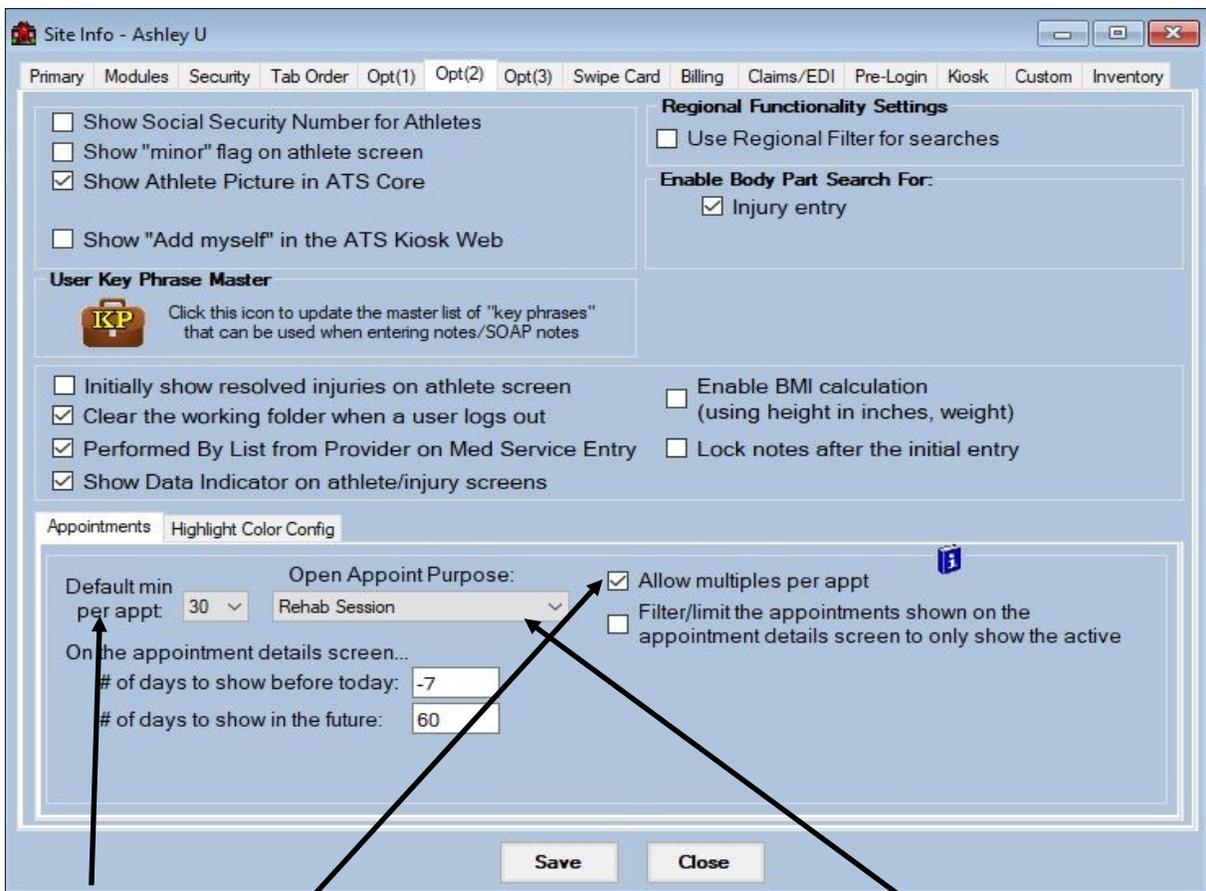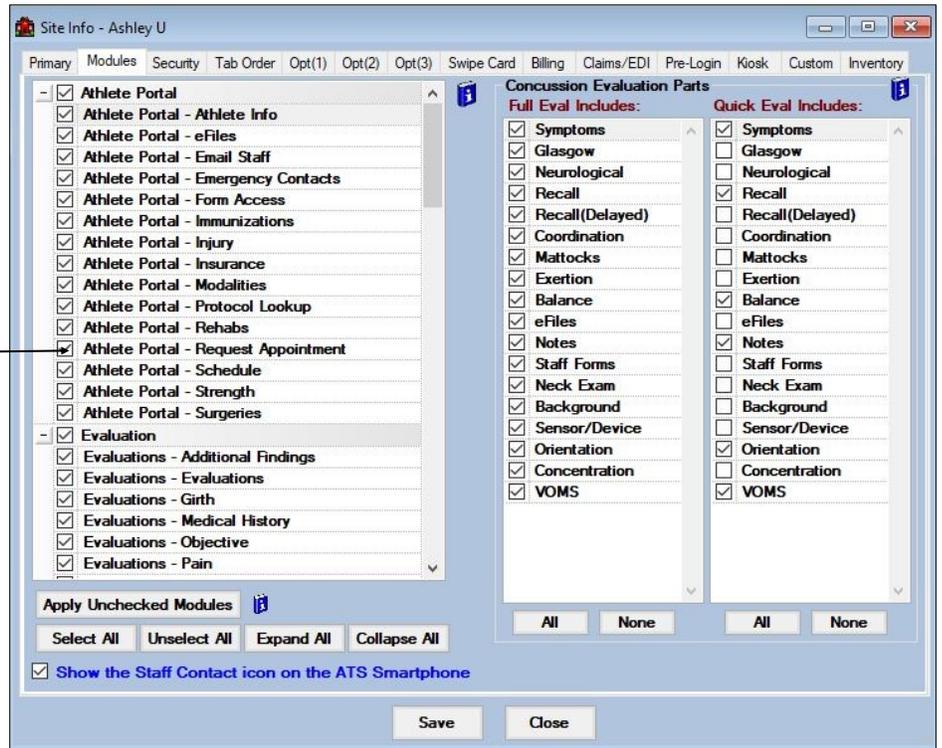# ATS – Configuring & Using Scheduling Availability

