

QR Codes

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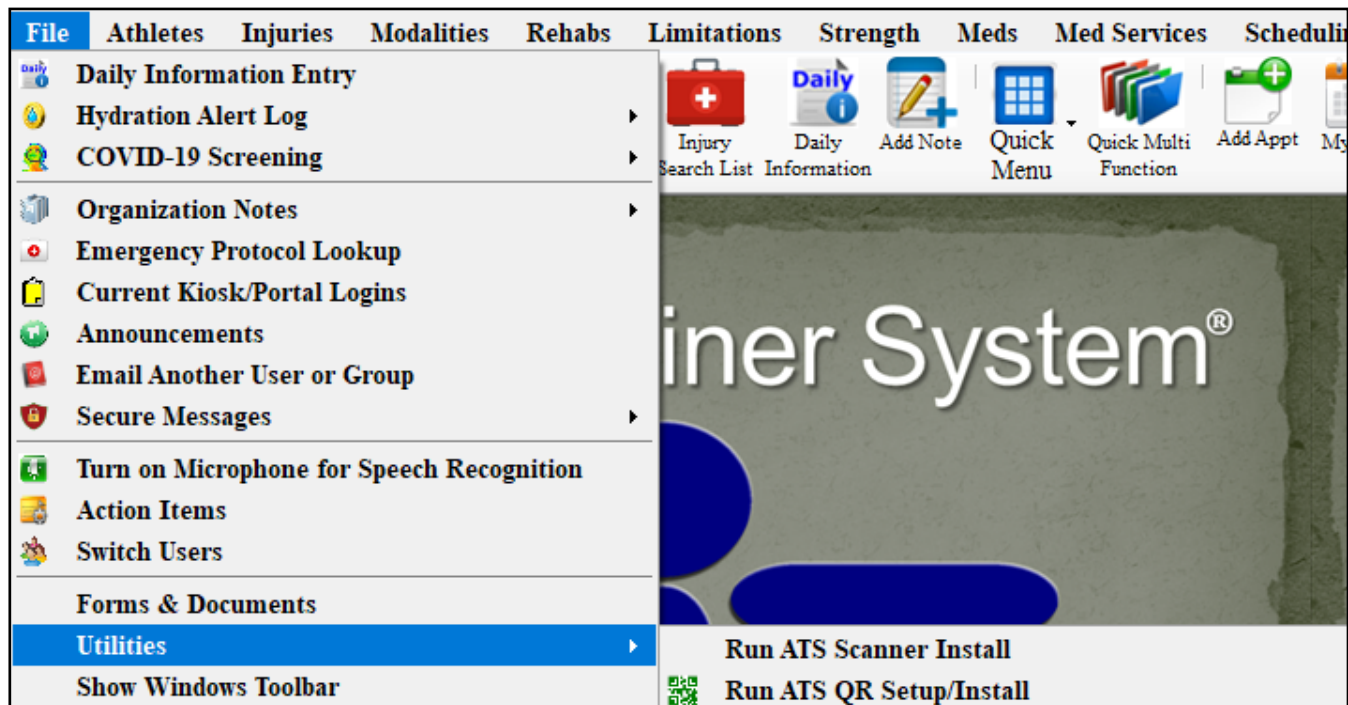
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ATS: QR Code Creation and Usage

Setting your Database Up to Use QR Codes:

Before you are able to utilize the QR codes for either an Athlete ID for the Kiosk, or for emergency information, there is some setup that will have to be done in the database, to equip it to create and use the QR Codes.

The QR Utility is found under the File—>Utilities—> Run ATS QR Setup/Install feature.

