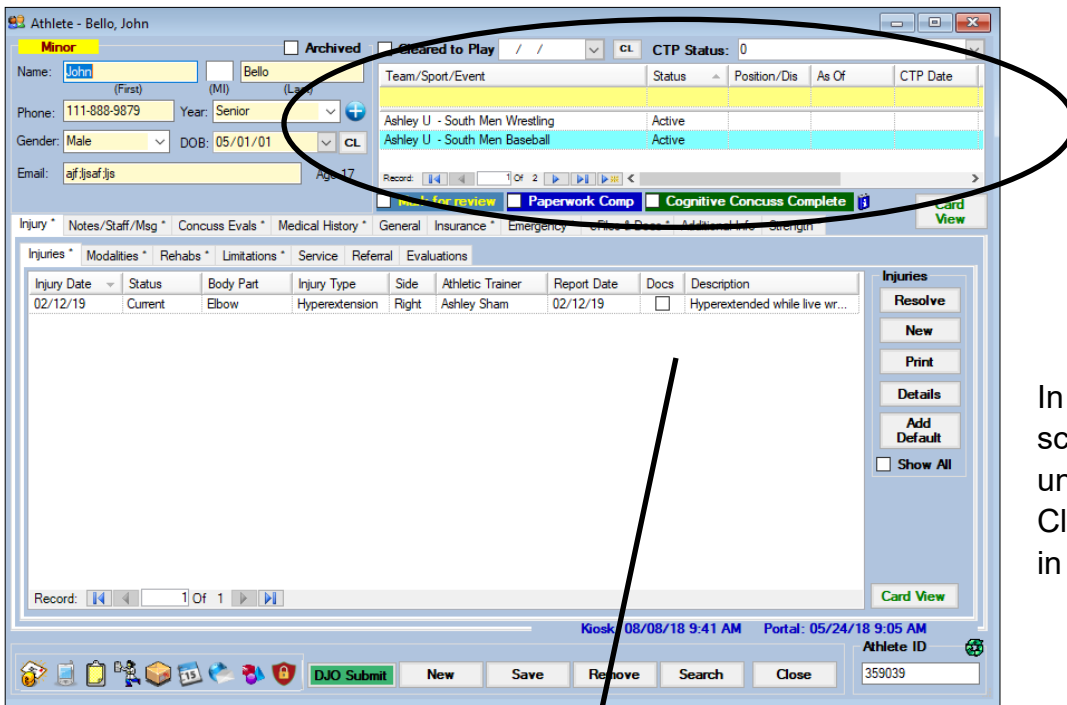
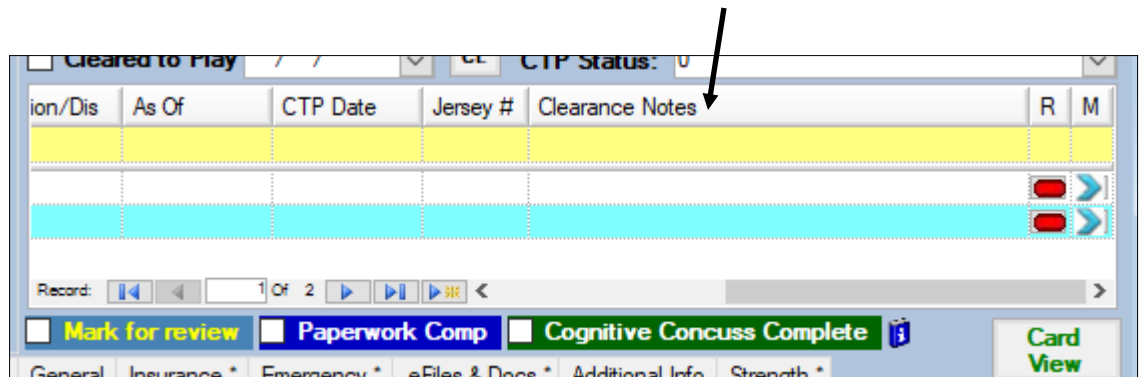
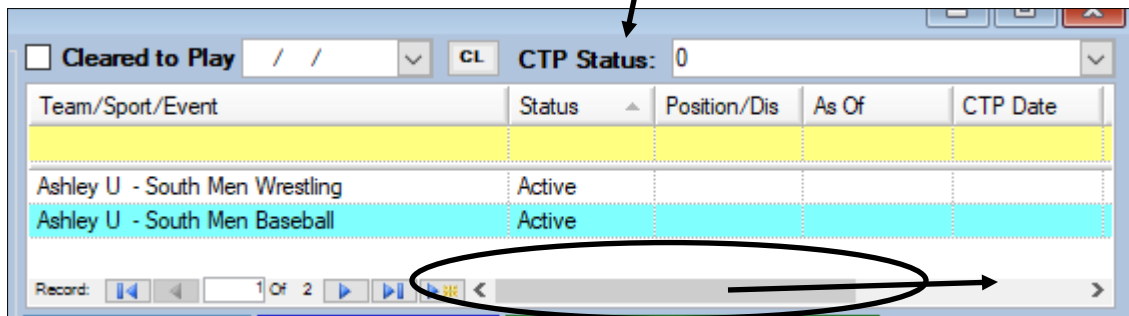


