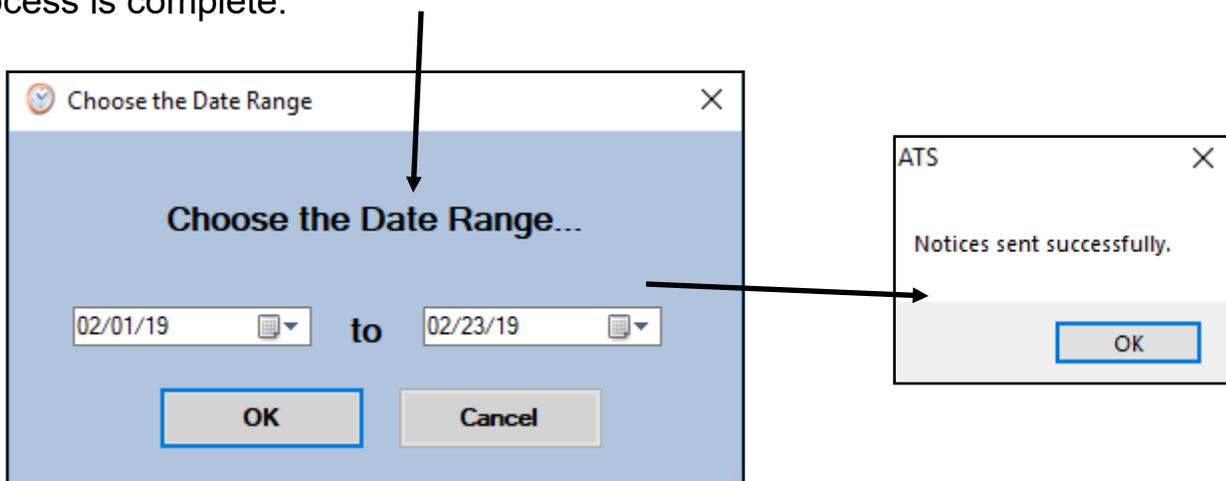# ATS— Sending Appointment Reminders (Text & Email)