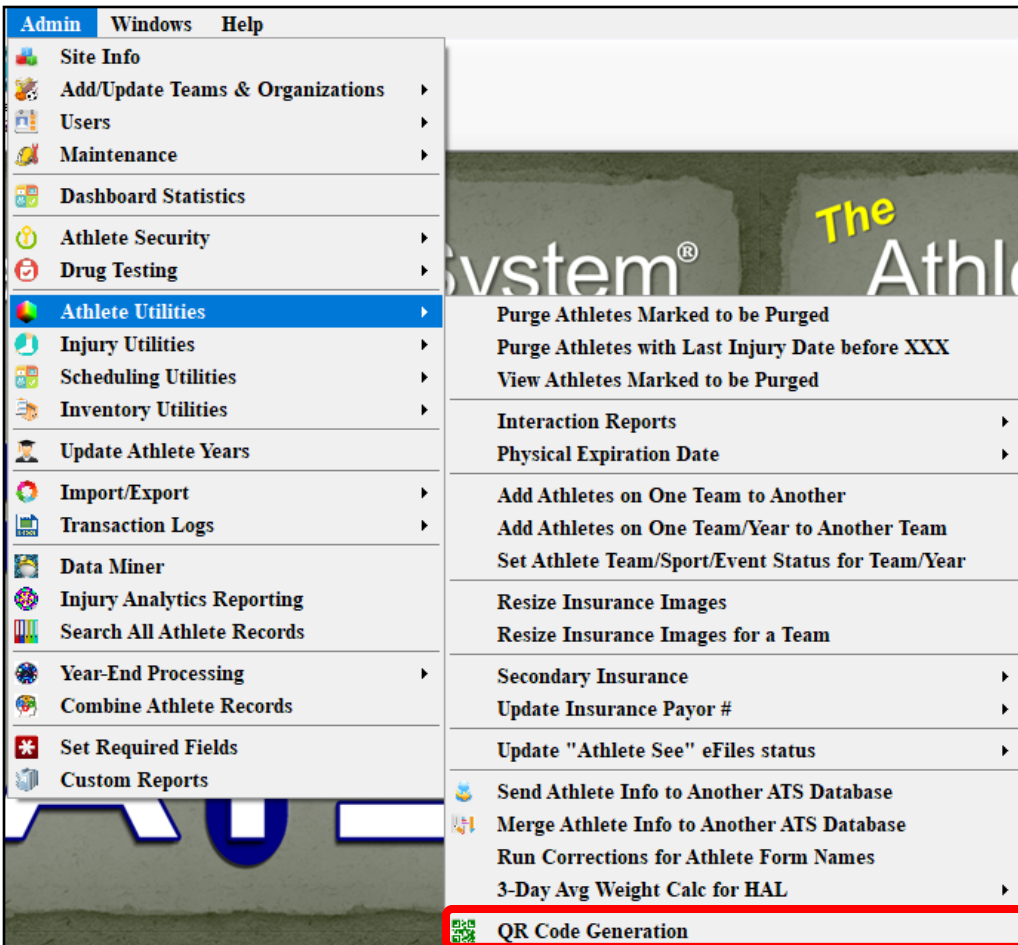


Before using the emergency contact QR codes, verify they work on your device! During testing Apple products needed a QR Code reader to display information correctly. We found the free readers work well for this purpose.

ATS: QR Code Creation and Usage

Creating Athlete QR Codes:

After setting the database up to utilize QR Codes, you are ready to create them for the athletes. Go the ADMIN tab—> Athlete Utilities—> QR Code Generation.



The image shows a screenshot of the 'QRCode' dialog box. The dialog is divided into several sections:

- 1. Choose the athletes to be included:** Radio buttons for 'All Athletes' (selected), 'Team(s)', 'Single Athlete', and 'Organization'.
- 2. Choose the applicable format option:** Radio buttons for 'Custom QR' (selected), 'Format for Travel', and 'Format for ID Card'.
- 3. Choose information to include:** A grid of checkboxes for various fields: First Name, Middle Name, Last Name, Gender, Email, Phone Number, Cell Number, Birthdate, Year, Athlete ID, Address, City, State, Zipcode, Country, Allergies, Current Meds, Med Alerts, Red Flags, Alternate ID, Second Address, Pref Hosp, Sickle Cell, Insurance Info, Emer Contacts, Paperwork, Custom Fields, Blood Type, Language, Race, and Ethnicity.
- Terms of Use for QR Codes:** A text box containing the following text: "Keffer Development Services provides the ability for your organization to create custom QR Codes for your athletes. However, we do not assume any legal responsibility for their use and the information included."
- QR Code Sample Text:** A large empty text area for previewing the QR code content.
- Note:** A text box at the bottom right stating: "Note: Large amounts of data will not scan properly unless larger images are used for printing/viewing".
- Buttons:** 'Clear Checks', '4. Generate Sample', '5. Post QR Codes', and '6. Close'.
- Range:** A field showing 'Range: 0 to 0' and '0 Of 0'.
- Disclaimer:** A text box at the bottom right stating: "Apple products may not process the QR Code properly. Please download a free QR Reader".