The first step in configuring ATS for using the staff & equipment

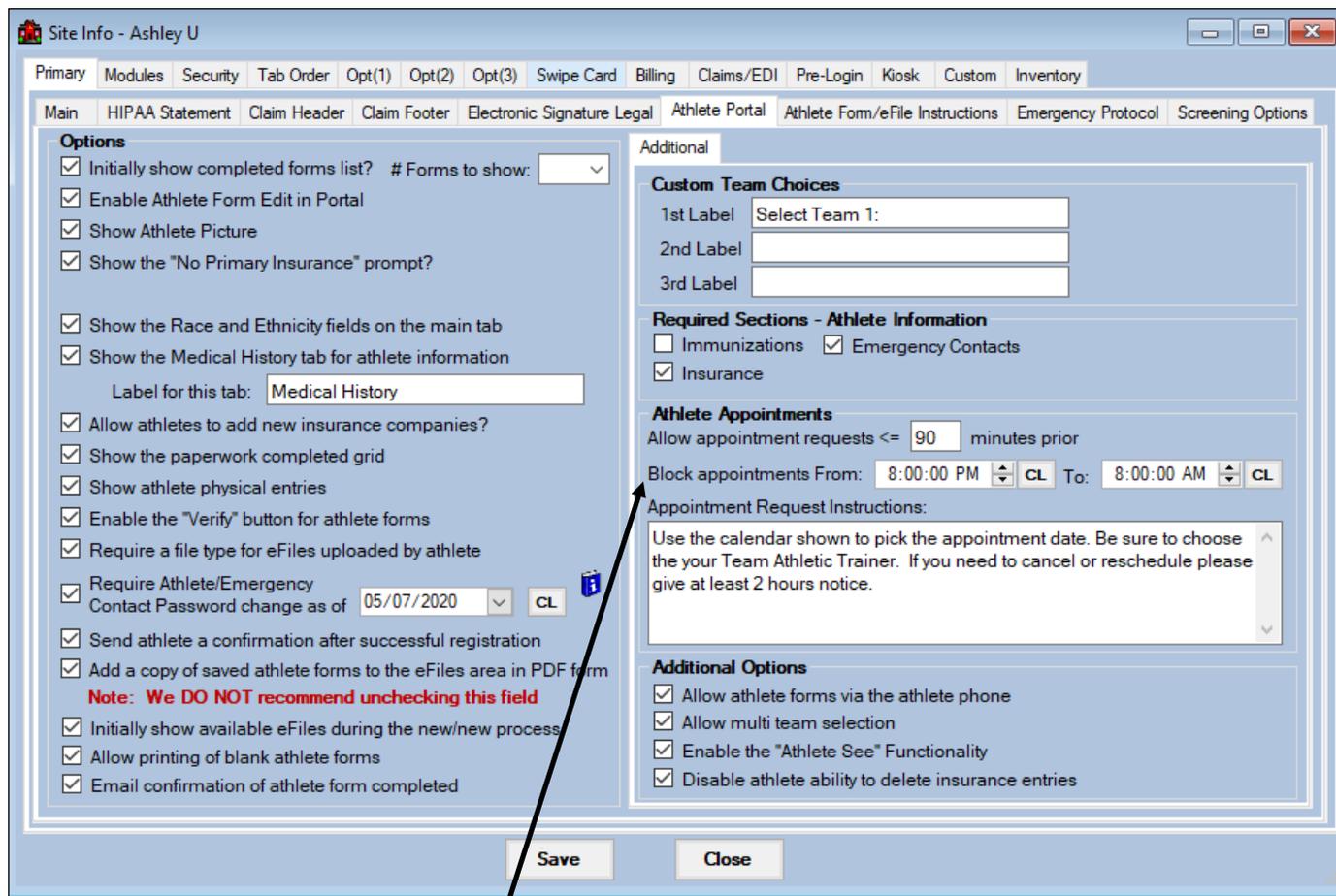availability is to enable the functionality for the ATS Athlete Portal

