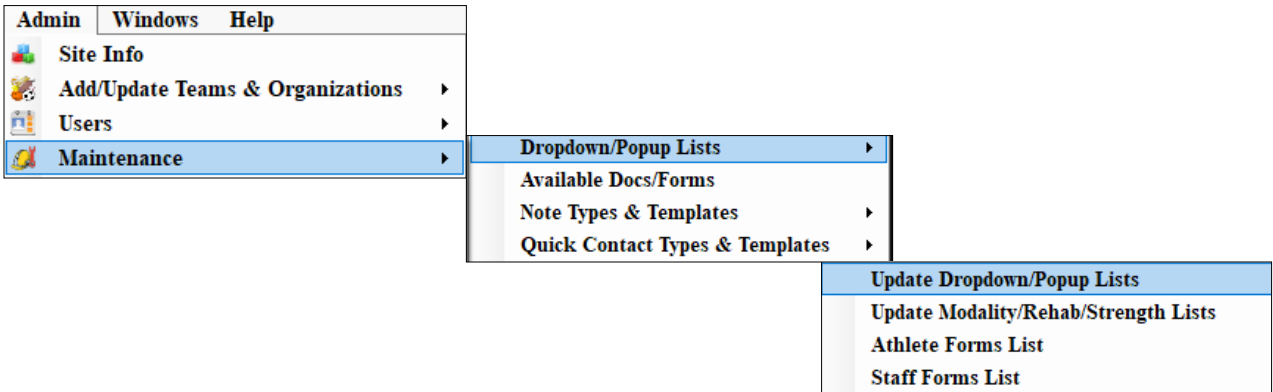
Next is to ensure the auto-accept appointments has been enabled in your user profile. This will allow you to see the athlete's name on the appointment they signed up for. Go to admin—> my user/search users —> select your name from the list if you chose search. Once your user profile is open go to the Email/Opt tab and select the auto-accept box.



ATS Scheduling

You must also make sure that your appointment types that you want to be available on the athlete portal have been marked as “athlete see”. This is done in the maintenance area, *you need to be a system admin or have admin privileges to access this area, if you do not see your system admin about making the desired changes.*

Go to admin—>Maintenance—>dropdown/pop up list—>update dropdown/pop up lists. Once the box loads select apptpurpose.



ATS Scheduling

Step 2 – You can now post your availability for the athletes to see. Choose the scheduling tab —> Staff/Equipment Availability.

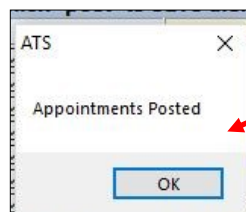
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<input type="checkbox"/> 10:00 AM	<input type="checkbox"/> 10:00 AM	<input type="checkbox"/> 10:00 AM	<input checked="" type="checkbox"/> 10:00 AM	<input type="checkbox"/> 10:00 AM	<input type="checkbox"/> 10:00 AM	<input checked="" type="checkbox"/> 10:00 AM
<input checked="" type="checkbox"/> 10:30 AM	<input type="checkbox"/> 10:30 AM	<input type="checkbox"/> 10:30 AM	<input checked="" type="checkbox"/> 10:30 AM	<input type="checkbox"/> 10:30 AM	<input type="checkbox"/> 10:30 AM	<input checked="" type="checkbox"/> 10:30 AM
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<input type="checkbox"/> 5:00 PM	<input type="checkbox"/> 5:00 PM	<input type="checkbox"/> 5:00 PM	<input checked="" type="checkbox"/> 5:00 PM	<input type="checkbox"/> 5:00 PM	<input type="checkbox"/> 5:00 PM	<input type="checkbox"/> 5:00 PM

Here you can choose the day(s), hours, how long the appointment is, the location (if applicable) and purpose of the appointment to post.

Once you choose your hours select the specific sessions you wish to post for the selected days.