ATS: How to enter and view Clearance notes

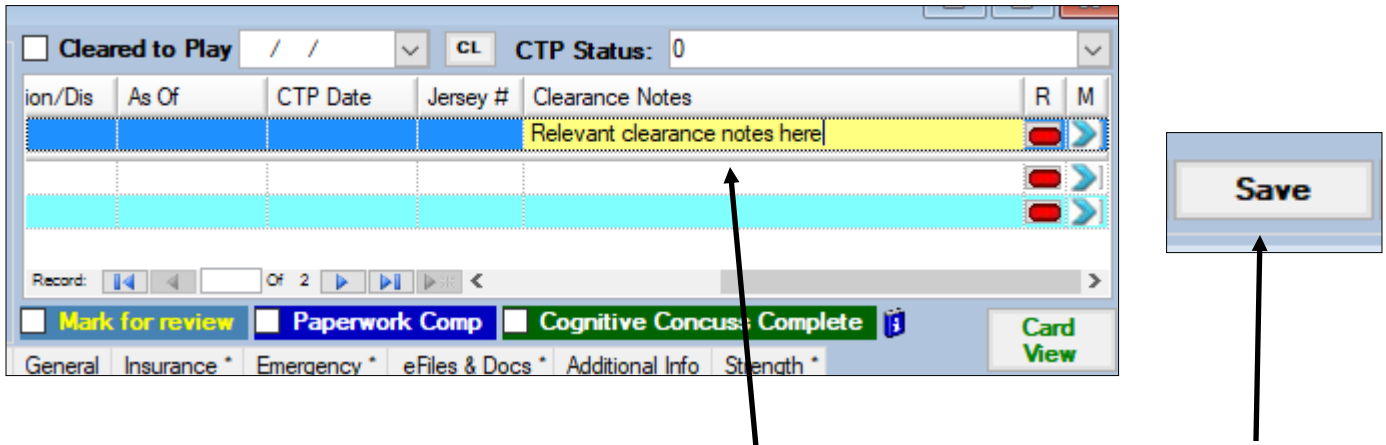
You can enter clearance notes for an athlete in the team area of their profile. The notes are team specific, meaning a clearance note written for one team does not carry over to other teams the athlete may be on.



In the team area scroll to the right until you see Clearance Notes in the menu bar.