You can send athletes a reminder about their appointments/rehabs that are scheduled. You can do this via text and/or email as long as you have this information documented in the athlete profiles. To begin select Scheduling—> Send Reminders to Athletes—> choose between emails or text messages and the time frame from the options shown
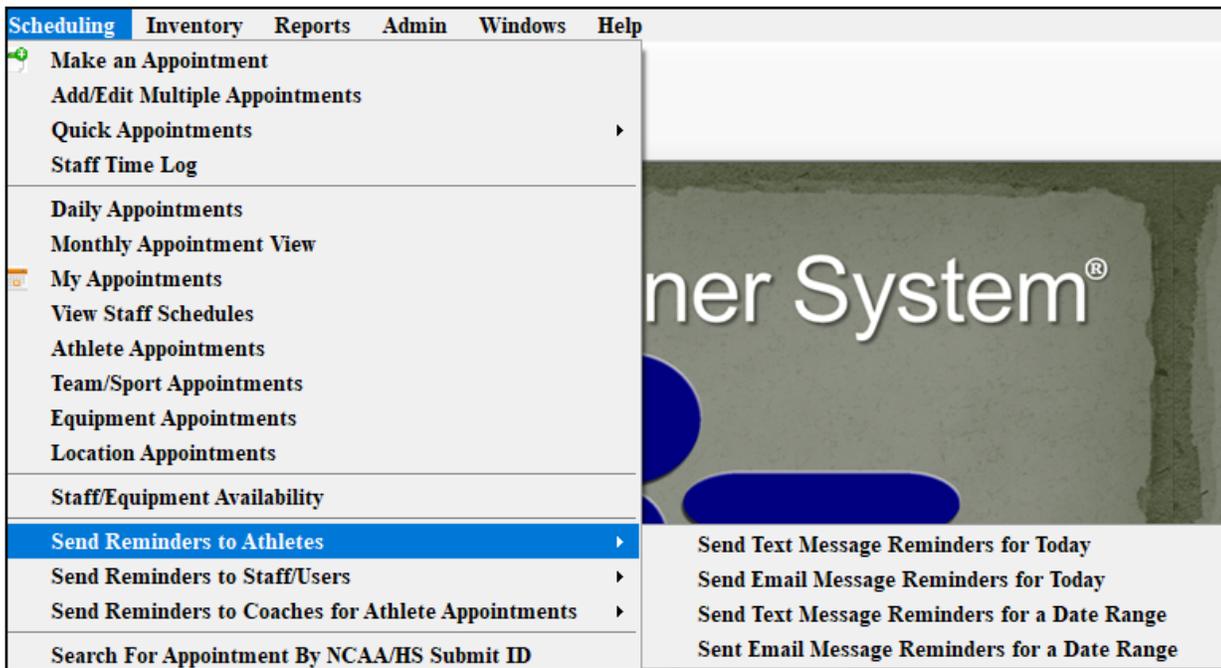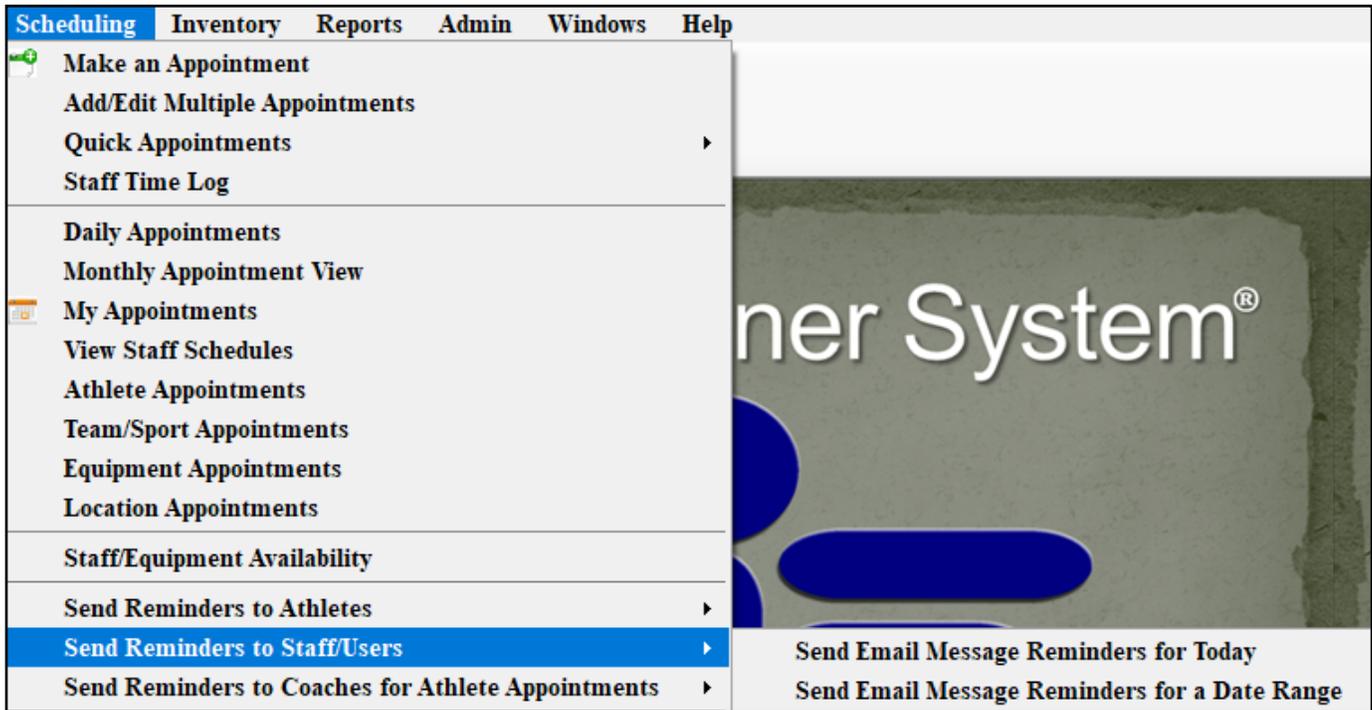