Next; update the Appointments section of the Site Info screen.

Enter the default number of minutes for each appointment, set the default appointment purpose to use,

And by checking this box allows multiple appointments for a staff member of piece of equipment.
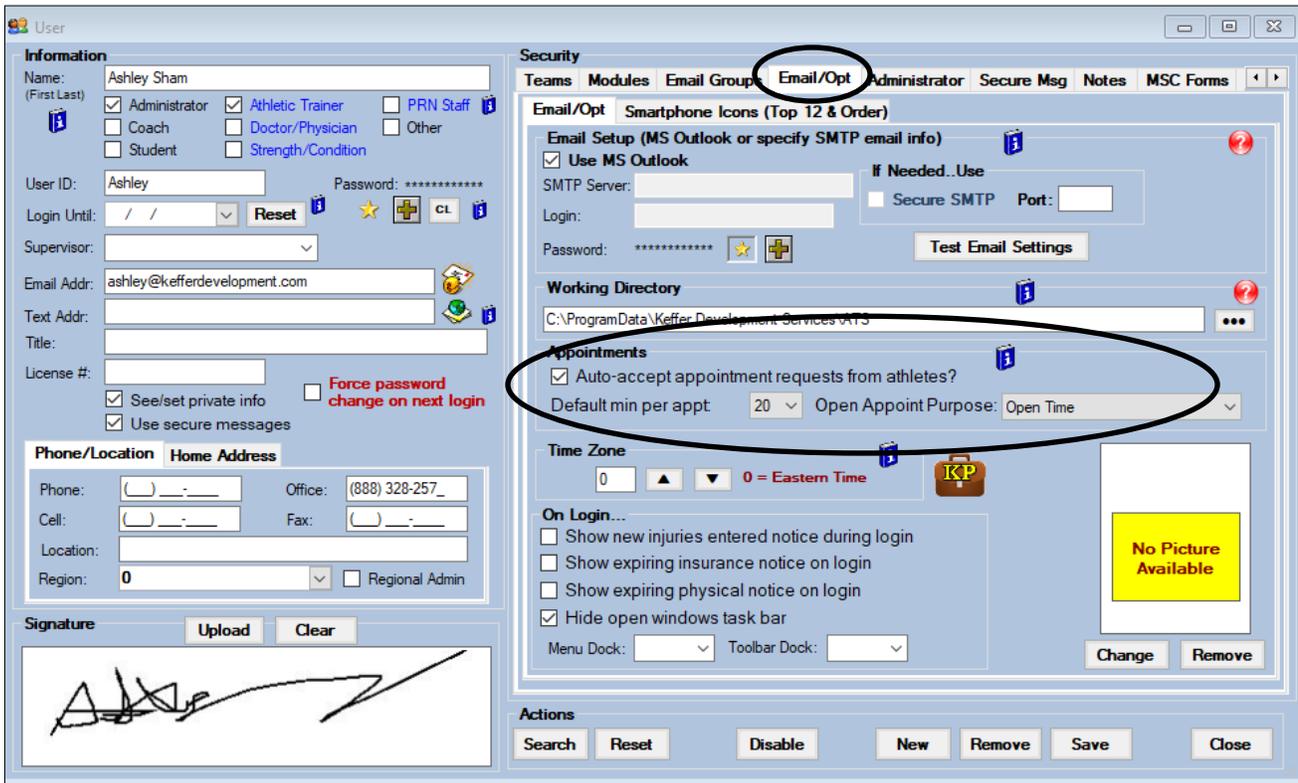
In the Athlete Portal tab of Site Info there is an area labelled Athlete Appointments. This area allows you to set several aspects of the scheduling platform. First you can set how long prior to an appointment an athlete can schedule. You can also block out certain times of the day (or night) that the athletes cannot request/schedule appointments. You can also customize a set of instructions that will appear on the appointment page of the Athlete Portal.