ATS: QR Code Creation and Usage

Step 1:

The first step of creating the QR code for athletes, is to mark who you would like to create the QR code for, you have four options on the screen, All Athletes, a single Athlete, a specific Team(s), or for an organization(s).

The screenshot shows a window titled "QRCode" with a close button. On the left, under the heading "1. Choose the athletes to be included", there are four radio button options: "All Athletes" (selected), "Team(s)", "Single Athlete", and "Organization". On the right, under the heading "Terms of Use for QR Codes", there is a red text warning: "Keffer Development Services provides the ability for your organization to create custom QR Codes for your athletes. However, we do not assume any legal responsibility for their use and the information included."

Step 2:

The second step is to choose which type of QR Code you would like to make. **1.** You have the option to select a custom QR code, which you can make to have any of the info you would like. **2.** You can select to format for a Travel ID, it is pre-loaded with Default Fields. If you would like to have less information you are able to uncheck those. **3.** You can also select to format for an ID Card. Unlike previous version, you are now able to create all 3 separate codes without overwriting previous information.

The screenshot shows a blue box with the heading "2. Choose the applicable format option". Below the heading are three radio button options: "Custom QR" (selected), "Format for Travel", and "Format for ID Card".

Step 3:

The third step is to choose the info to include. The travel comes preselected, if you want more/less/other information make the selections. For ID card we do not recommend anything but what comes by the default.

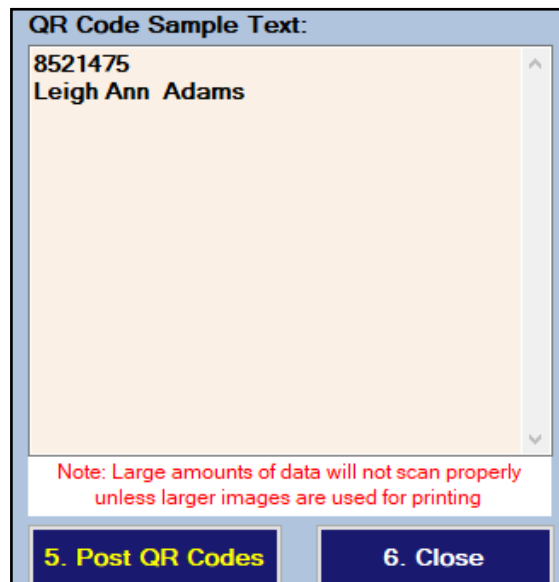
The screenshot shows a blue box with the heading "3. Choose information to include". Below the heading is a grid of 21 checkboxes for various information fields. At the bottom left is a "Clear Checks" button, and at the bottom right is a "4. Generate Sample" button.

<input type="checkbox"/> First Name	<input type="checkbox"/> Address	<input type="checkbox"/> Second Address
<input type="checkbox"/> Middle Name	<input type="checkbox"/> City	<input type="checkbox"/> Pref Hosp
<input type="checkbox"/> Last Name	<input type="checkbox"/> State	<input type="checkbox"/> Sickle Cell
<input type="checkbox"/> Gender	<input type="checkbox"/> Zipcode	<input type="checkbox"/> Insurance Info
<input type="checkbox"/> Email	<input type="checkbox"/> Country	<input type="checkbox"/> Emer Contacts
<input type="checkbox"/> Phone Number	<input type="checkbox"/> Allergies	<input type="checkbox"/> Paperwork
<input type="checkbox"/> Cell Number	<input type="checkbox"/> Current Meds	<input type="checkbox"/> Custom Fields
<input type="checkbox"/> Birthdate	<input type="checkbox"/> Med Alerts	<input type="checkbox"/> Blood Type
<input type="checkbox"/> Year	<input type="checkbox"/> Red Flags	<input type="checkbox"/> Language
<input type="checkbox"/> Athlete ID	<input type="checkbox"/> Alternate ID	<input type="checkbox"/> Race
		<input type="checkbox"/> Ethnicity

ATS: QR Code Creation and Usage

Step 4:

The Fourth Step is to generate a sample of the information you want to post. This allows you to verify the information is correct before you post to all of your athletes.