If you choose "for Today" you will not have to select a date and will receive a notice when the process is complete. If you do select "for a Date Range" you will be asked to select the date range and then click ok. You will then receive a notice when the process is complete.
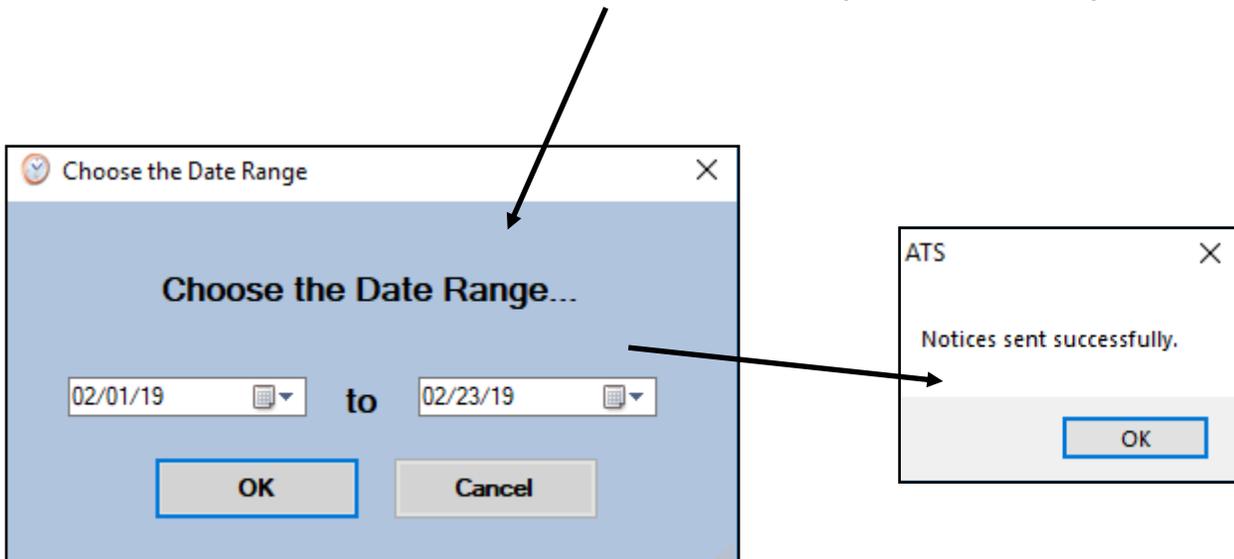
ATS— Sending Appointment Reminders (Text & Email)

You can send email reminders to your staff members as well. You can send a reminder for just today or set a date range for them to be sent.
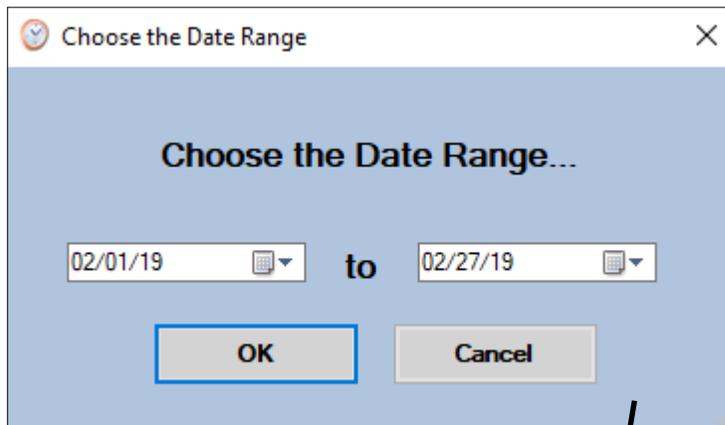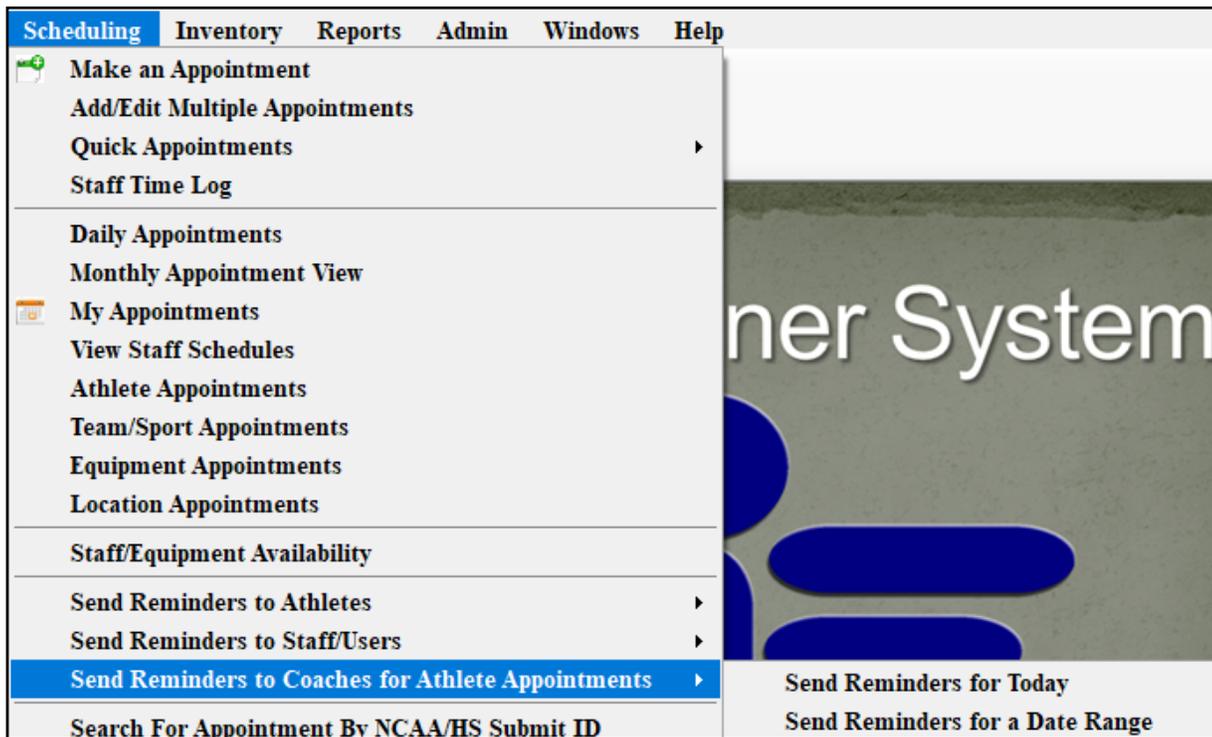