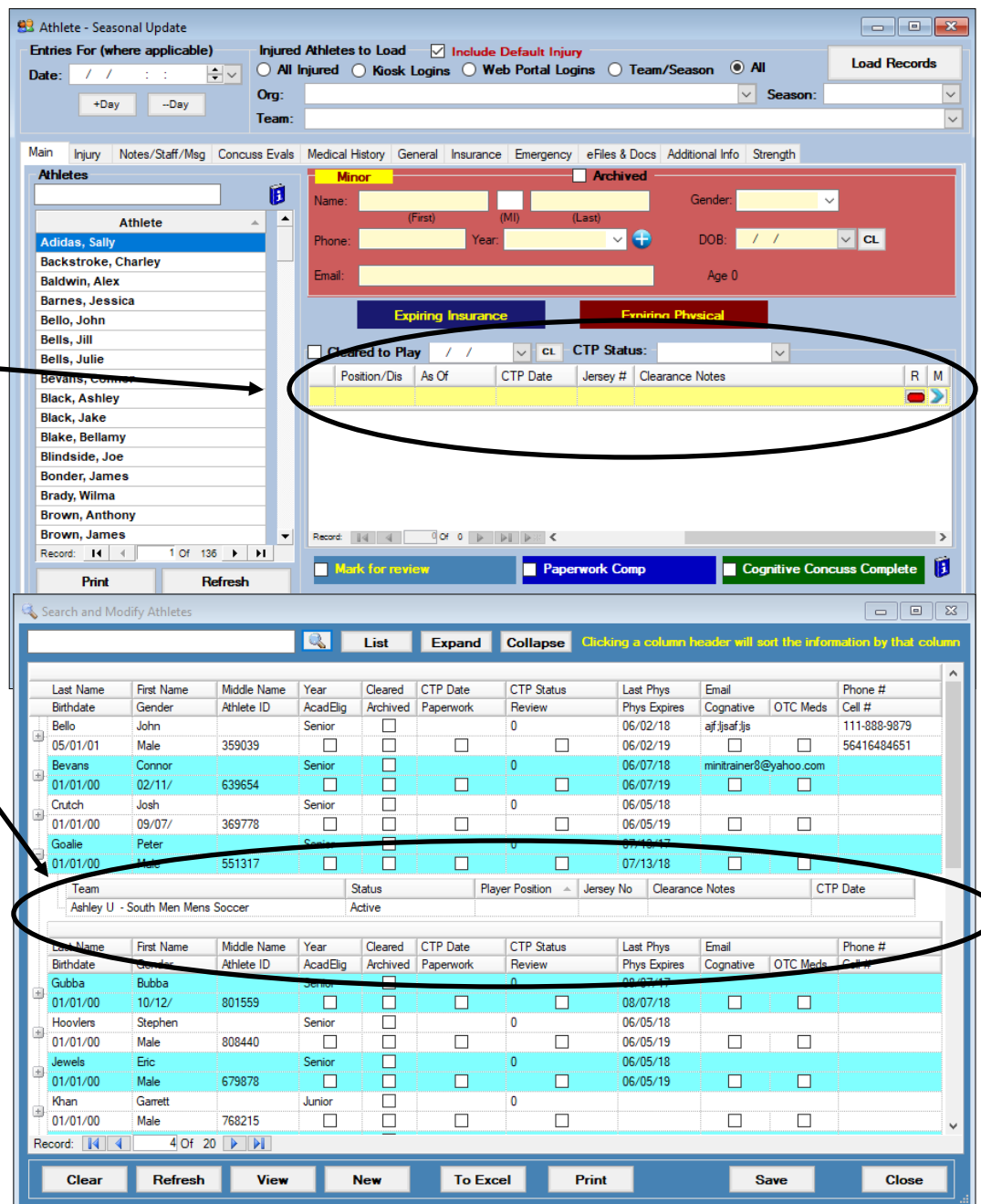


ATS: How to enter and view Clearance notes



To enter the note click on the box, your cursor should then begin blinking in the box. After typing the information be sure to click save at the bottom of the athlete profile screen.

If you are updating several athletes or teams this clearance note area is also available when using the Seasonal Update feature and in the Modify Athlete Info feature.