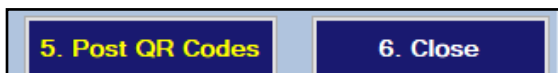


After you view the sample information and are satisfied with what is contained, you are ready to post the QR Codes.

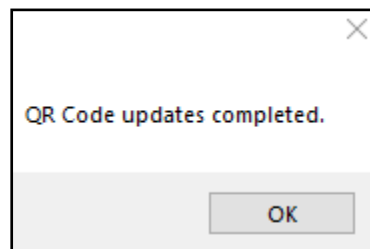
Step 5:

The Fifth Step is to post the QR Codes. After you are satisfied with the information click Post to begin assigning the codes to the athletes.

Depending on the selection you made, and the amount of information in the QR code, this process could take some time. Your system may tell you it is not responding. This is like the paperwork list creation, allow the process to complete, until you get the confirmation message.



This box below serves as a range for you to select if it is a large number, as well as the counter to tell you how many of the QR codes have been processed.



Before using the emergency contact QR codes, verify they work on your device! During testing Apple products needed a QR Code reader to display information correctly. We found the free readers work well for this purpose.

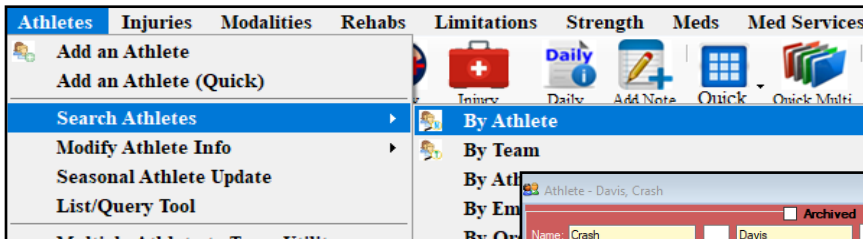
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As the message states above, if you are using the QR codes for Emergency Travel, it is imperative you test the codes to make sure they work with your device, and contain the information you want in them.

Accessing the QR Codes:

Desktop Codes:

Use your preferred method of getting to your athletes' profile, through the athlete menu or the icons. Select the test athlete you want to verify the QR information for.



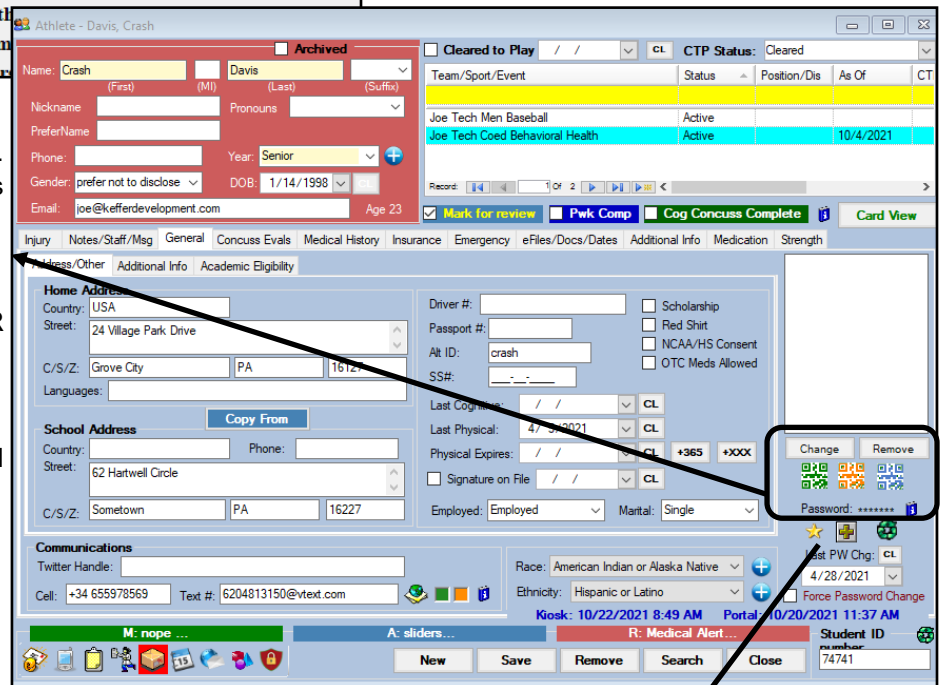
There are three options for QR codes. Green is reserved for ID cards only.



