Updating Athlete Years:

Table of Contents:

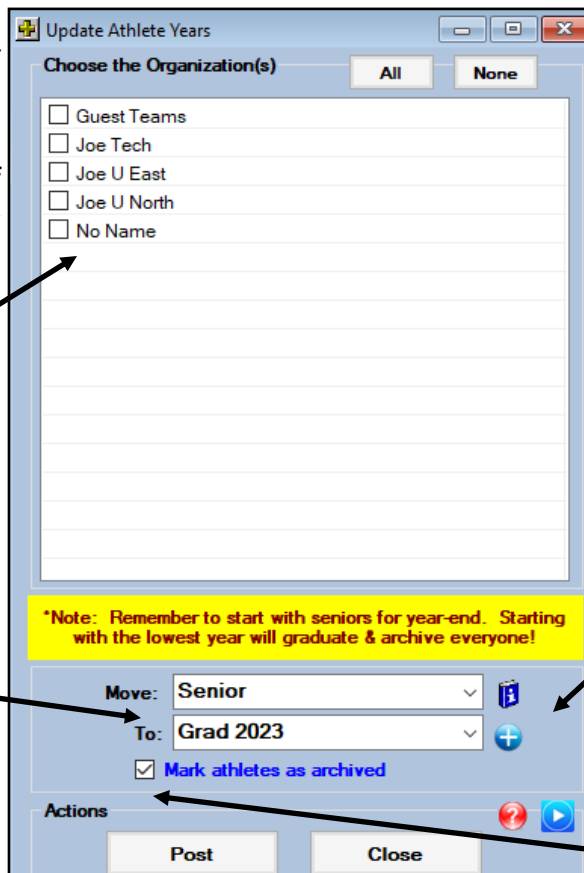# ATS— Update Athlete Years and Archiving Athletes

The Update Athlete Years utility allows you to advance/move your athletes class years in bulk as well as archive an entire group at once instead of individually.

To open this utility go to the Admin menu. Admin—> Update Athlete Years.

*You must be an administrator of your system or have been given access to this utility by your administrator. If you do not see this option in the menu contact your system admin.

Organizations in your database. *Be sure to only select the one you currently work with. If you do not have any organizations there will be a "none" option
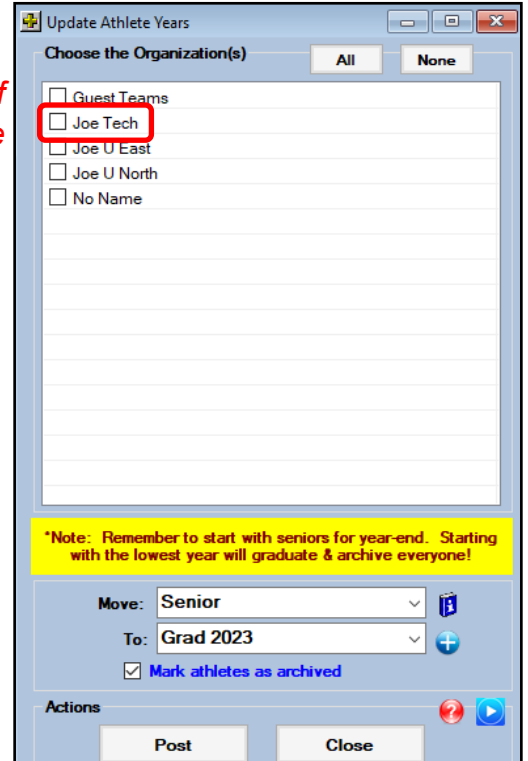
What athlete years you are moving and where it is going

Add a new year to the Athlete Years menu options

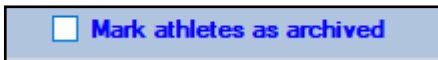Mark here to also archive the group you are moving.

Step 1: Choose the Organization to Modify:

Be sure to select only the organization/school you work with. If you do not have organizations in your database select the **_none/no name option_**.
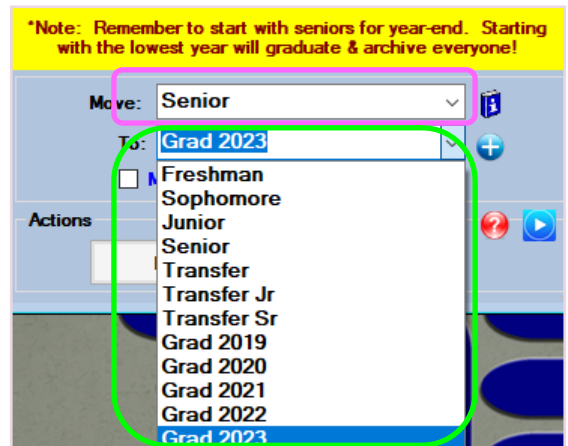

Step 2: Choose the year to move and the year it is moving to:

- **Be sure to start with Seniors or whatever your graduating class has been designated as**.

- If you start with the freshman you will eventually move everyone into the graduated group and archive your all of your athletes.

- If you wish to also archive this group select the Mark athletes as archived box below the athlete years.

This process cannot be undone so be sure to follow the steps correctly.

Step 3:

Once you have made your selections and double checked that you are moving the correct/desired athlete year and then click the Post button.

You will get a prompt asking if you are sure you want to run this and reminding you that this process cannot be reversed.   Say yes to continue.

You will receive a notification when the process is complete.