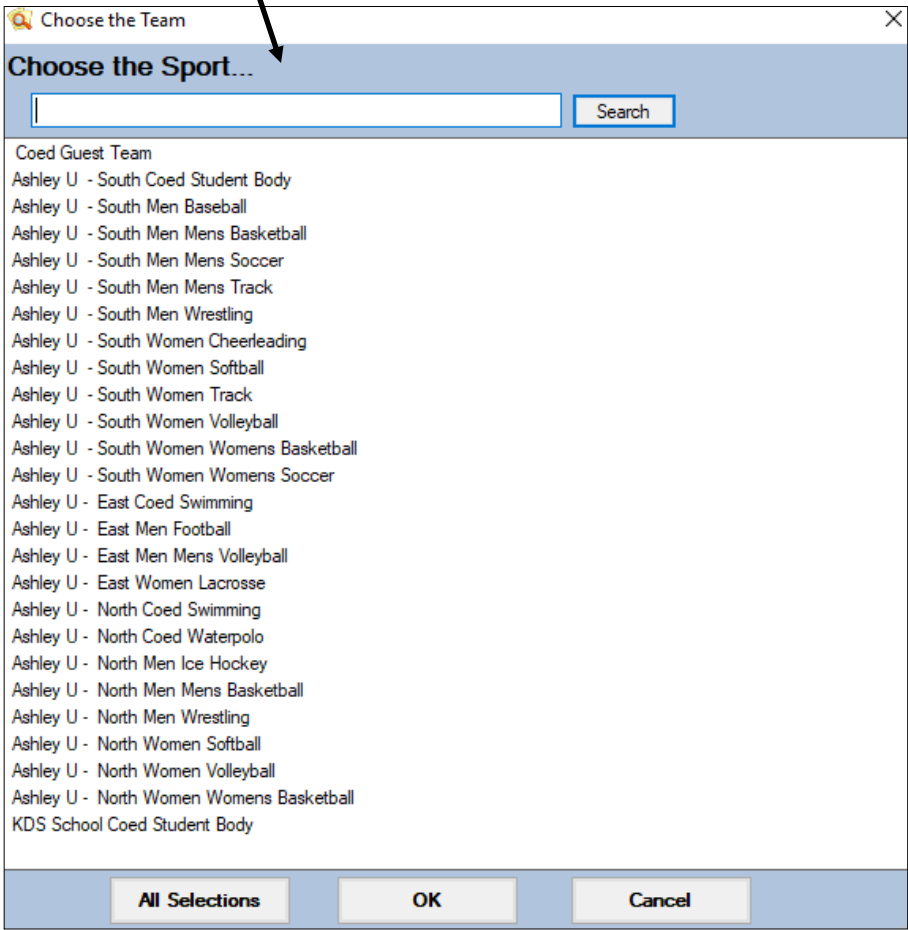
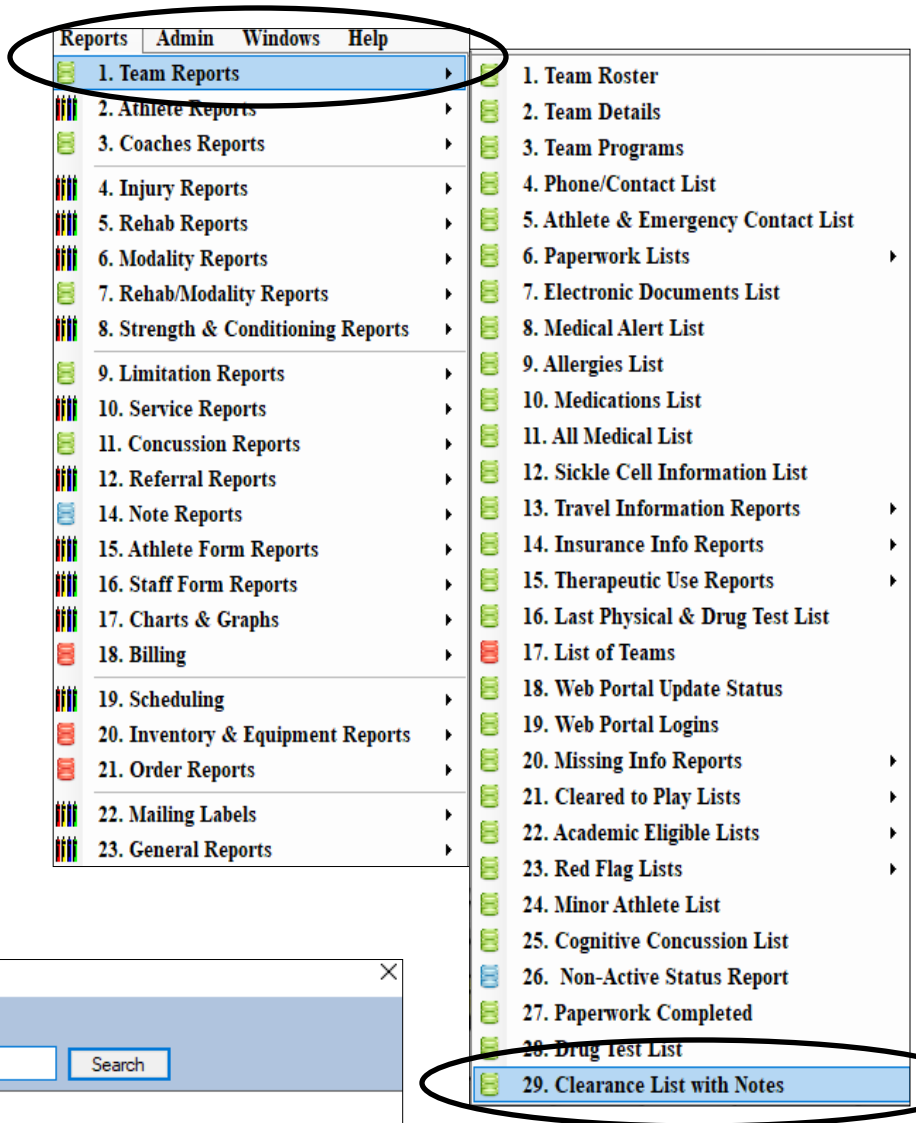


ATS: How to enter and view Clearance notes

To view all the clearance notes for a team a report will need to be run.

Reports—> #1 Team Reports
—> #29 Clearance List with Notes.

You will then select the team you wish to see.



ATS: How to enter and view Clearance notes

Once you have selected your team the report will come up and look similar to what is shown below. Once you have the report you have the option to email it, convert it into another format like a word document or pdf, print or save the report.

Ashley U
Clearance list for: **Ashley U - South Men Mens Soccer**

Player Name	CTP	CTP Status	Date	Acad Elig	CTP Date	ClearanceNotes
Bello, John	No			No		Relevant Notes here
Bevans, Connor	No			No		All paperwork submitted and verified
Crutch, Josh	No			No		
Goalie, Peter	No			No		
Gubba, Bubba	No			No		
Hoovlers, Stephen	No			No		
Jewels, Eric	No			No		
Khan, Garrett	No			No		
Kicker, Alan	No			No		
Krudge, Frank	No			No		