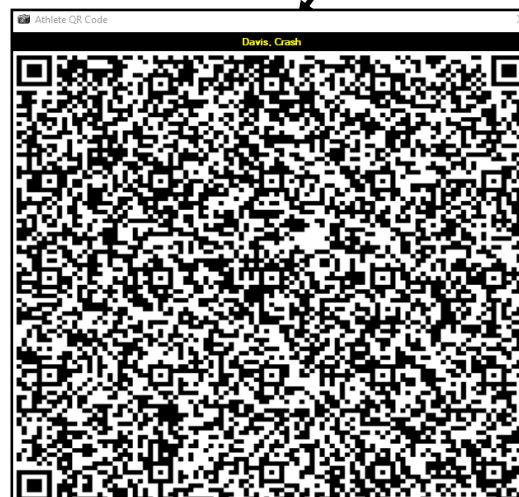
Orange is for the Custom QR code.



Blue is tied to the Travel Information Code.



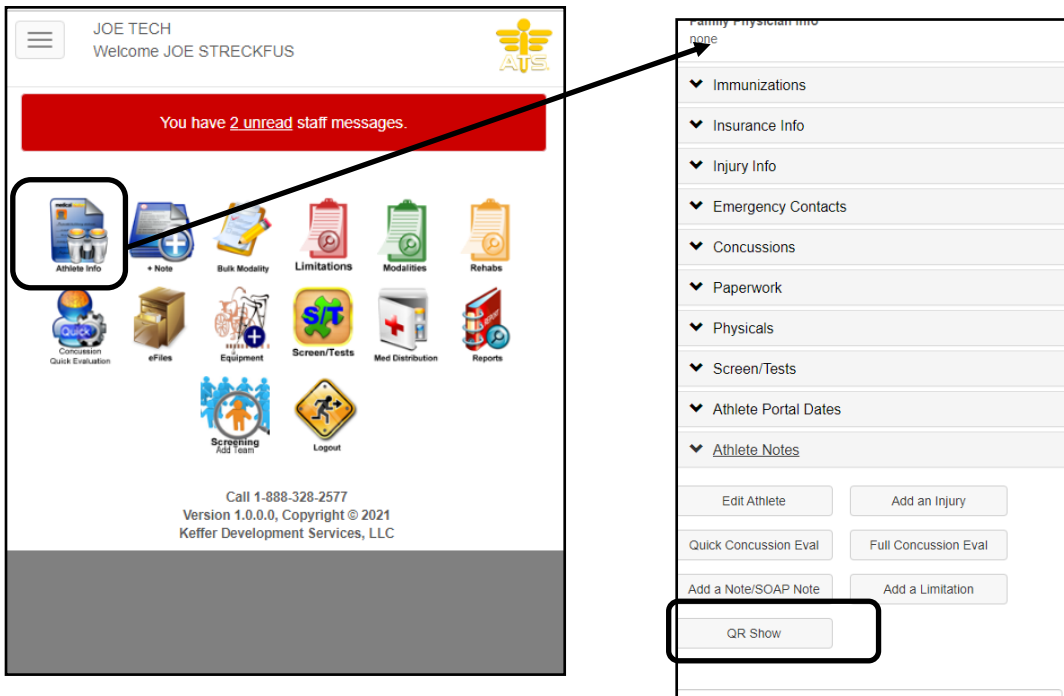
Depending on the QR code you choose you will see varying sizes of codes. They will contain different information. If you don't have one set you will not see a code show up.