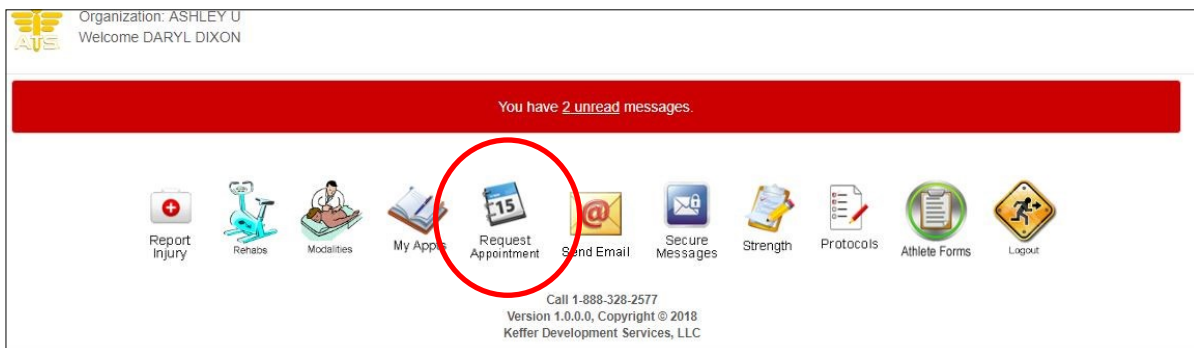
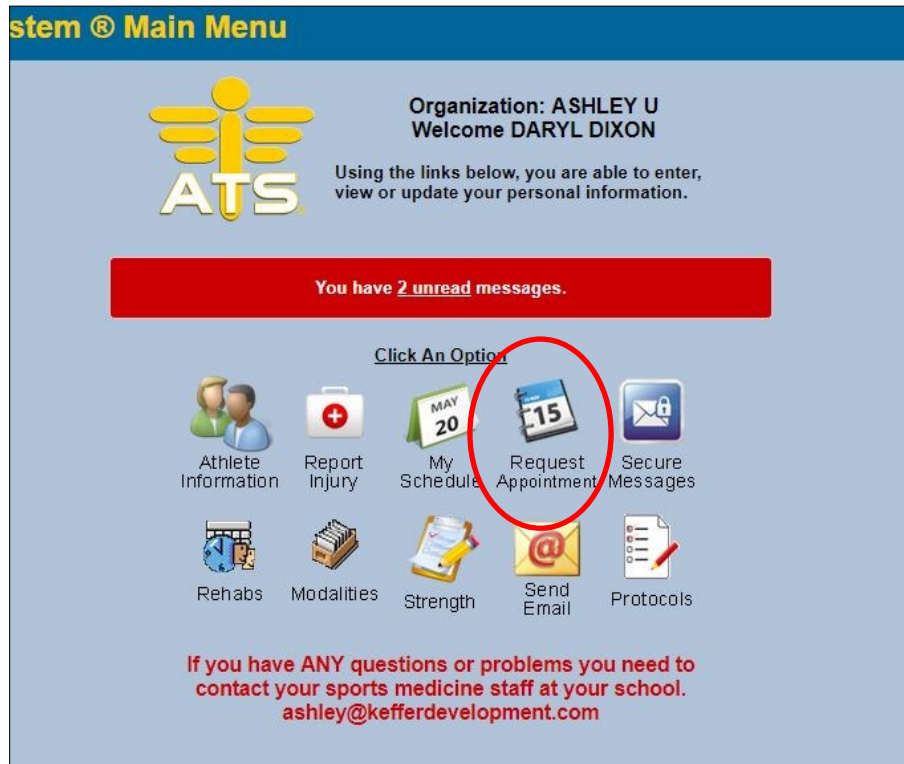
*Remember your reason must match the one chosen in the site info for it to be visible to your athletes.

Once you are done click the post button. You should get a confirmation screen.



ATS Scheduling

Step 3 –Your athletes can now sign in to either the Athlete Portal or the Athlete Smartphone to view and choose to sign up for available appointments.



ATS Scheduling

Select a date below to view available open appointment times to request an appointment with your staff members.

Select the appointment time you would like to request. After selecting the appointment time, enter any note you wish to send and click the Send Request button below to email the staff member for approval.

Nov **December 2018** Jan

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Staff Filter --

Time	Staff Name /Equipment
10:00 AM	Ashley Sham (1) -
10:30 AM	Ashley Sham (1) -
11:00 AM	Ashley Sham (1) -
11:30 AM	Ashley Sham (1) -
12:00 PM	Ashley Sham (1) -
12:30 PM	Ashley Sham (1) -
1:00 PM	Ashley Sham (1) -
1:30 PM	Ashley Sham (1) -
2:00 PM	Ashley Sham (1) -
2:30 PM	Ashley Sham (1) -
3:00 PM	Ashley Sham (1) -
3:30 PM	Ashley Sham (1) -
4:00 PM	Ashley Sham (1) -
4:30 PM	Ashley Sham (1) -
5:00 PM	Ashley Sham (1) -

Request Note

athlete may send a note with the sign up using this area

Send Request

Your athlete(s) will click on the day which will then show the available slots for that given day. They simply click on the one they want, they can add a note to the request but it is not required and then select the “Send Request” button.