ATS – Configuring & Using Scheduling Availability

The next step is to go into the user profile of your users that are posting appointments and making sure the Auto-accept Appointments box is checked. This box will automatically assign the athlete to the appointment they sign up for.

This can be found by going to admin—>Users—>Search users—>choose appropriate user from the list. Once the user profile is open click on the email/opt tab. In the appointments section for this tab you will see the auto-accept box.

The next step is to make sure your Calendar Year is up to date. Go to Opt(3) tab and set your Calendar year. This area needs to be current for the appointments to be visible to the athletes.

To begin scheduling appointments choose the "Staff/Equipment Availability" menu choice...shown below.
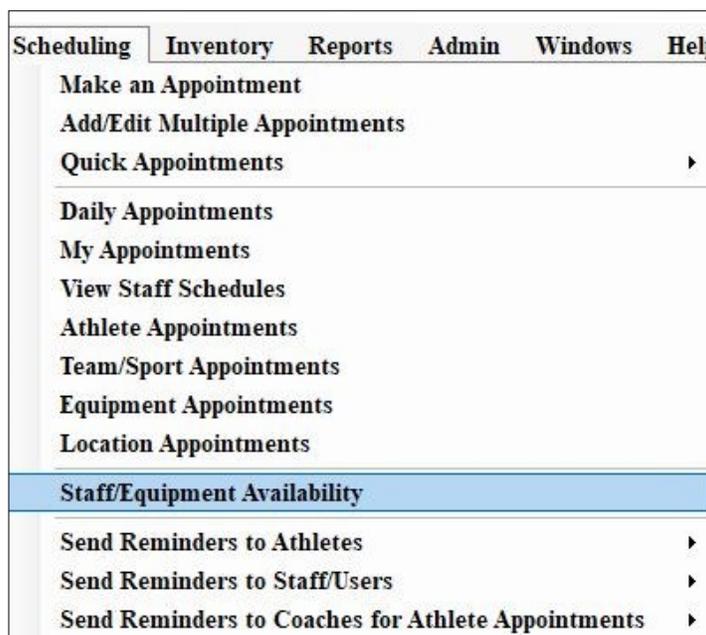
Once clicking on this menu choice you will see the screen shown below. More details are shown on the next page.

