

## Guest Player

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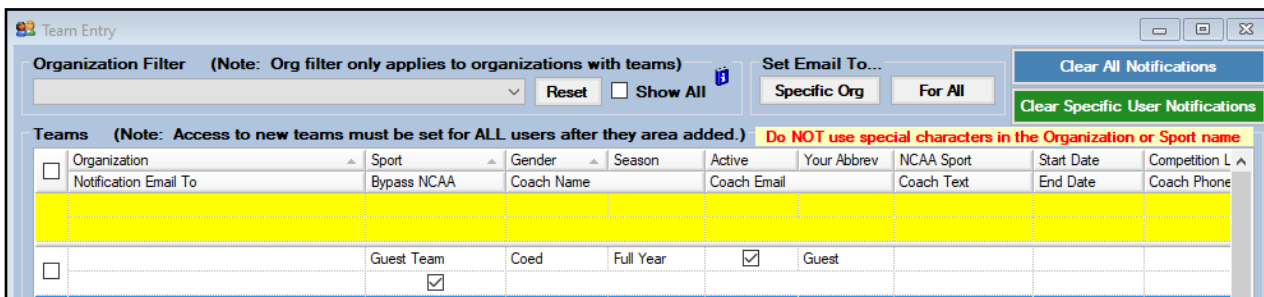
## Setting up a Guest Team:

Recording treatments for a guest player can be tricky. Especially if they travel without an AT and become injured at your Venue. ATS allows you the ability to use a guest player and document as necessary, and communicate it to the responsible AT, at their institution.

Before you are able to log treatment or anything else you have done for a guest player, you must first create a Guest Team.

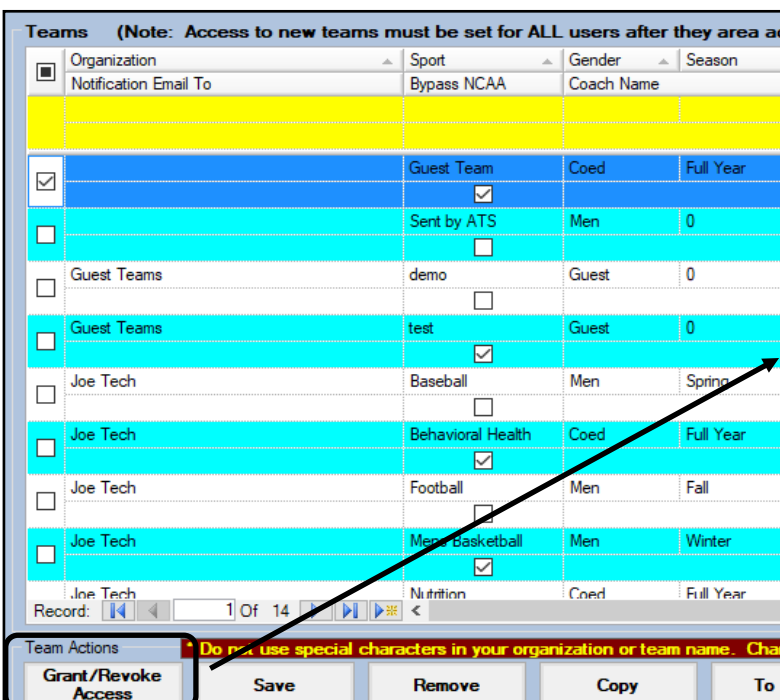
Go to ADMIN—> Add/Update Teams & Organizations—> Add/Update Teams

Create an entry for Guest Teams.



We recommend your guest team as coed, setting it as full year. Make them active, and give an abbreviation that is short, as you would creating any other team.

If you are an institution that does Datalys reporting, it is recommended to check the bypass NCAA on this screen.



Make sure you either use the grant/ revoke access button to grant your users access to that team. Or, you can go through their user profile and grant access. Reminder, if you don't grant access, the team will not be visible. For more information on team access please see the [Team Setup](#) help doc.

## Adding Guest Player to Guest Team:

After ensuring you have given appropriate access to yourself and the remainder of your staff; you need to enter the “guest player” that will serve as the account to log all of the treatments under. Use the ADD athlete either menu item or the icon to add the guest player information.

You will be adding the real name as needed under the injury entry screen. That process will be detailed further down in the document.