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Staff Phone QR Codes:

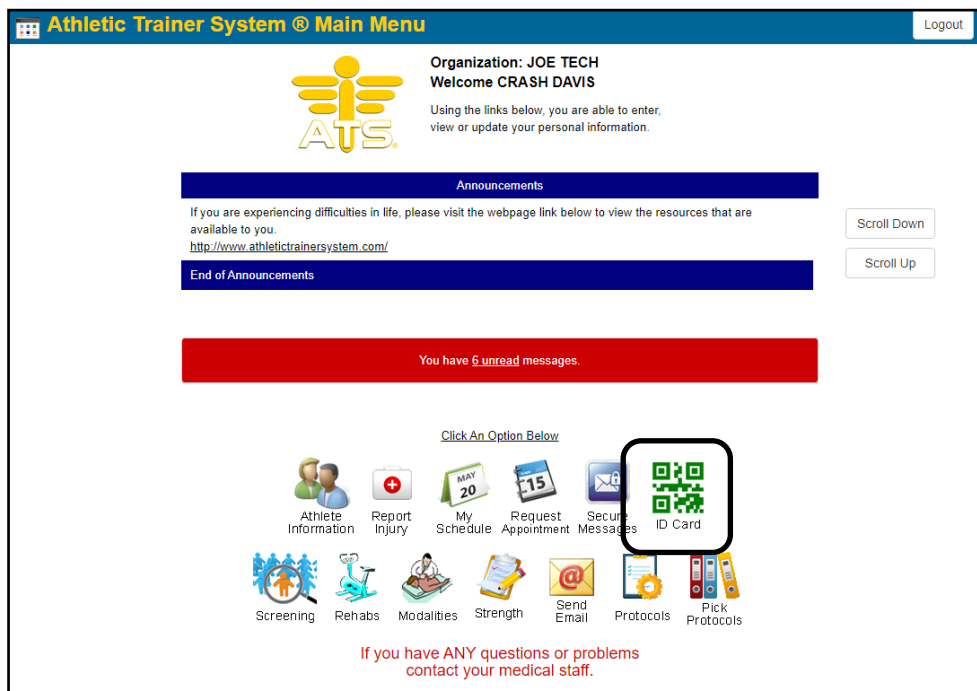
From the Staff Phone, you have the ability to see the Emergency/Travel QR information. This can be utilized in the case of an emergency, you can pull the QR code up and have the EMT or Hospital scan the information and securely transfer the information to them.



Athletes accessing their QR Code:

The Athletes in your database will only have access to the QR code for their ID. This can be used by them to scan into the kiosk if you have it configured for that.

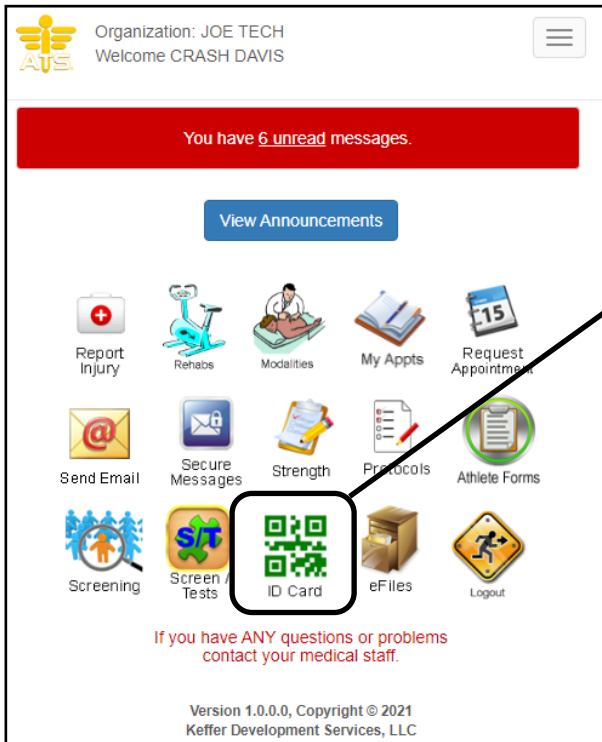
Athlete Portal:



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Athlete Phone:

From the athlete phone, they are also able to see their QR code. Again they will be able to save the image to their phone, so they can use it to scan themselves into the Kiosk.