Choose either Schedule Staff or Schedule Equipment

Choose the staff member or equipment

Choose the maximum number of athletes
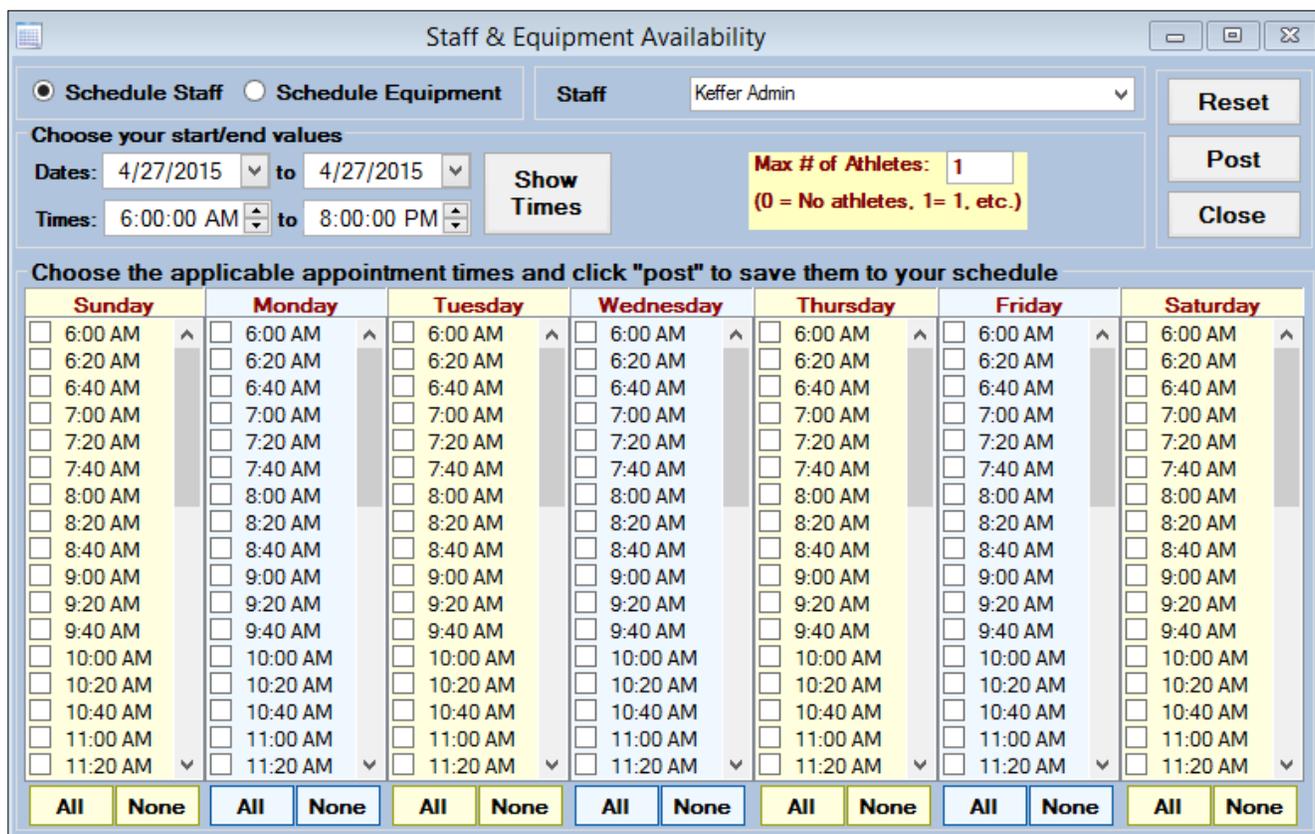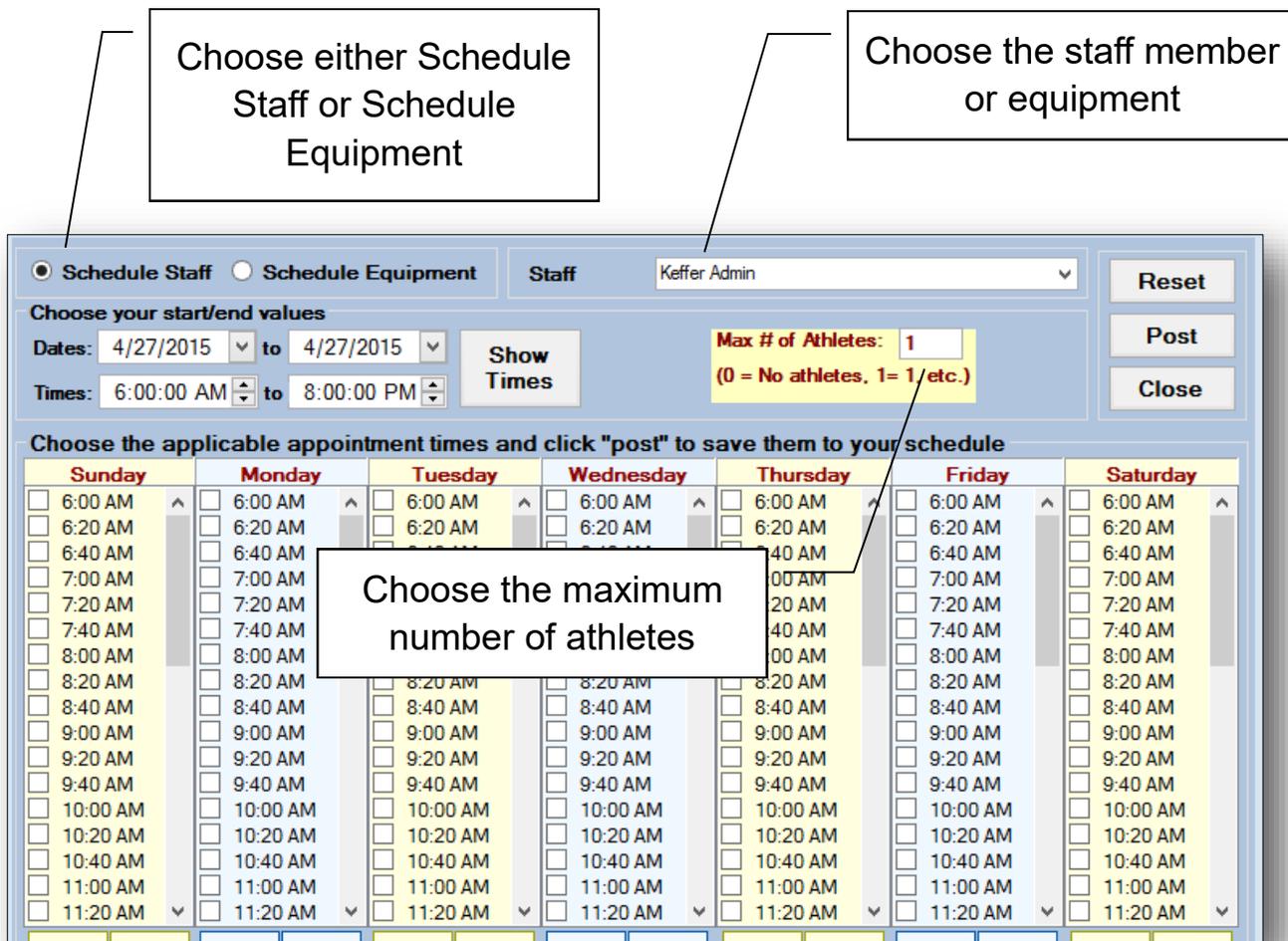
- **Once you have chosen the staff or equipment choose the start & end date, start and end time, and then click the "Show Times" button.**