The screenshot displays the 'Athlete - Guest, Player' form. The top section contains personal information fields: Name (Player, Guest), Nickname, Phone, Gender (Other), and DOB (7/1/2021). Below this is a table for 'Team/Sport/Event' with columns for Status, Position/Dis, As Of, and CT. The bottom section shows an 'Injuries' table with columns for Injury Date, Status, Body Part, Injury Type, Side, Athletic Trainer, Report Date, Docs, and Description. A sidebar on the right contains buttons for Resolve, New, Print, Details, Add Default, and Activity, along with a 'Show All' checkbox and a 'Card View' button. The bottom of the screen has a toolbar with 'New', 'Save', 'Remove', 'Search', and 'Close' buttons, and a 'Student ID number' field.

Enter the required information you/your system administrator have set to be required. For more info on that, see the [Set Required Fields](#) doc.

Assign the guest player to the Guest Team you created in step 1.

## Entering Information for the Guest Player:

After you have the Guest Player Saved, you are able to log injury evaluations or anything else you may provide that athlete, like you would one of your own.

Begin by opening the Guest Player you created. Click new to enter the new injury evaluation. Complete the required information set by the Administrator.

The screenshot shows the 'Injury - Guest, Player' form. The 'Injury Desc/How' tab is highlighted with a red box and an arrow pointing to the 'Notes' section below. The 'Notes' section contains the text 'Joe Streckfus, Ankle Injury, Visiting Football Team'.

Enter SOAP notes, modalities, or other evaluations as you normally would.

Use the injury description tab to enter the specific information for the visiting athlete.

This will then show up on the main injury area in the comments/notes area. This will aid in distinguishing between the injuries and allow you to keep detailed notes for all the visitors.

Entering the name in the description will also allow ease of communicating or sending the records to the other school, or migrating them to your school if you are in an outreach program.

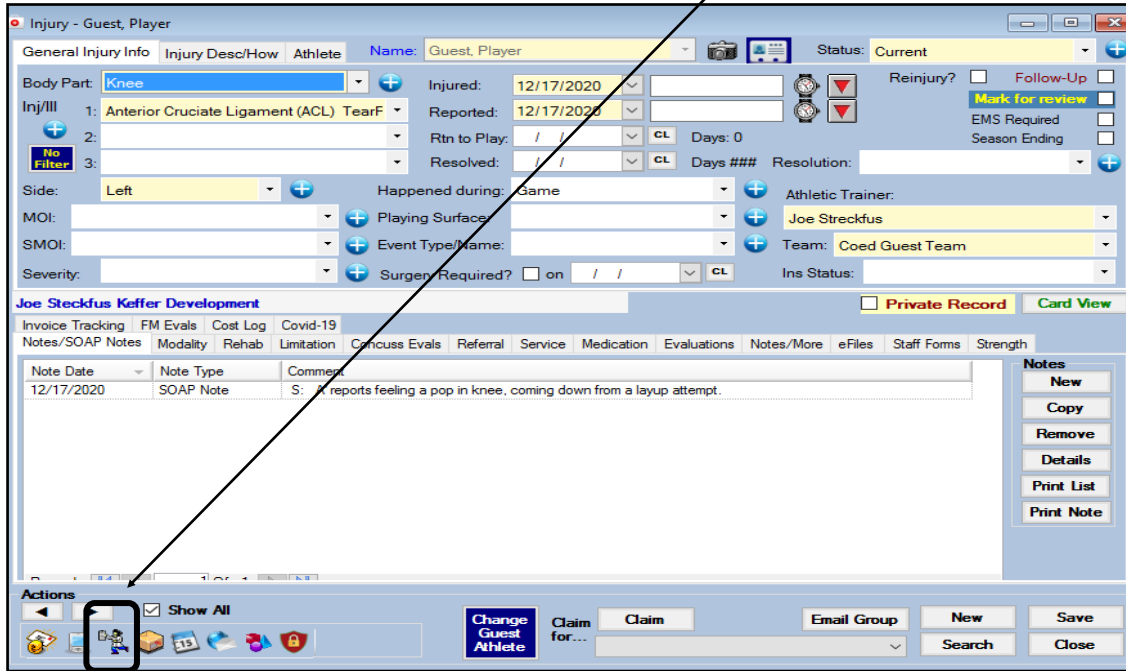
The screenshot shows the 'Athlete - Guest, Player' form. The 'Athlete' section is visible, showing fields for Name, Nickname, Phone, Gender, and DOB. The 'Injury' section is also visible, showing a table of injuries with columns for Injury Date, Status, Body Part, Injury Type, Side, Athletic Trainer, Report Date, Docs, and Description. The 'Log Concuss Complete' button is highlighted with a red box.