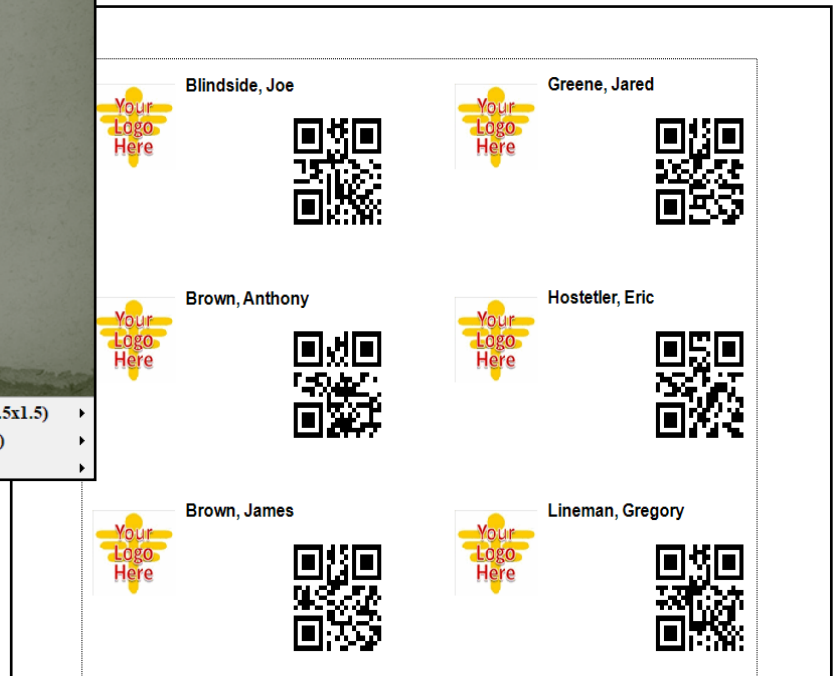


Reports and Other Information:

To print out your Athlete Id cards for use go to the Reports area. Select Reports—> #26 QR Code Reports—> ID Cards—> and then select an option for which you wish to print (athlete(s), team(s), organization(s), or for specific athlete years.



Once you have run your chosen report you can print out the cards and give them to your athletes to use when signing into the Kiosk.



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Email the QR Codes:

You can also send the QR code to your athletes if you they won't utilize the athlete portal. You can send the code to them so they can swipe into the Kiosk.

Athletes	Injuries	Modalities	Rehabs
Add an Athlete			
Add an Athlete (Quick)			
Search Athletes ▶			
Modify Athlete Info ▶			
Seasonal Athlete Update			
List/Query Tool			
Multiple Athlete to Team Utility			
"Quick" Functions ▶			
Quick Multi-Function			
"Bulk" Functions ▶			
Check Out Equipment			
Send Athlete a Form to Complete			
Process Emails & Text Messages			
Staff Evaluations ▶			
Physician/Staff Review ▶			

Get to the Process screen, you are able to select the athletes you want to send the QR codes to. Choose the appropriate way to process the email. They will need to have an email address associated with their account to get the email.

Make sure to give the body of the message test, and select send QR code as email.

Process Emails & Text Messages

Criteria Athletes

Year...
 Freshman
 Grad 2019
 Grad 2020
 Grad 2021
 Grad 2022
 Guest

Team...
 Coed Guest Team
 Guest Teams Guest demo
 Guest Teams Guest test
 Joe Tech Coed Behavioral Health
 Joe Tech Coed Nutrition
 Joe Tech Coed Track
 Joe Tech Men Baseball
 Joe Tech Men Football
 Joe Tech Men Mens Basketball
 Joe Tech Women Softball
 Joe Tech Women Womens Basketball
 Joe U East Coed Underwater Basketwe...
 Joe U North Coed Badminton
 Men Sent by ATS

Field tag <HIPAA> = HIPAA Statement

Attach File 1 No file attached...
Attach File 2 No file attached...
Attach File 3 No file attached...
Attach File 4 No file attached...
Attach File 5 No file attached...
Attach File 6 No file attached...

Note: If >1 primary contact is found no login or password will be sent...

Notices to Athlete
 Send Email Send Text Message
 Send QR ID Card via email

Notices to Emergency Contact
 Email Primary Contact
 Text Msg Primary Contact

Options
 Include Login ID Include Password
 Read Receipt Delivery Receipt

Some duplicate emails may be sent. We use "Best Efforts" to try and avoid this.

Send Messages Close