If you select "for Today" you will receive a notification when the process is complete. If you select "for a Date Range" you will first select the date range, then hit ok. You will receive a notification when the process is complete.
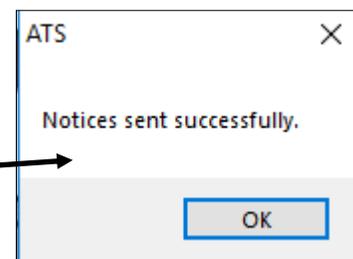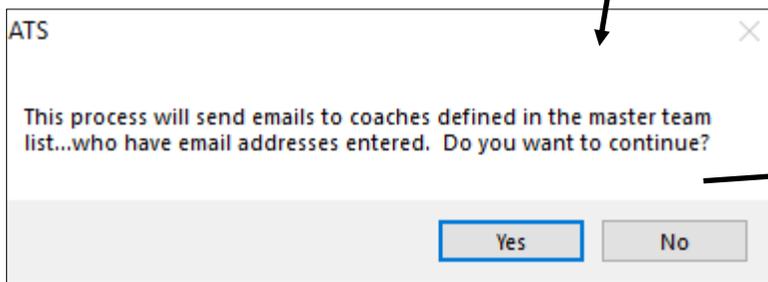
ATS— Sending Appointment Reminders (Text & Email)

You can also send reminders to the coaches about their athletes' appointments. You can send a reminder for just "today" or you can send out them out for a date range.

If you select Today you will not have to select dates, if you select date range, first select the date range you wish reminders to be sent for. Confirm that you want to continue. You will receive a notification when the process is complete.

ATS— Sending Appointment Reminders (Text & Email)

If you would like nightly appointment reminders to be sent out, this can be set in the Site Info area. You will need admin rights for this section, if you do not have access see your system admin about enabling this function. Go to admin—>Site Info—> Opt (1) tab. At the bottom of the screen you will see options for several types of notices. Click on the Nightly notices for tab and then choose who you want to get reminders and whether you want it to be an email or text (or both) reminder. The email and text address need to be in the athlete and/or staffs profile for this to work.

After deciding on the nightly reminders for appointments, continue to the next tab to finish setting up the reminders.

For appointment reminders, fill in the Batch Appointment Reminder Days area. Fill in the dates you want the reminders to be sent, and select an email to get the confirmation the batch was sent successfully.