- **Click on the desired times for each day.**

- **Click the "Post" button to enter the appointments for each day within the date range and the desired times.**

- **If you want to start over; click the "Reset" button.**

Appointments show on the schedule similar to the one shown to the right.
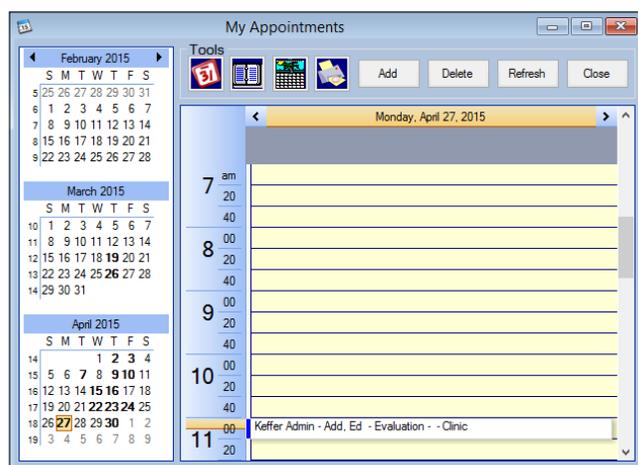
ATS – Configuring & Using Scheduling Availability

In the **ATS Athlete Portal** athletes click on the icon shown above, and then use the screen shown to the right to request an appointment.

Note: to make a request...

1. "Check" the applicable box
2. Enter a note if desired
3. Click "Send Request"

Request Appointment - ASHLEY U

Select a date below to view available open appointment times to request an appointment with your staff members.

Aug		September 2020				Oct
Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Use the calendar shown to pick the appointment date. Be sure to choose the your Team Athletic Trainer. If you need to cancel or reschedule please give at least 2 hours notice.