Injury Date	Status	Body Part	Injury Type	Side	Athletic Trainer	Report Date	Docs	Description
10/29/2021	Current	Ankle	Lateral Ligam...	Left	Joe Streckfus	10/29/2021	<input type="checkbox"/>	Joe Streckfus, Ankle Injury, ...

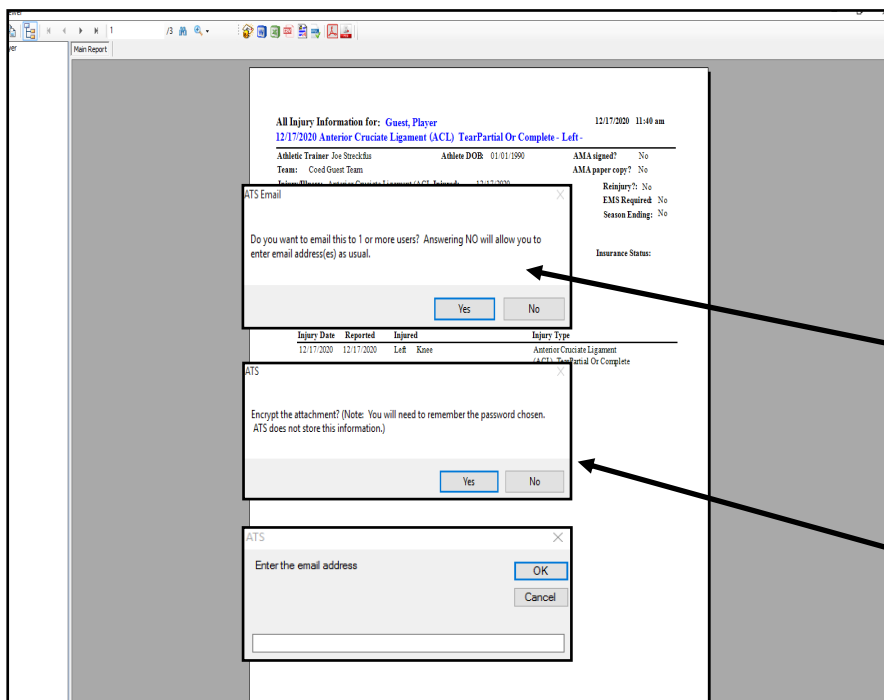
## Sending Guest Information to another AT:

### For guest players NOT within the same database:

After you finish creating the injury, inputting any notes, or other documentation, you have the ability to send the information directly to the AT responsible. Stay on the Injury screen, click on the Icon of the Person running with the report to send it via Email.



After generating the report, utilize the Email Icon to send the report, attached as a PDF file.



If it is a team within your organization, you can use yes to select a user from the database.

Since it is likely a team that is visiting and not in your organization, using the no button will allow you to enter email addresses for that person.

It is highly recommended that you encrypt ANY report that you send. Be sure to remember the password, **it is NOT stored!!!**

## For guest players within the same “Network”

If you have multiple schools in the same database; the different users will be able to migrate the injury to the respective injury profile, under their school.

**Part I** - Make sure to follow the previous set up instructions, and grant access to the appropriate users.

**Part II** - After entering the injury information and any other related notes, by the host AT. The users that are in the database, will have the ability to log in and migrate the athlete injury information to their team.

The responsible AT for the injured athlete opens the guest team, and finds their injured athlete. Then once the injury profile is opened, they can use the Change Guest Athlete, button to migrate the injury.

The screenshot displays the 'Injury - Guest, Player' window. The 'General Injury Info' tab is active, showing details for an injury to the 'Knee' on the 'Left' side, reported on '12/17/2020'. The 'Athlete' field is set to 'Guest, Player'. A 'Change Guest Athlete' button is visible in the bottom right of the main window. An arrow points from this button to a 'Choose the ATHLETE...' dialog box that is open. This dialog box contains a list of athletes from the database, including names like 'Davis, Crash - Joe Tech Men Baseball' and 'Engelland, Ashley - Joe Tech Coed Track'. At the bottom of the dialog, there is an 'OK' button. A small message box at the bottom of the screen reads: 'Injury information updated. This screen will close & a new one will open with the new information.'