Moving Athlete Years if you did not do it initially:

If you did not archive a specific group when moving the athlete years or you have a year you wish to archive at this time you can utilize the Update Athlete Years for this process.
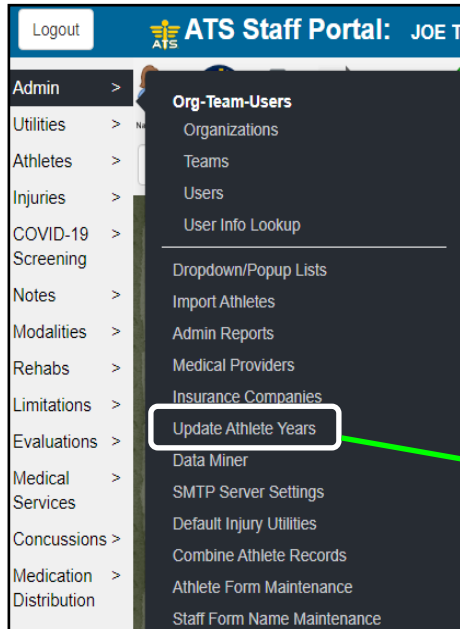
- Choose the Organization

- Select the class year the athletes are in the Move Box

- Select the same Athlete Year in the To Box– should match the move box

- Select the Archive option.

- Select Post.

Again, this process is not reversable. Please make sure you have selected the appropriate Athlete Year you want to archive.
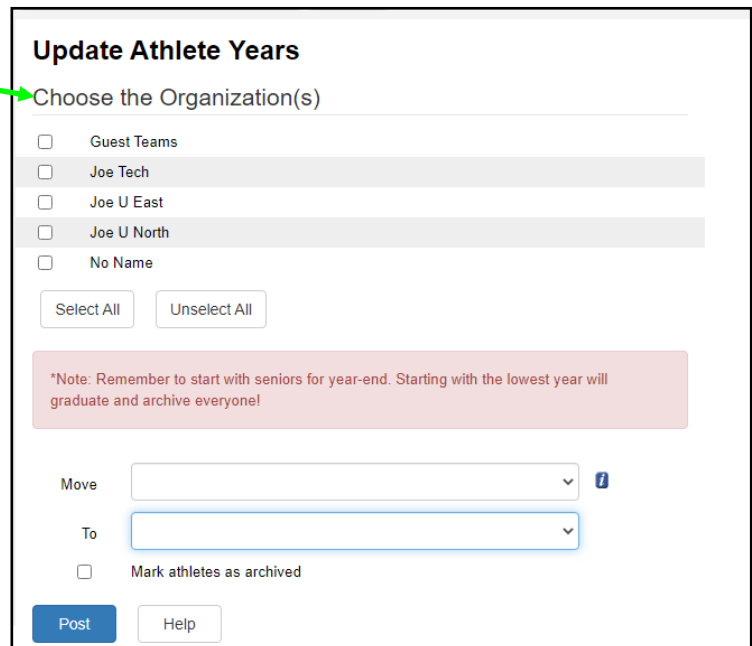
Updating Athlete Years in the Staff Portal:

You are able to migrate Athlete Years in the ATS Staff Portal. To Update Athlete Years, select Admin—> Update Athlete Years

Organizations in your database. *Be sure to only select the one you currently work with. If you do not have any organizations there will be a "none/no name" option

Step 1: Choose the Organization to Modify:

Be sure to select only the organization/ school you work with. If you do not have organizations in your database select the __none/no name option__.

Update Athlete Years

Choose the Organization(s)

- ☐ Guest Teams
- ☑ Joe Tech
- ☐ Joe U East
- ☐ Joe U North
- ☐ No Name

[Select All] [Unselect All]

Step 2: Choose the year to move and the year it is moving to:

- **Be sure to start with Seniors or whatever your graduating class has been designated as**.

- If you start with the freshman you will eventually move everyone into the graduated group and archive your all of your athletes.

- If you wish to also archive this group select the Mark athletes as archived box below the athlete years.

☑ Mark athletes as archived

This process cannot be undone so be sure to follow the steps correctly.

*Note: Remember to start with seniors for year-end. Starting with the lowest year will graduate and archive everyone!

Move [Senior ⌄] ℹ

To

Post

Freshman
Sophomore
Junior
Senior
Transfer
Transfer Jr
Transfer Sr
Grad 2019
Grad 2020
Grad 2021
Grad 2022
Grad 2023
Grad 2024
Grad 2025
Grad 2026
Purge

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r Development Ser

Step 3:

Once you have made your selections and double checked that you are moving the correct/desired athlete year and then click the Post button.

You will get a prompt asking if you are sure you want to run this and reminding you that this process cannot be reversed.   Say yes to continue.

You will receive a notification when the process is complete.

Update Athlete Years

Choose the Organization(s)

☐ Guest Teams
☑ Joe Tech
☐ Joe U East
☐ Joe U North
☐ No Name

[Select All] [Unselect All]

*Note: Remember to start with seniors for year-end. Starting with the lowest year will graduate and archive everyone!

Move | Senior   ⌄ | ℹ
To | Grad 2023 ⌄ |
☑ Mark athletes as archived

[Post] [Help]

www.atsusers.com says

This process may not be reversed.
Do you want to continue?

[OK] [Cancel]

✅ Update complete.   ✕

Moving Athlete Years if you did not do it initially:

If you did not archive a specific group when moving the athlete years or you have a year you wish to archive at this time you can utilize the Update Athlete Years for this process.

- Choose the Organization
- Select the class year the athletes are in the Move Box
- Select the same Athlete Year in the To Box– should match the move box
- Select the Archive option.
- Select Post.

Again, this process is not reversable. Please make sure you have selected the appropriate Athlete Year you want to archive.