-- Staff Filter --

1. Select the appointment time you would like to request.
2. Enter any note you wish to send with your request.
3. Click the "Send Request" button below to email the staff member for approval.

| Select	Time	Staff Name / Purpose / Location / Equipment
Select	6:00 PM	Ashley Sham (1) - Treatment - -

Request Note

Note to include with appointment request

Send Request

Database: atsashley | ATS Athlete Portal Version 2.0.0.0
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Menu   Logout

Once the athlete clicks "Send Request" an email is sent to the applicable staff member and a green confirmation message will appear at the top of the screen.

✓ Appointment scheduled. The staff member has been notified of the appointment also.   ×
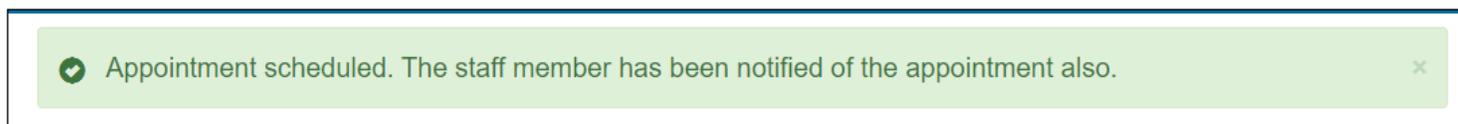
ATS – Configuring & Using Scheduling Availability

There are several utilities to remove staff/equipment availability, clear out schedules and appointments.   These utilities can be found under the scheduling utilities menu.

Go to admin—>Scheduling Utilities—> then make appropriate choice.
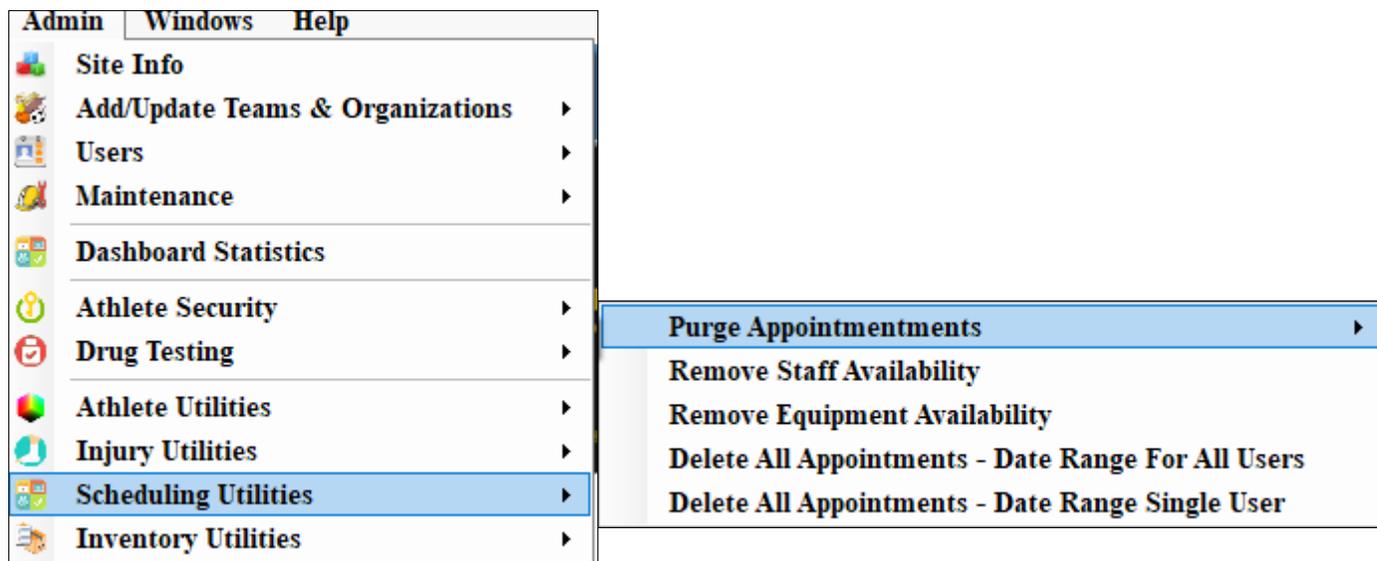
You can purge appointments by date, remove staff availability, remove equipment availability, delete all appointments within a date rage or delete all appointments for a specific user.