After clicking the Change Guest Athlete button, it opens up the list of athletes in your database you have permission to view. When you select the athlete from the list, it will migrate the injury information from the guest athlete to the athlete selected.

The steps above will move the injury information to the appropriate athlete, as well as their team.

**Injury - Streckfus, Joe**

General Injury Info | Injury Desc/How | Athlete | Name: Streckfus, Joe | Status: Current

Body Part: Knee | Injured: 12/17/2020 | Reported: 12/17/2020 | Rtn to Play: / / | Days: 0 | Resolution: / / | Days ###

Inj/Ill: 1: Anterior Cruciate Ligament (ACL) TearF | 2: | 3: |

Side: Left | Happened during: Game | Athletic Trainer: Joe Streckfus | Team: Joe Tech Men Baseball

MOI: | Playing Surface: | Event Type/Name: | Severity: | Surgery Required?  on / / | Ins Status:

**Joe Streckfus Keffer Development** | Private Record | Card View

Note Date	Note Type	Comment
12/17/2020	SOAP Note	S: A' reports feeling a pop in knee, coming down from a layup attempt.

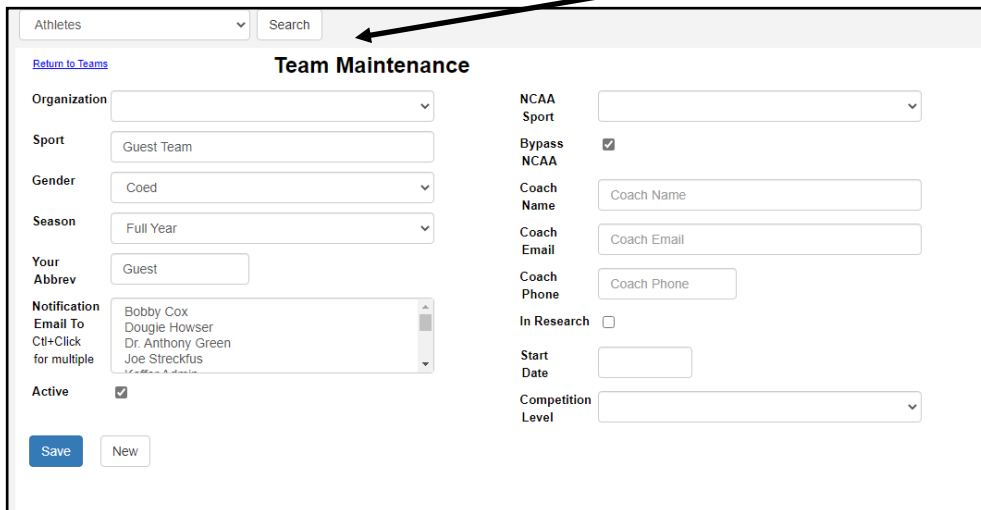
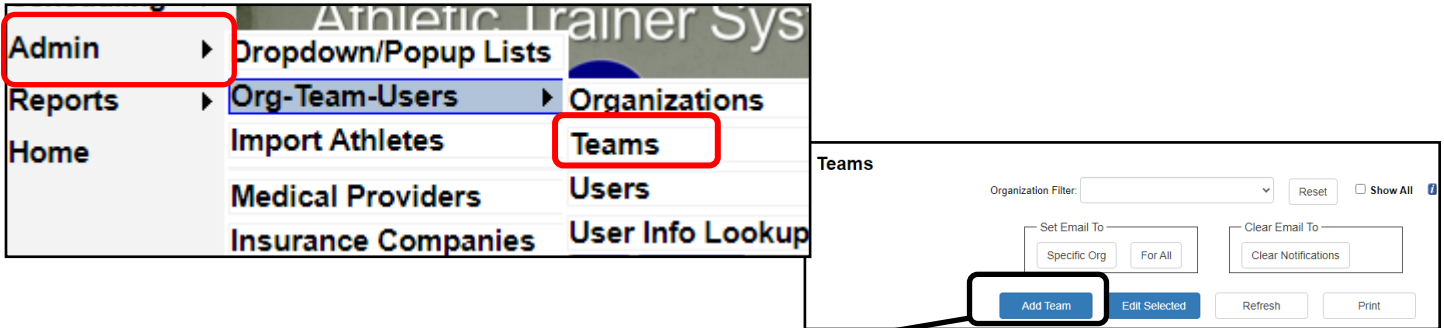
Notes: New, Copy, Remove, Details, Print List, Print Note