A confirmation message will appear at the top of the screen if the request has been successful.

Request Appointment

Appointment scheduled. The staff member has been notified of the appointment also.

ATS Scheduling

You will get an email notification of the appointment request, you can also view who has signed up for your available appointments in several different ways. You can see who has signed up by selecting “Daily Appointments”, “My Appointments” or “Add/Edit Multiple Appointments”

Scheduling	Inventory	Reports	Admin	Windows	Help
Make an Appointment					
Add/Edit Multiple Appointments					
Quick Appointments					
Daily Appointments					
My Appointments					
View Staff Schedules					
Athlete Appointments					
Team/Sport Appointments					
Equipment Appointments					
Location Appointments					
Staff/Equipment Availability					
Send Reminders to Athletes					
Send Reminders to Staff/Users					
Send Reminders to Coaches for Athlete Appointments					
Search For Appointment By NCAA/HS Submit ID					
Import Schedules					

Daily Appointments

Clicking on an individual date will show appointments for that date

Start Time	End Time	With	Team	Athlete(s)	Injury	Purpose	Location
10:00 AM	10:30 AM	Ashley Sham	0		0	Rehab Session	0
10:30 AM	11:00 AM	Ashley Sham	0		0	Rehab Session	0
11:00 AM	11:30 AM	Ashley Sham	0		0	Rehab Session	0
11:30 AM	12:00 PM	Ashley Sham	0		0	Rehab Session	0
12:00 PM	12:30 PM	Ashley Sham	0	Dixon, Daryl (1)	0	Rehab Session	0
12:30 PM	1:00 PM	Ashley Sham	0		0	Rehab Session	0
1:00 PM	1:30 PM	Ashley Sham	0		0	Rehab Session	0
1:30 PM	2:00 PM	Ashley Sham	0		0	Rehab Session	0

ATS Scheduling

My Appointments

The screenshot shows the 'My Appointments' window. On the left is a calendar for September, October, and December 2018. The main area displays a list of appointments for Wednesday, December 19, 2018. The appointments are as follows:

Time	Appointment
10:00 AM-10:30 AM	Ashley Sham - Rehab Session - -
10:30 AM-11:00 AM	Ashley Sham - Rehab Session - -
11:00 AM-11:30 AM	Ashley Sham - Rehab Session - -
11:30 AM-12:00 PM	Ashley Sham - Rehab Session - -
12:00 PM-12:30 PM	Ashley Sham - Dixon, Daryl - Rehab Session - -
12:30 PM-1:00 PM	Ashley Sham - Rehab Session - -
1:00 PM-1:30 PM	Ashley Sham - Rehab Session - -
1:30 PM-2:00 PM	Ashley Sham - Rehab Session - -

Add/Edit Multiple Appointments

The screenshot shows the 'Add/Edit Appointments' window. It features a table with columns for Start, End, Athlete Name, Injury, Purpose, Location, Bypass NCAA, NCAA Event, and NCA. The table contains several rows of appointment data. A red oval highlights the table content.

Start	End	Athlete Name	Injury	Purpose	Location	Bypass NCAA	NCAA Event	NCA
12/19/18 11:00:00 AM	12/19/18 11:30:00 AM	Ashley Sham		Rehab Session	0	<input checked="" type="checkbox"/>	0	0
12/19/18 11:30:00 AM	12/19/18 12:00:00 PM	Ashley Sham		Rehab Session	0	<input checked="" type="checkbox"/>	0	0
12/19/18 12:00:00 PM	12/19/18 12:30:00 PM	Ashley Sham - Dixon, Daryl		Rehab Session	0	<input checked="" type="checkbox"/>	0	0
12/19/18 12:30:00 PM	12/19/18 1:00:00 PM	Ashley Sham		Rehab Session	0	<input checked="" type="checkbox"/>	0	0