We all have athletes move in and move out of our school districts from time to time. If an athlete moves to another school that is also an ATS client, you can send their records to the other database. *This is to send to another database, not another organization within your own database. This process usually begins with a request from the athlete's new school for their records.

Be sure to obtain all applicable permissions, clearances and waivers before completing this process. The information that is sent includes:

- Demographics
- Emergency Contacts
- eFiles
- Insurance Info
- Notes
- Injuries
- Concussion Evals

- Medical History
- Medications
- Staff Forms
- Athlete Forms
- Sports/Teams
- Concussion Evals
- Medical History
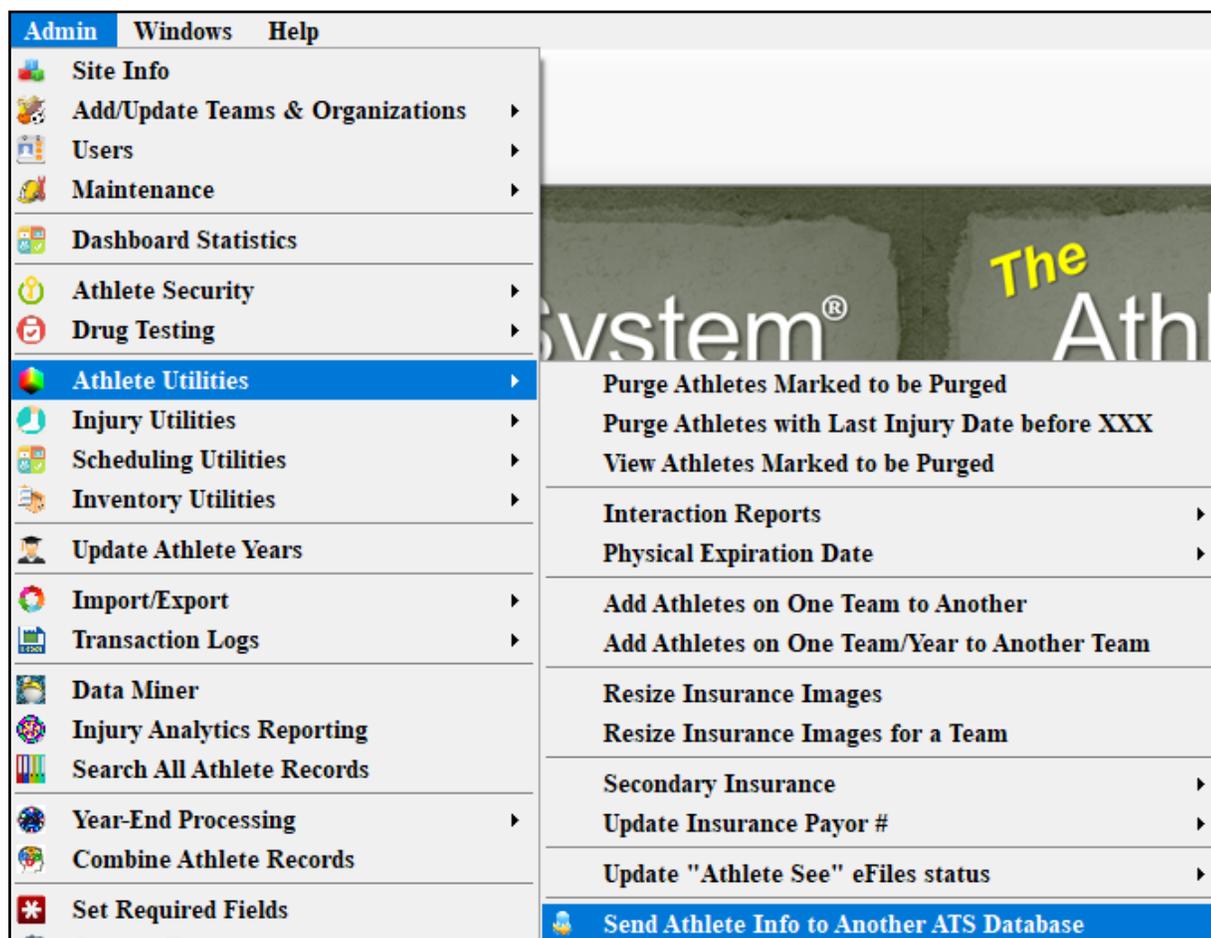
To begin go to the admin menu. Admin—> Athlete Utilities—> Send Athlete Info to Another ATS Database.

This information can only be sent, the requesting school does not have the ability to pull the information on their own.

To send larger amounts of patient/athletes please see the Merge Athletes help doc

The Send Screen will appear; do verify you are on the Send and not the Merge screen. You must complete all sections for the send to be successful.

Step 1: Choose the patient/athlete(s) to send. You can choose between a single athlete, a team or an organization to send. Once you have made your choice click Load Athletes.

Step 2: Insert the target ATS database in step **2A.** You are only able to send someone to another ATS database. **2B.** Loads the available patient/athletes for you to select to process (step 5). **2C.** loads the crosswalks fields between your database and the targeted database.

2. Enter the Target Database & click "Load..."		
2a. Target ATS Database:	2b. Load Athletes	2c. Load Crosswalk

Step 3: Crosswalk the applicable information. This process matches up the athlete year, race and ethnicity drop downs of your database with your target database. You must crosswalk all options, the send process will not begin until all items are cross walked.

3. Cross walk the applicable information

Crosswalk School Years

Your Year	Target Year
Guest	
Freshman	Freshman
Sophomore	Sophomore
Junior	Junior
Senior	Senior
Transfer	
Transfer Jr	
Transfer Sr	
Grad 2019	Grad 2019
Grad 2020	Grad 2020
Grad 2021	Grad 2021
Grad 2022	
Purge	Purge

Crosswalk Race

Your Race	Target Race
American Indian...	American Indian...
Asian	Asian
Black or African...	Black or African...
Hawaiian or Oth...	Hawaiian or Oth...
Other	Other
White	White

Crosswalk Ethnicity

Your Ethnicity	Target Ethnicity
Hispanic or Latino	Hispanic or Latino
Not Hispanic or...	Not Hispanic or ...

Step 4: Acknowledge the waiver/clearance &load athletes. You must check this area for the send process to occur. Please be sure you have obtained all the required permissions to transfer this data prior to attempting this process.

4. Acknowledge the waivers/clearance &, Load Athletes

☑ *I/we have obtained all the applicable clearances & waivers for this process*

Step 5a: Who to send (max 15).

You must select athletes to send. You can send up to 15 at a time, by using the first checkbox. If you have more than 15 on the list choose 15 and then when the process completes choose the next amount to send, repeat the process until completed. A check mark will appear in the **Exists** box if that athlete is found in the other database already. Once the athlete has been processed a check mark with show up in the **Proc** box.

The process box will also allow you to keep track of who you have already sent when you have more than 15 athletes information to send.

Step 5b: Send information. When you have completed all the previous steps click the Process Send button. You will receive a notification when the process is complete.