Actions: Show All, Claim, Email Group, New, Save, Search, Close

## Guest Player in the ATS Staff Portal:

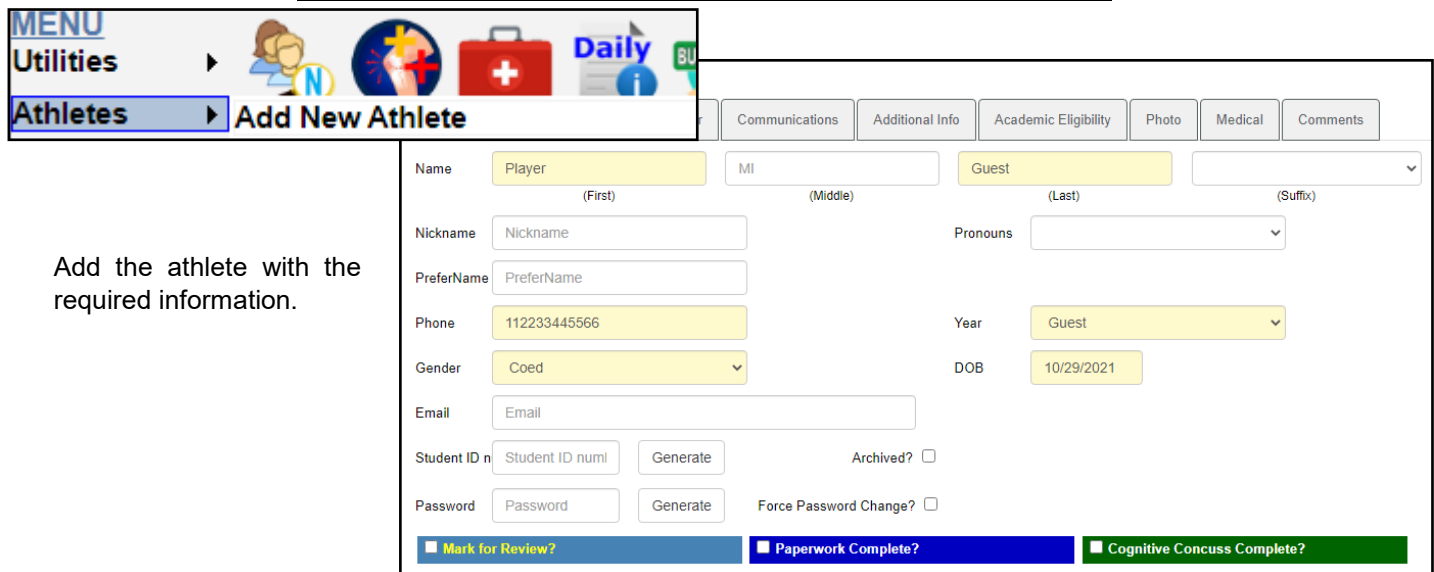
You are also able to use the Staff Portal to track guest injuries as well. If you need further details on entering injuries on the Staff Portal please see the [Adding Injuries Staff Portal](#) doc.

If you utilize the Staff Portal Exclusively, you are able to set up, the guest team and player so you can document the same way.



Set up the guest team as it was done in the desktop. Guest Team, Coed, Full Year, and an abbreviation.

## Adding Guest Athlete in Staff Portal:



Add the athlete with the required information.



## Entering Information for the Guest Player:

Use your preferred method of locating the Guest Player profile.

Enter the injury information as you would your athlete, and fill out the injury desc/how tab to enter the name and other information for the athlete.

Name:  Team:

Use % for wildcard searches. Ex. smi% or %sand%

Options:

- Search Active Only
- Search All (Active, Inactive, and Archived)
- Search Archived Athletes Only
- Search Imported or Marked to be Purged  
(Team selection will be ignored for this option)
- Search Athletes Not Listed on a Team  
(Team selection will be ignored for this option)

Search Results

Guest, Player

[Return to Athlete](#) **Injury** - 10/29/2021 - Guest, Player - Lateral Ligament Complex (ATF, CF, PTF) Tear -Partial or Complete - Left - Ankle

General Info	Injury Desc/How	Contacts	Billing	Modality	Meds	Rehab	Limit	Service	Notes/Staff Forms	Evaluations
Concussion	Referral	eFiles	FM Evals	Notes	COVID-19	Email	NCAA/HS			

Name:  Status:

Team:  Athletic Trainer:

Body Part:  MOI:

Bypass body part filter for inj/ill?  SMOI:

Inj/ill 1:  Severity:

Inj/ill 2:  Happened During:

Inj/ill 3:

Side:

Inj Date:  Today

Inj Time:  Or Time Now

Rpt Date:  Today

Rpt Time:  Or Time Now

Rtrn Play:  Days: 0

Resolved:  Days: 0

for

[Change Guest Athlete](#)

[Return to Athlete](#) **Injury** - 10/29/2021 - Guest, Player - Lateral Ligament Complex (ATF, CF, PTF) Tear -Partial or Complete - Left - Ankle

General Info	Injury Desc/How	Contacts	Billing	Modality	Meds	Rehab	Limit	Service	Notes/Staff Forms	Evaluations
Concussion	Referral	eFiles	FM Evals	Notes	COVID-19	Email	NCAA/HS			

Res: Joe Streckfus, Ankle Injury, Visiting Football Team

## Changing a Guest Athlete in the Same Organization:

In the ATS Staff Portal, you are able to migrate an athlete in the same organization. Once you are in the injury for the Guest Player you need to move to a regular athlete, click the blue Change Guest Athlete button on the bottom. The athlete menu will open for you to select the appropriate person to migrate them to.

The screenshot displays the 'Injury' form in the ATS Staff Portal. The form title is 'Injury - 10/29/2021 - Guest, Player - Lateral Ligament Complex (ATF, CF, PTF) Tear -Partial or C'. The 'General Info' tab is active. The form contains various fields for injury details, including Name, Team, Body Part, Inj/III 1-3, Side, Inj Date, Inj Time, Rpt Date, Rpt Time, Rtrn Play, and Resolved. A 'Change Guest Athlete' button is highlighted with a red box at the bottom left. An arrow points from this button to a dropdown menu on the right side of the form, titled 'Change Guest Athlete'. The dropdown menu is open, showing a list of athletes to choose from, including 'Adams, Leigh Ann - Joe Tech Coed Behavioral Health', 'Adams, Leigh Ann - Joe U North Coed Badminton', 'Allen, Shannon - Joe Tech Women Womens Basketball', and 'Anderson Jr., Bobby - Men Sent by ATS'.

## Sending Information to Outside Athletic Trainer:

The report viewer on the Portal and the Desktop function very differently. Currently to send a the injury information you need to go to the Reports menu item. Then select 4: injuries, 2: all injury information (except eFiles), 3: for an athlete and a date range, select the date range to generate the information for.

3. For an Athlete and Date Range

Athlete:

Start Date:  End Date:

Choose the method you would like to view the injury information. It is recommended since there is no direct way to send the info, to verify you have the date range correct and are only sending the information you need to.

After doing that, you can select the email report button and encrypt the document. Reminder ATS, DOES NOT store the password when you encrypt a document.

**All Injury Information for: Guest, Player** 11/03/2021 12:28 pm

**10/29/2021 Lateral Ligament Complex (ATF, CF, PTF) Tear -Partial or Complete**

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Athletic Trainer: Joe Streckfus      Athlete DOB: 07/01/2021      AMA signed? No

Team: Coed Guest Team      AMA paper conv? No

**Injury/Illness:** Lateral Ligament Complex (ATF, CF, Injured: 10/29/2021

:      Reported: 10/29/2021

:      Rtn to Play:

**Body Part:** Ankle      Resolved:

**Side:** Left      Resolution:

**MOI:**      Happened during:

     Playing surface:

**SMOI:**      Event Type/Name:

**Severity:**      Surgery Required: No

**General Description:** Joe Streckfus, Ankle Injury, Visiting Football Team

**Injuries**

Injury Date	Reported	Injured
10/29/2021	10/29/2021	Left Ankle

Using the Email button you will see this screen show up. Enter the email address of the person you need to send it to, enter the message text, and as always we recommend encrypting the health information before sending.

**Email Report** ✕

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**Email Message and Options**

Encrypt document?

**Enter and/or Select email recipient(s).**

Email To:

joe@kefferdev.com

joe@kefferdevelopment.com

rhett@kefferdev.com

Email Message: