ATS—Athlete Info

Menu Item	Page	Video if available
ATS Desktop		
Adding or Searching for Athletes	2-3	Add Athlete Import Athletes
Injury Tab	4	Add Injury Daily Info Entry Add Modality Bulk Modality
Note/Staff/MSG & General Info	5	Secure Message
Concussions	6	Concussion
Medical History	7	
Insurance & Emergency	8	
eFiles & Paperwork	9	eFile Paperwork
Athlete Forms & Athlete Login History	10	Forms
Additional Info & Medication & Strength	11	Medication Strength
ATS Staff Portal		
Adding or Searching for Athletes	12	Add Athlete Import Athletes
Teams & Address & Other	13	
Communications & Additional Info & Academic Eligibility	14	
Medical History & Injury	15	Add Injury Daily Info Screen
Modalities & Medication	16	Modality Bulk Mod.
Rehab & Limitation & Services	17	Rehab Limitation
Note/Staff/MSG & Concussions	18	Concussion
Referral & Insurance	19	Referral Add Med Provider
Emergency Contact, eFile & FM Eval	20	
Strength & Comments	21	
Supplemental Videos/Docs		
Full Training Video		User Training
Basic User Guide		User Guide Doc
Full breakdown of the ways to communicate with athletes		Communication Help Doc

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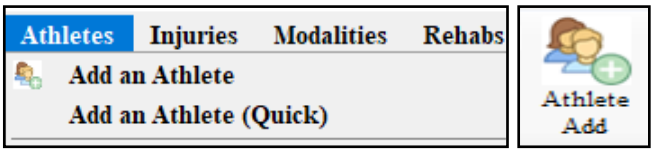
ATS—Athlete Info

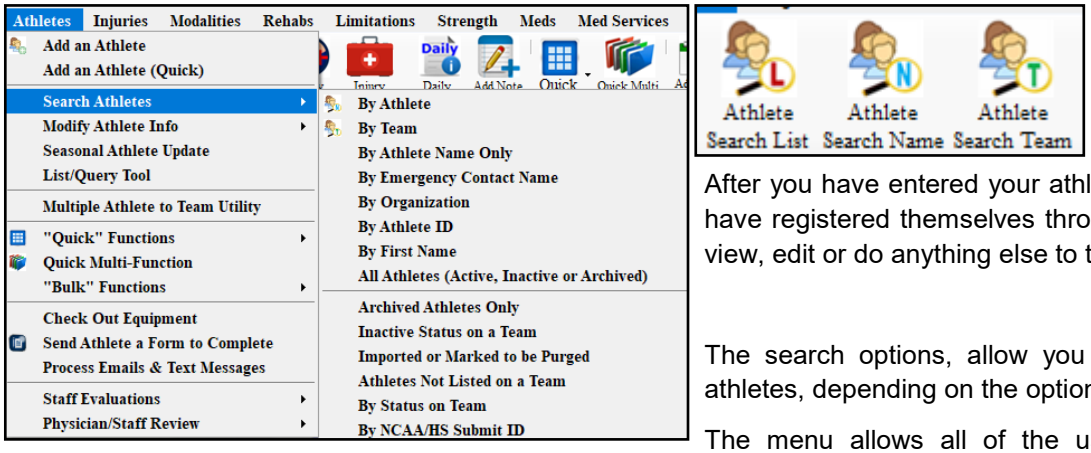
There are a multitude of different screens, and ways to manage your athlete information. This document it really designed to show you some general way to access, add, modify and manage all aspects of the athlete.

Add an Athlete:



Use the above menu items or Icon to add an athlete to the database. For more details on the process, check out the Basic User Guide. Before adding athletes, you must have teams set up and permission for those teams. Every athlete must be on at least one team, and active. The other required fields will vary depending your System Administrator and what they have made required.

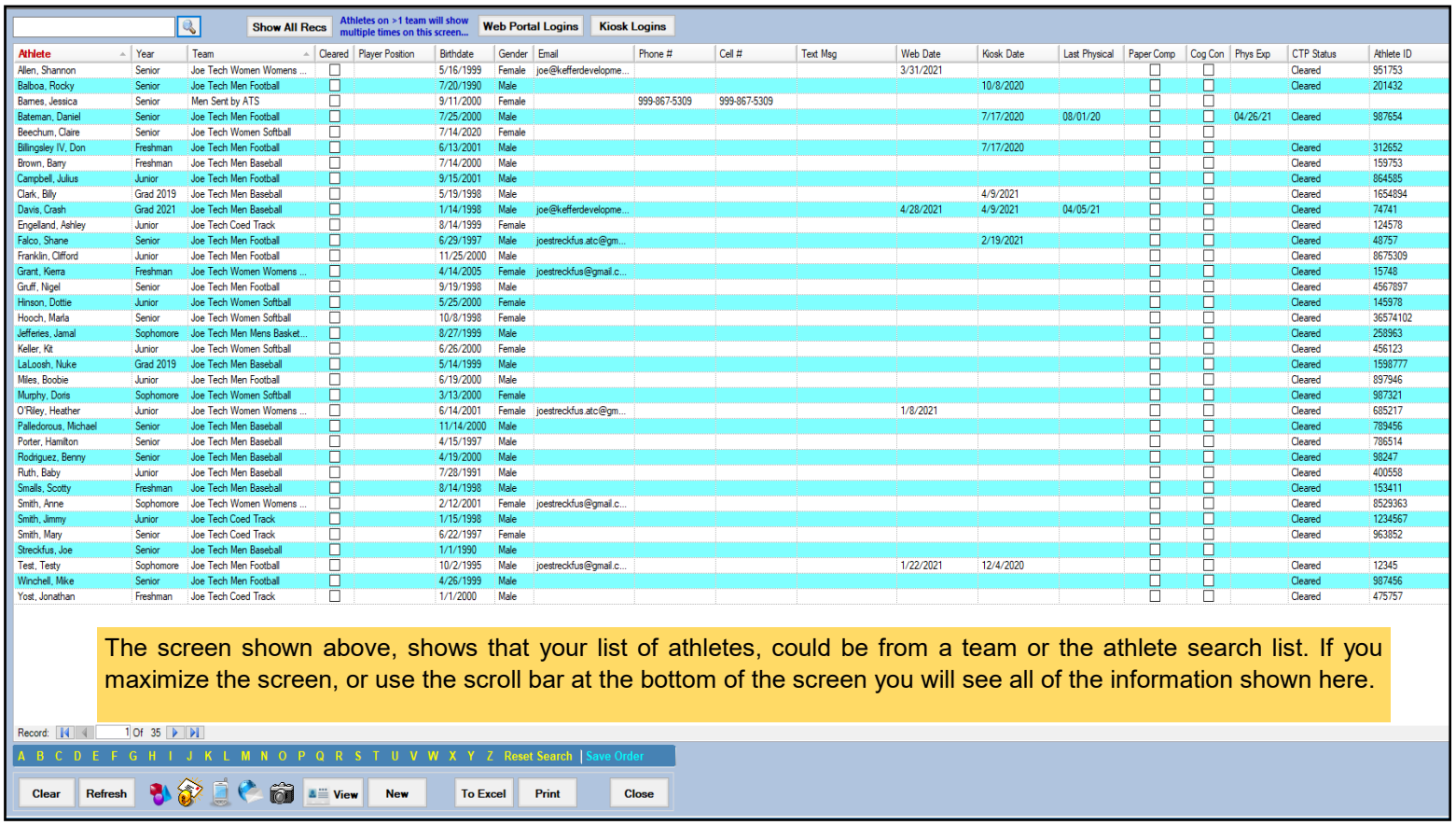
Search for an Athlete:



After you have entered your athletes into the system, or they have registered themselves through the portal, you can then view, edit or do anything else to the info you need.

The search options, allow you to search your list of your athletes, depending on the option you choose.

The menu allows all of the users to search for athletes



Athlete	Year	Team	Cleared	Player Position	Birthdate	Gender	Email	Phone #	Cell #	Text Msg	Web Date	Kiosk Date	Last Physical	Paper Comp	Cog Con	Phys Exp	CTP Status	Athlete ID
Allen, Shannon	Senior	Joe Tech Women Womens ...	☐		5/16/1999	Female	joe@kefferdevelopme...				3/31/2021			☐	☐		Cleared	951753
Balboa, Rocky	Senior	Joe Tech Men Football	☐		7/20/1990	Male						10/8/2020		☐	☐		Cleared	201432
Barnes, Jessica	Senior	Men Sent by ATS	☐		9/11/2000	Female		999-867-5309	999-867-5309					☐	☐			
Bateman, Daniel	Senior	Joe Tech Men Football	☐		7/25/2000	Male						7/17/2020	08/01/20	☐	☐	04/26/21	Cleared	987654
Beechum, Claire	Senior	Joe Tech Women Softball	☐		7/14/2020	Female								☐	☐			
Billingsley IV, Don	Freshman	Joe Tech Men Football	☐		6/13/2001	Male						7/17/2020		☐	☐		Cleared	312652
Brown, Barry	Freshman	Joe Tech Men Baseball	☐		7/14/2000	Male								☐	☐		Cleared	159753
Campbell, Julius	Junior	Joe Tech Men Football	☐		9/15/2001	Male								☐	☐		Cleared	864585
Clark, Billy	Grad 2019	Joe Tech Men Baseball	☐		5/19/1998	Male						4/9/2021		☐	☐		Cleared	1654894
Davis, Crash	Grad 2021	Joe Tech Men Baseball	☐		1/14/1998	Male	joe@kefferdevelopme...				4/28/2021	4/9/2021	04/05/21	☐	☐		Cleared	74741
Engelland, Ashley	Junior	Joe Tech Coed Track	☐		8/14/1999	Female								☐	☐		Cleared	124578
Falco, Shane	Senior	Joe Tech Men Football	☐		6/29/1997	Male	joestreckfus.atc@gm...					2/19/2021		☐	☐		Cleared	48757
Franklin, Clifford	Junior	Joe Tech Men Football	☐		11/25/2000	Male								☐	☐		Cleared	8675309
Grant, Kierra	Freshman	Joe Tech Women Womens ...	☐		4/14/2005	Female	joestreckfus@gmail.c...							☐	☐		Cleared	15748
Gruff, Nigel	Senior	Joe Tech Men Football	☐		9/19/1998	Male								☐	☐		Cleared	4567897
Hinson, Dottie	Junior	Joe Tech Women Softball	☐		5/25/2000	Female								☐	☐		Cleared	145978
Hooch, Marla	Senior	Joe Tech Women Softball	☐		10/8/1998	Female								☐	☐		Cleared	36574102
Jefferies, Jamal	Sophomore	Joe Tech Men Mens Basket...	☐		8/27/1999	Male								☐	☐		Cleared	258963
Keller, Kit	Junior	Joe Tech Women Softball	☐		6/26/2000	Female								☐	☐		Cleared	456123
LaLoosh, Nuke	Grad 2019	Joe Tech Men Baseball	☐		5/14/1999	Male								☐	☐		Cleared	1598777
Miles, Boobie	Junior	Joe Tech Men Football	☐		6/19/2000	Male								☐	☐		Cleared	897946
Murphy, Doris	Sophomore	Joe Tech Women Softball	☐		3/13/2000	Female								☐	☐		Cleared	987321
O'Riley, Heather	Junior	Joe Tech Women Womens ...	☐		6/14/2001	Female	joestreckfus.atc@gm...				1/8/2021			☐	☐		Cleared	685217
Palledorous, Michael	Senior	Joe Tech Men Baseball	☐		11/14/2000	Male								☐	☐		Cleared	789456
Porter, Hamilton	Senior	Joe Tech Men Baseball	☐		4/15/1997	Male								☐	☐		Cleared	786514
Rodriguez, Benny	Senior	Joe Tech Men Baseball	☐		4/19/2000	Male								☐	☐		Cleared	98247
Ruth, Baby	Junior	Joe Tech Men Baseball	☐		7/28/1991	Male								☐	☐		Cleared	400558
Smalls, Scotty	Freshman	Joe Tech Men Baseball	☐		8/14/1998	Male								☐	☐		Cleared	153411
Smith, Anne	Sophomore	Joe Tech Women Womens ...	☐		2/12/2001	Female	joestreckfus@gmail.c...							☐	☐		Cleared	8529363
Smith, Jimmy	Junior	Joe Tech Coed Track	☐		1/15/1998	Male								☐	☐		Cleared	1234567
Smith, Mary	Senior	Joe Tech Coed Track	☐		6/22/1997	Female								☐	☐		Cleared	963852
Streckfus, Joe	Senior	Joe Tech Men Baseball	☐		1/1/1990	Male								☐	☐			
Test, Testy	Sophomore	Joe Tech Men Football	☐		10/2/1995	Male	joestreckfus@gmail.c...				1/22/2021	12/4/2020		☐	☐		Cleared	12345
Winchell, Mike	Senior	Joe Tech Men Football	☐		4/26/1999	Male								☐	☐		Cleared	987456
Yost, Jonathan	Freshman	Joe Tech Coed Track	☐		1/1/2000	Male								☐	☐		Cleared	475757

The screen shown above, shows that your list of athletes, could be from a team or the athlete search list. If you maximize the screen, or use the scroll bar at the bottom of the screen you will see all of the information shown here.

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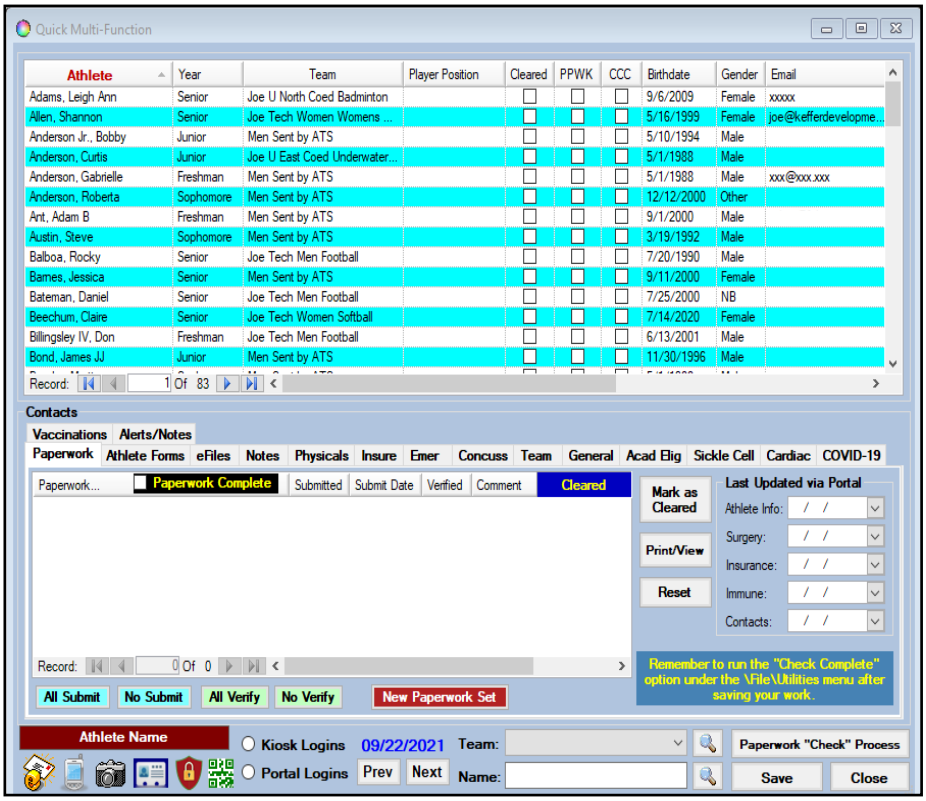
ATS—Athlete Info

Search for an Athlete:

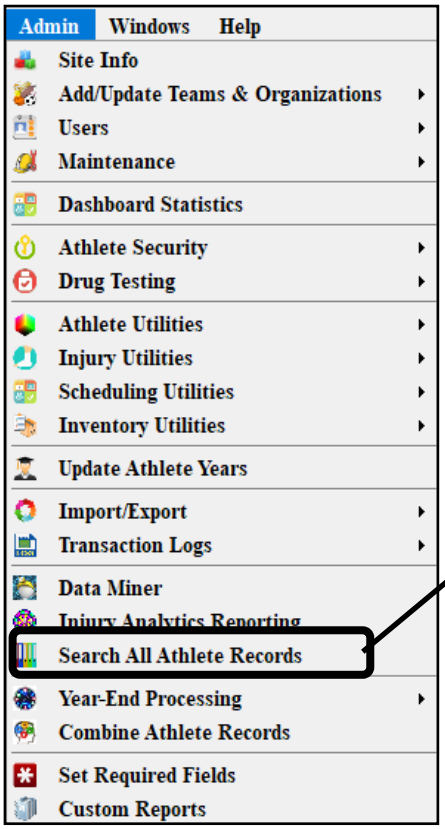
The Quick Multi-Function allows you to filter the athletes that exist in the database, and see all of their demographic and other information in one place. This keeps you from going in and out of multiple profiles.

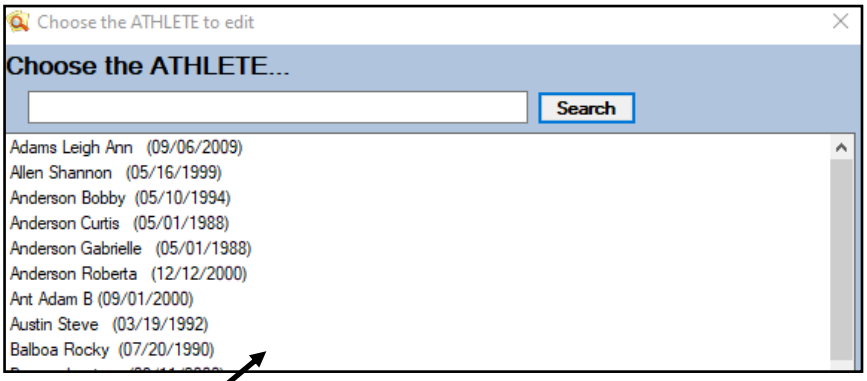
It has a search and a team filter at the bottom, as well of several other features, that can aid in efficient entry and viewing of data.

For more specific information and a full overview of the QMF, please check out the Quick Multi-Function help doc.



If you are a system administrator, or have privileges, you are able to do an a search of all records. This search feature looks through all of the records, no matter where they exist in the system. This search list again is an administrative search.





This search will again, show you anyone that exists in the system. If they happened to get on the purge list, if they get taken off a team, no matter where they are. If they do not show up on this search their record does not exist.

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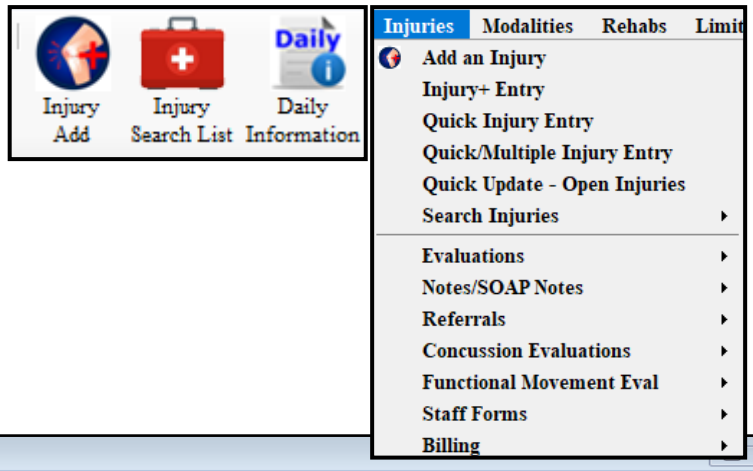
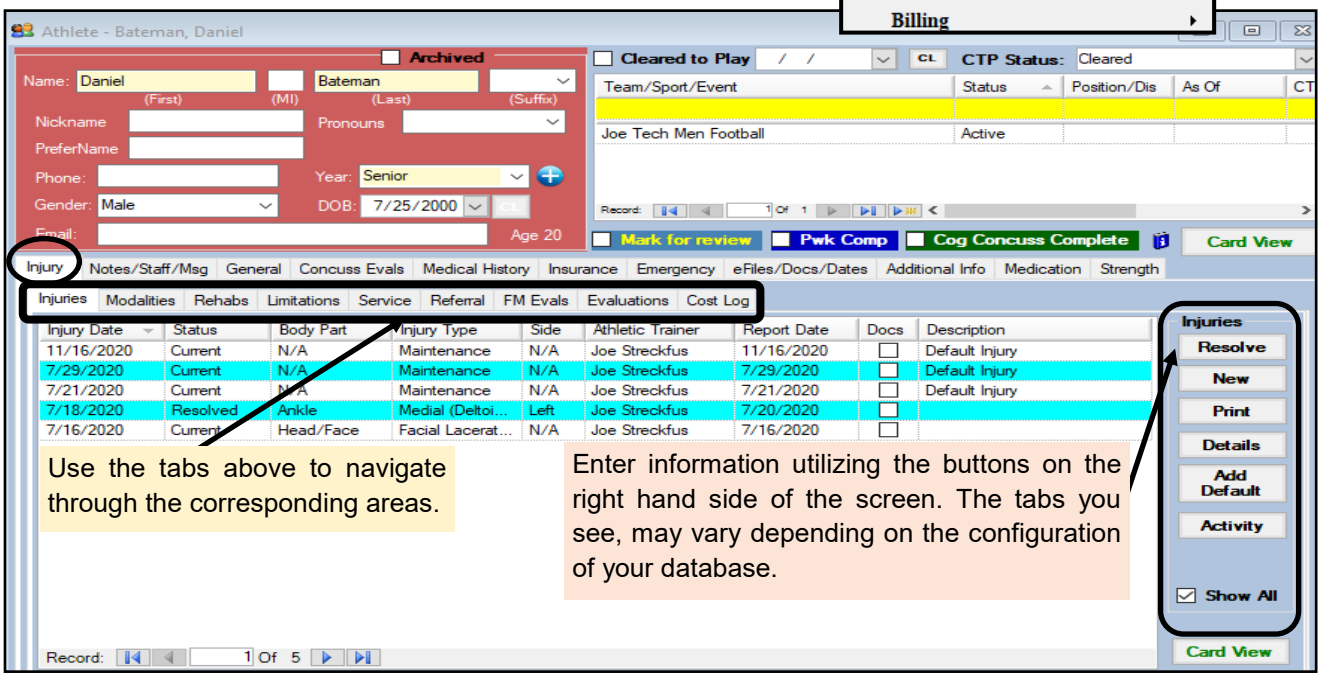
ATS—Athlete Info

Injury Screens/Tab:

The injury tab contains all of the information regarding the athletes injury history, current/resolved. Within the tab, you are able to tie any of the tabs in the injury screen to the athlete. You can both view and edit/add entries by double clicking the desired entry or clicking “new” on the right side of the screen.





Description of the injury area tabs:

Injuries: allows you to enter new injuries, resolve the injuries that are no longer. You can manage all of the details of the injury from here.

Modalities: allows you to enter modalities for the athlete and the injury.

Rehabs: allows you to enter rehabs for the athlete and the specific injury.

Limitations: allows you to enter the practice and game restrictions for the athlete.

Services: allows you to track services that have been taken done for the athlete, dr visits, appointments.

Referral: similar to the med services, but allows you to send referral letters to you medical providers.

FM Eval: allows you to do full functional movement evals for the athlete.

Injuries: evaluation tab allows you to do an exam with the prebuild evaluation tool.

Cost Log: allows you to track expenses associated with that athlete, dr. bills; payments and disbursements.

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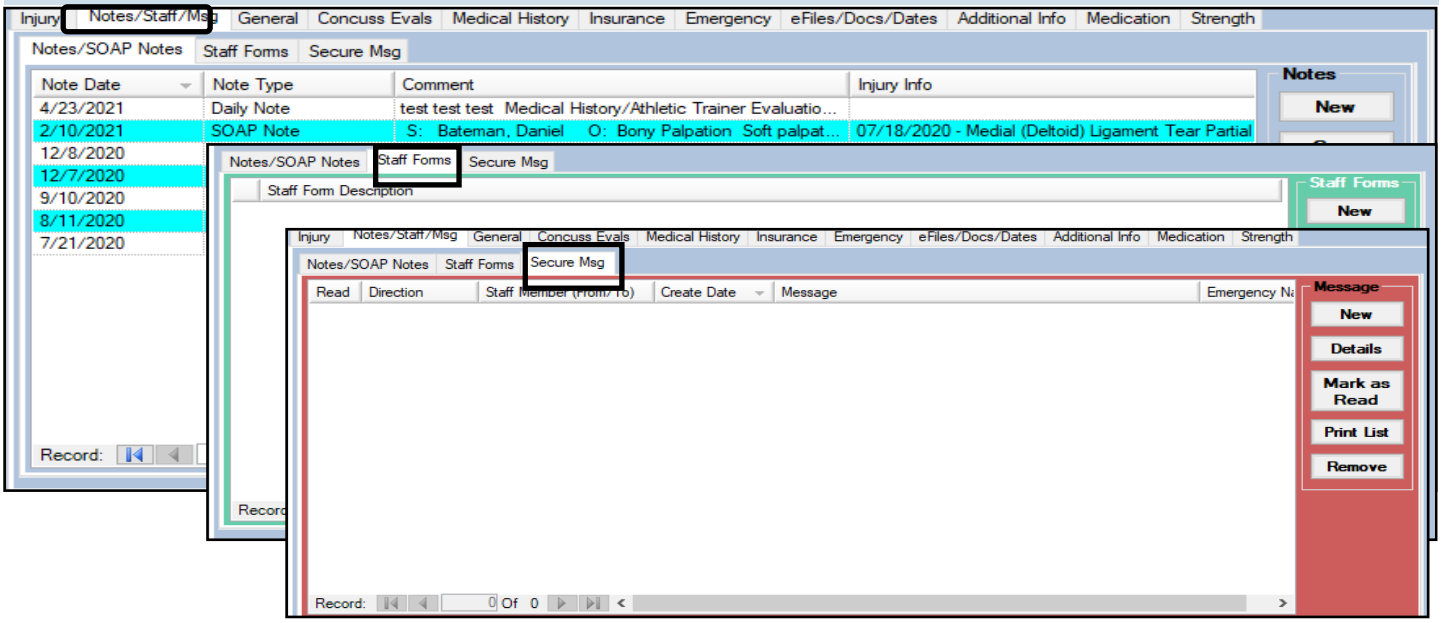
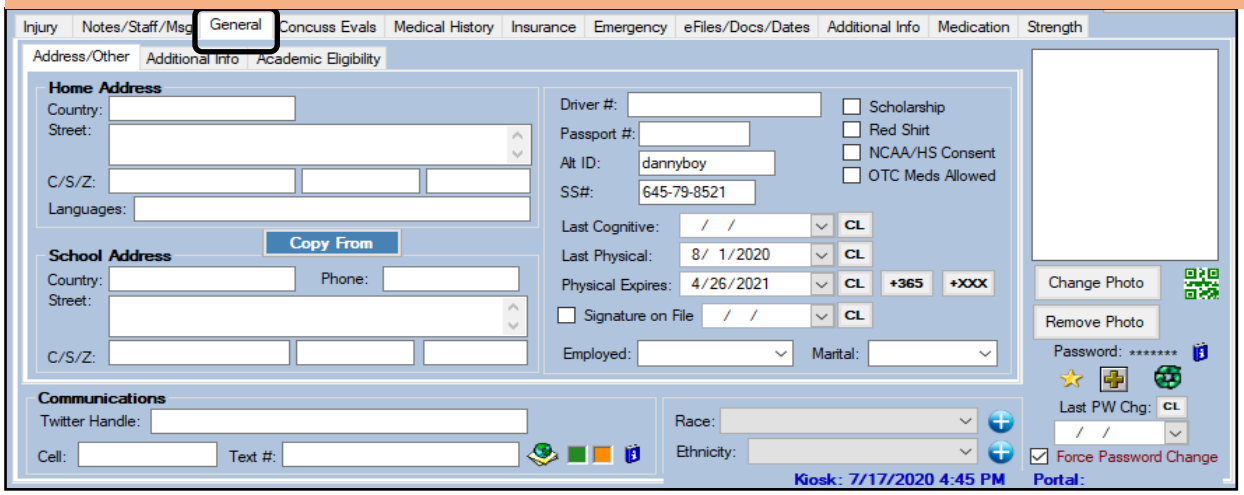
Notes/Staff/Msg:

You are able to enter new notes, or review previously entered notes. You can complete staff forms, for documenting injuries further, if you have those set up. This area is also where the secure messages (if they are used at your institution) will be accessed and sent.



General Information:

The General Tab allows you to see the specific demographic information for the athlete. If available, you can view, change or random generate a password. Manage physical information and all other fields.



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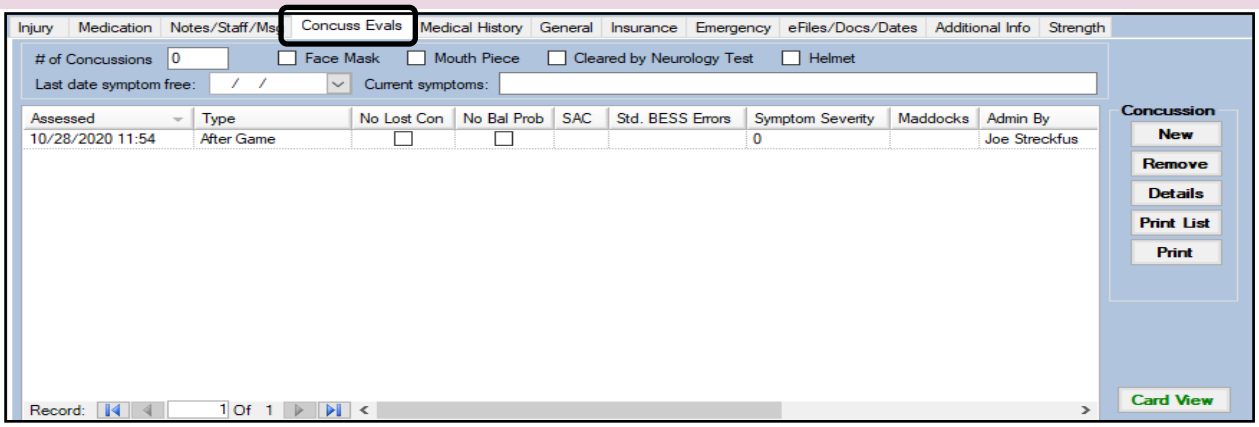
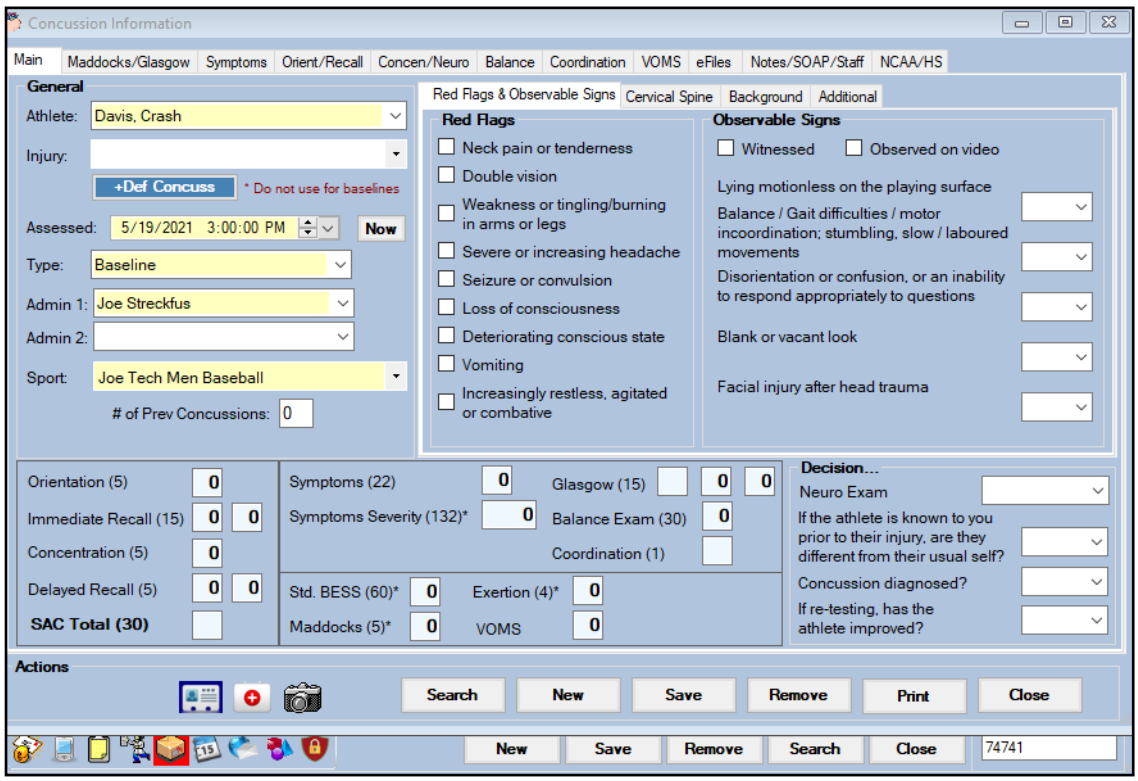
ATS—Athlete Info

Concussion Evaluation:

The concussion evaluation module in ATS is constructed around the SCAT 5, and contains all part of that exam. Data entered is automatically calculated and totaled when you save. Like every other module of ATS, data is live as soon as it is entered. So starting an evaluation on your phone, means as soon as you save a coworker can access the test and see the results.



Use the corresponding tabs throughout the concussion evaluation module to complete all aspects of your concussion evaluation. Again, as you save information the numbers will be totaled at the bottom of the screen. These tabs could look different depending on the customization that has been done by the system administrator.



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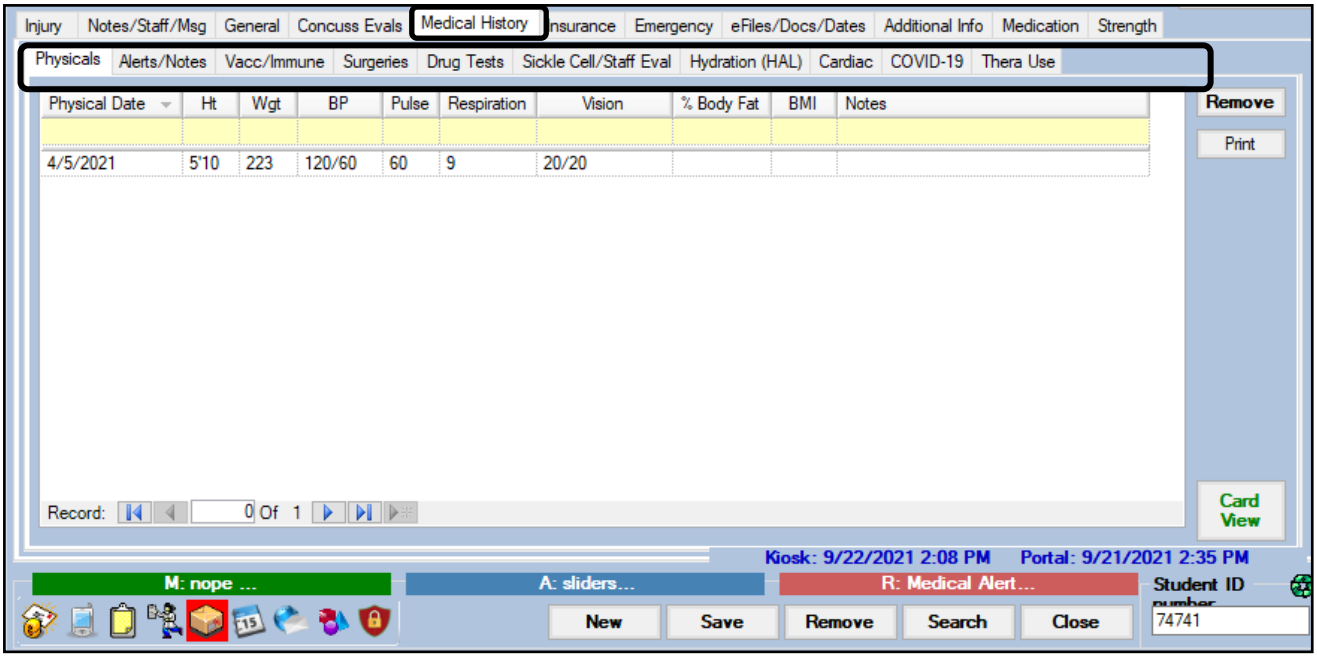
ATS—Athlete Info

Medical History:

The medical history tab, contains a lot of information that pertains to the athlete. You can manage specific physical data, any medical alerts/ref flags/allergies, surgical history and the remainder of the tabs.



Physicals: this allows you to keep track of the basic vitals for the physicals that are done.

Alerts/Allergies: view/add/edit allergies, medications taken and other information pertaining to medical history. Creates a banner (shown green/blue lines at the bottom of the screen).

Vacc/Immune: allows you to keep track of school required immunizations or, specifically no the COVID vaccine.

Surgeries: allows you to keep track of surgeries the athlete has had in one place.

Drug Test: track all any tests that have been generated by ATS.

Sickle Cell/ Staff Eval: track all any results from SC tests they have had. Also the Staff Evaluation area to complete or review.

HAL: Review or enter new hydration logs for the individual athlete.

Cardiac: Enter or review any previously entered cardiac testing information.

COVID-19: Allows you to track and review any staff entered screening, or do a new staff screening on an athlete. You are also able to enter and review any COVID testing they have had.

Thera Use: Serves as an area to track any medical exemptions for using prescribed drugs. This can be the area where you log if your athlete is taking ADD/ADHD medication. The actual exemption notes, physician notes should be attached in the eFile section.

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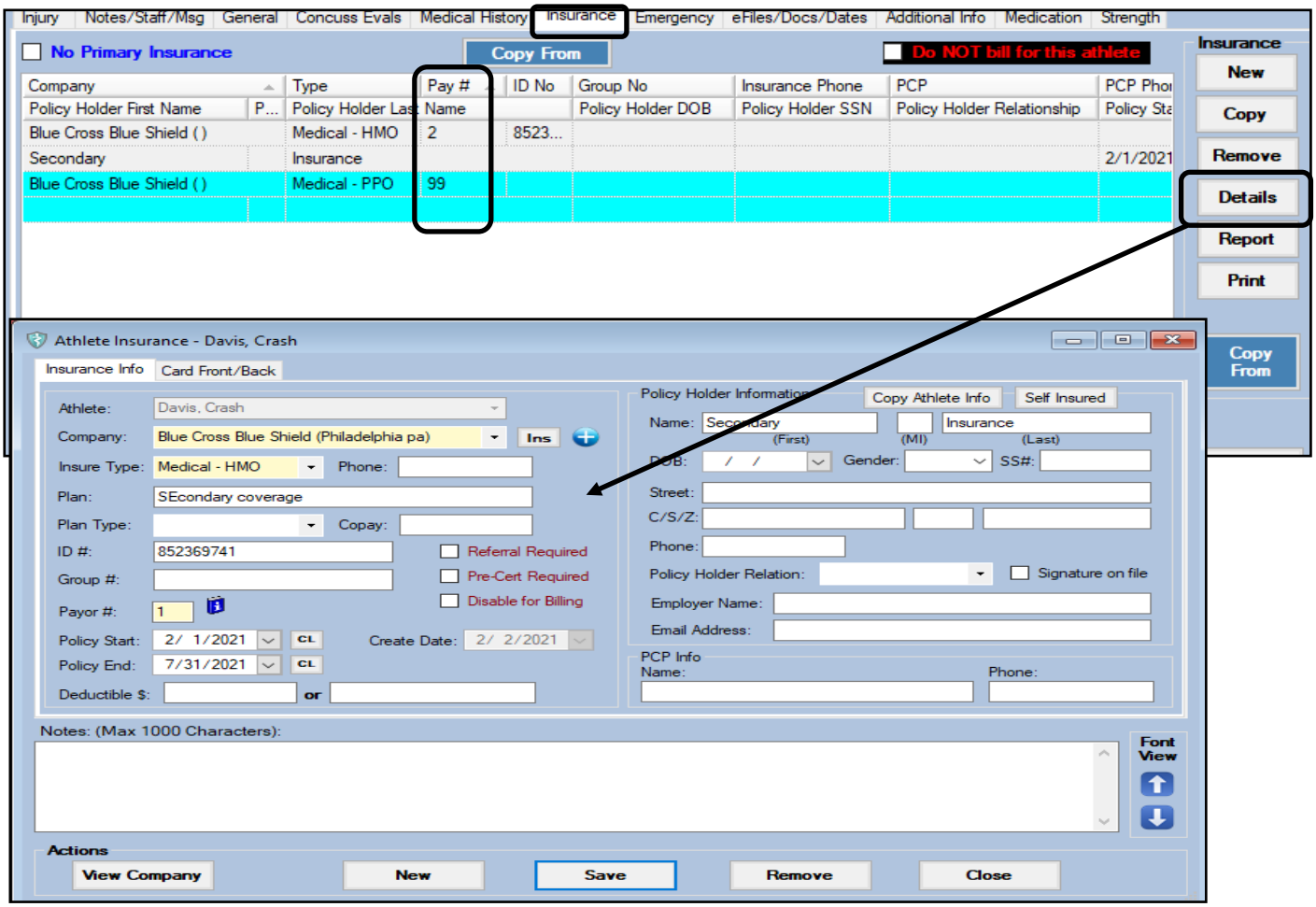
ATS—Athlete Info

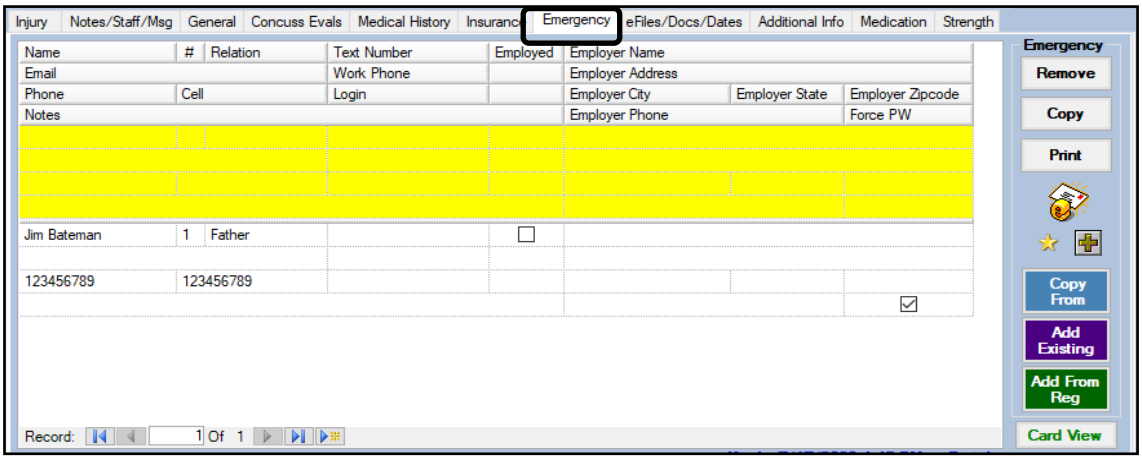
Insurance:

The insurance tab keeps the records of all of the insurance information that has been entered, either by staff or by the athlete. Pay#=Payor number, which is used to designate primary, vs secondary coverage. You are able to track historical records by using the 99 payor, instead of deleting the information. To add an image, or view the card associated with the insurance record use the details button on the right hand side of the screen.



Emergency:

Is the emergency contact information for the athlete. They can add or edit their contact form their portal. If needed, you can add, edit or remove an emergency contact. The person designated at number 1, is the primary emergency contact, they can be granted access to the Family Communication Center. This can also help you identify whom to call in an emergency situation (make #1 who can handle the situation).



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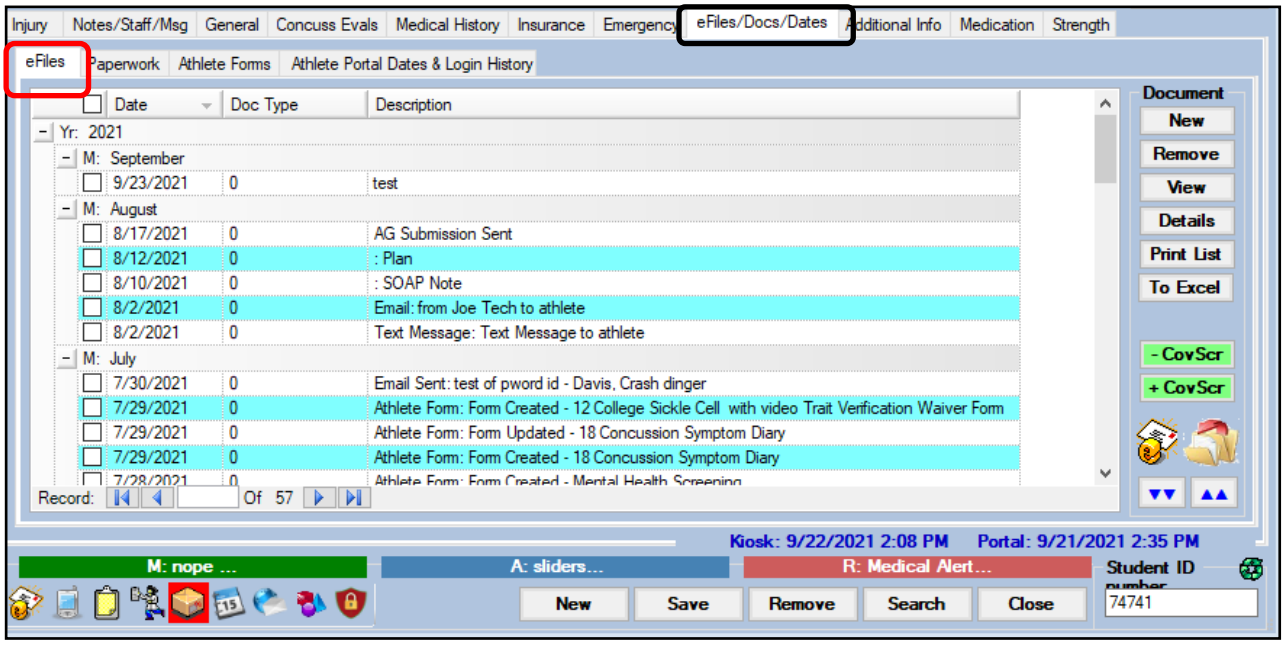
ATS—Athlete Info

eFile/Docs/Dates:

The eFile/Docs/Dates area allows you to access all of the documents that are tied to the athlete. Anything that has been uploaded by you or them, any form they have completed, access to the paperwork list(customize that), and when they have been in the system.

eFile:



The eFile screen above shows you all of the communication, documents and forms that are tied to the athlete. Emails that have been sent also have a record here.

Paperwork:

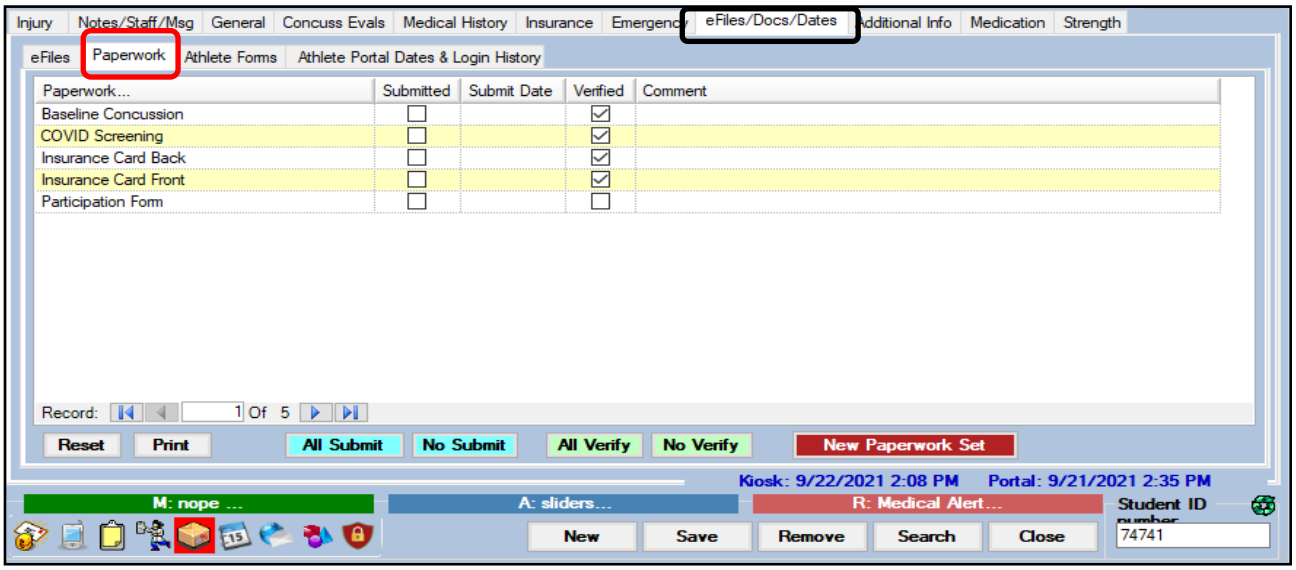
The paperwork tab allows you to view the list of paperwork items that you have constructed. See the Forms help doc.

This list can be visible to the athletes.

The list can automatically check off as submitted if you go through the crosswalking; described in the form doc. You can see the date it was submitted.

Verified is for staff use after checking the forms.

The comments are also visible to the athlete as well. If they need to have a parent sign, a clearer copy of their insurance that can be posted to view.



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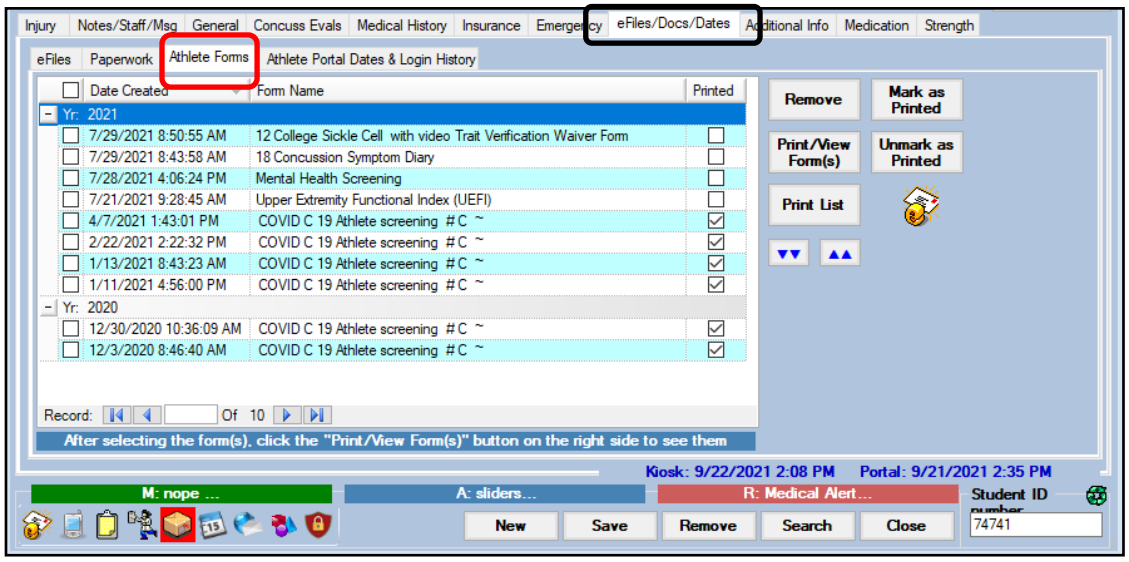
ATS—Athlete Info

Athlete Forms:

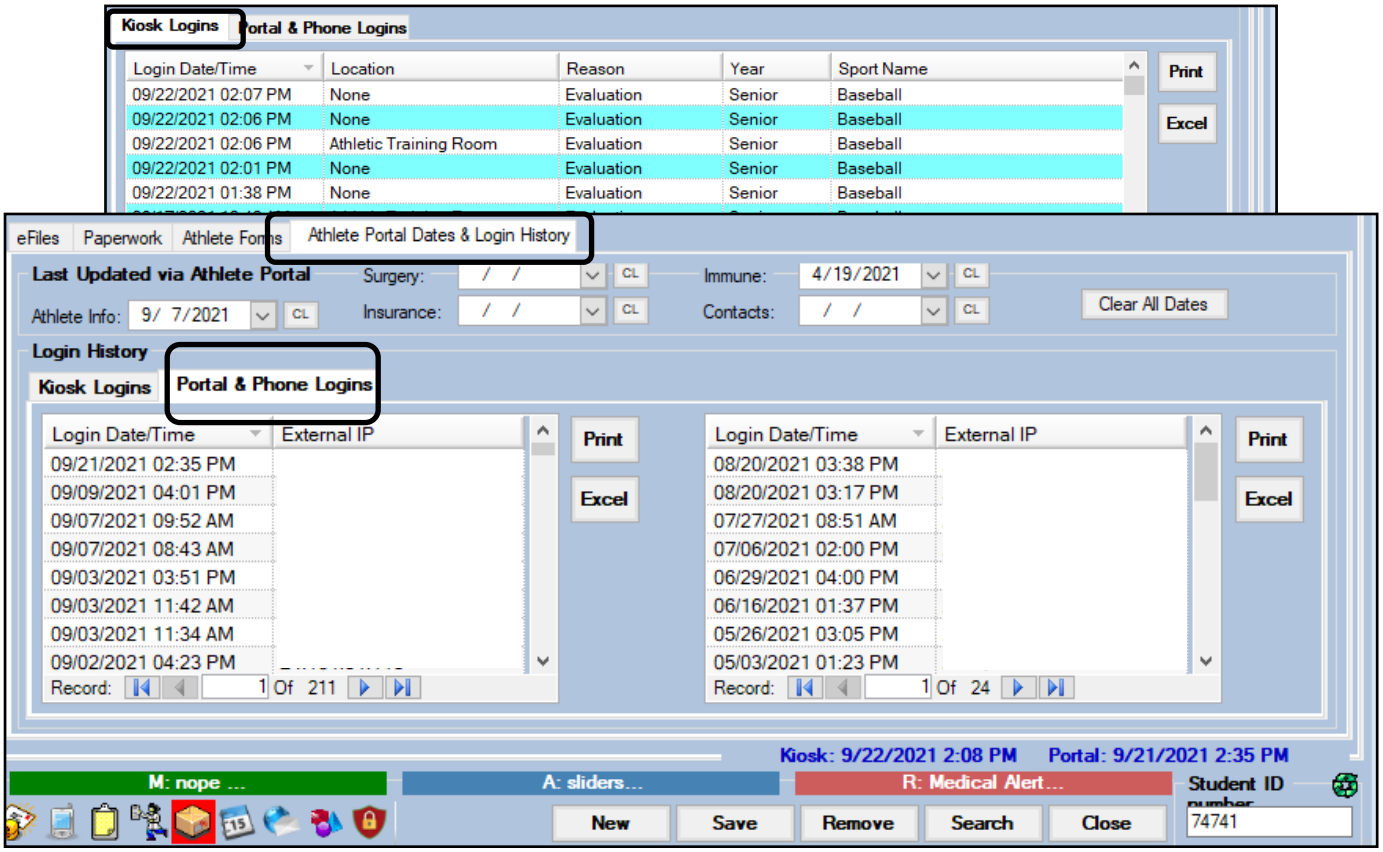
Athlete Forms, provides you the specific details of the athlete form. You can see the submission date and time, as well as the name of the form. You are able to print the forms or send via email from this screen.



Athlete Portal Date & Login

This are, can be one of the more useful tabs in the athlete's profile. This tab/screen gives you the ability to see if the athlete has truly done what they have claimed. If you have someone that claims the submitted their forms, or they went in and verified their contact information; but you are unable to see anything new, or see anything that reflects the changes. his screen tracks when the athletes logged into the system and where from. See if the logged into the kiosk, portal or phone like they had claimed.

As well, it tracks the last time the information was entered, edited or verified on the top.



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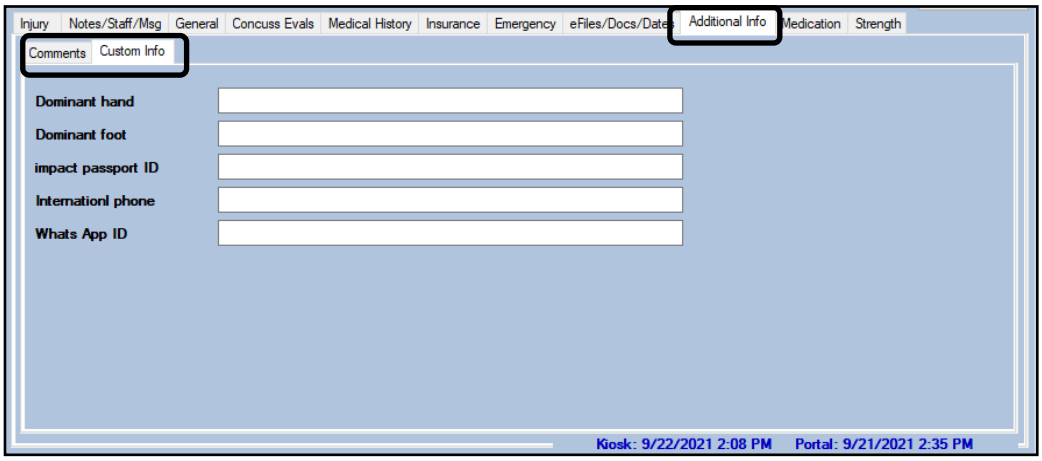
ATS—Athlete Info

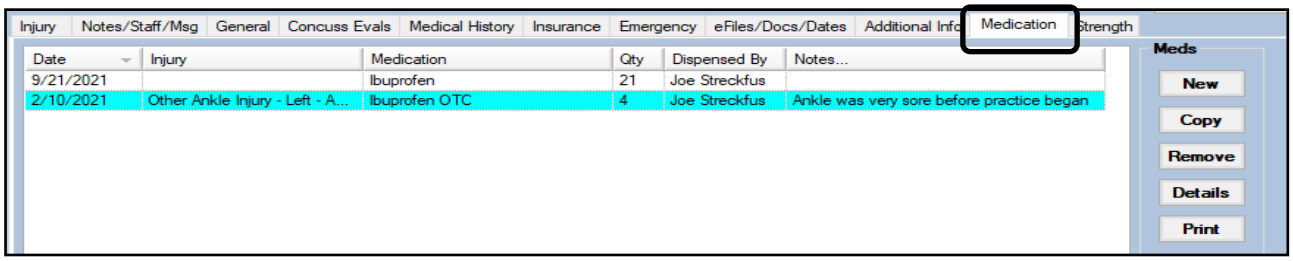
Additional Info:

The Additional Info tab corresponds to the additional fields you can set in SiteInfo. As you can see below, there are examples for dominate hand/foot, impact ID, international phone number and whats app ID. You can use these fields for anything you wish.



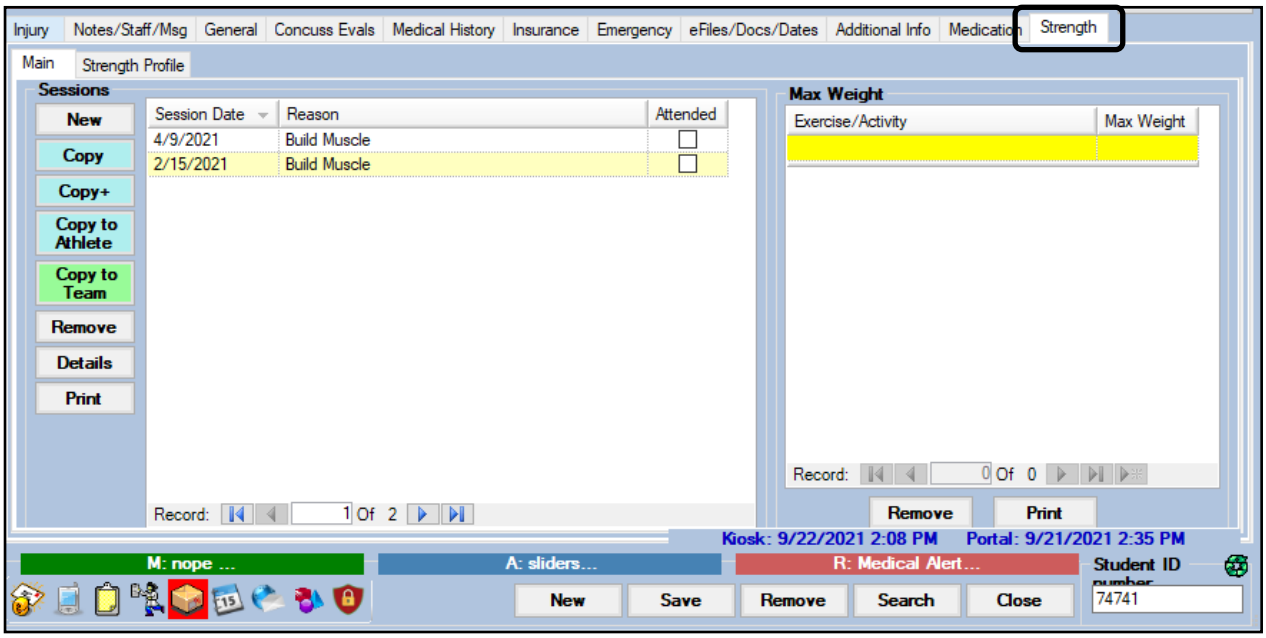
Medication:

The medication tab allows you to view previous medication disbursements, add new ones or edit previous entered meds. This will be data entered from the Desktop, Staff Portal or Staff Phone.



Strength:

This tab allows you to enter, construct and design strength training activities for your athletes. Whether it is strength/ conditioning sessions designed by the strength coach, or activities for RTP following an reconstructive surgery; and they don't necessarily fit as a rehab exercise. You can design protocols as well in this area.



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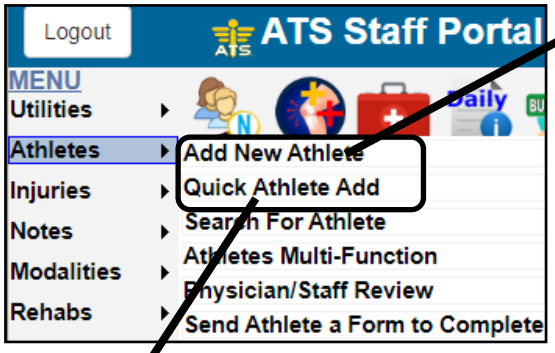
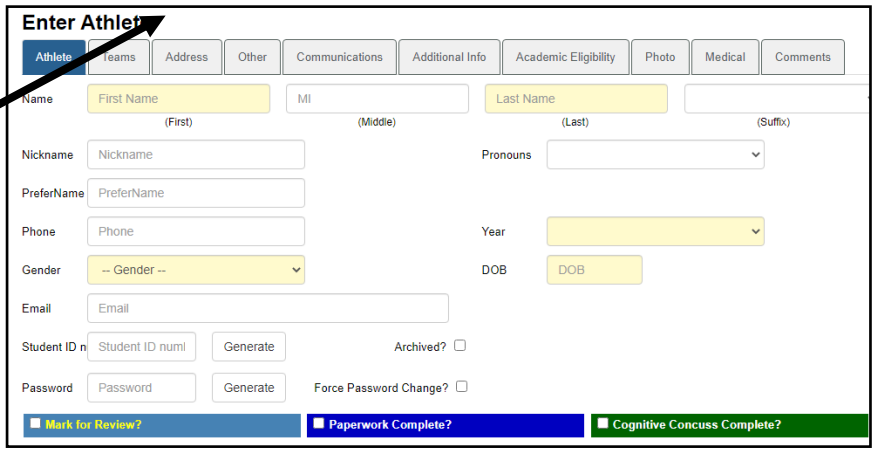
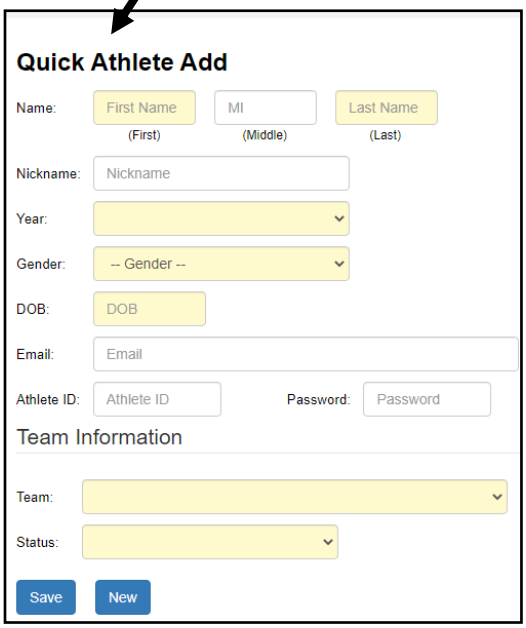
ATS—Athlete Info

ATS Staff Portal

Adding an Athlete:



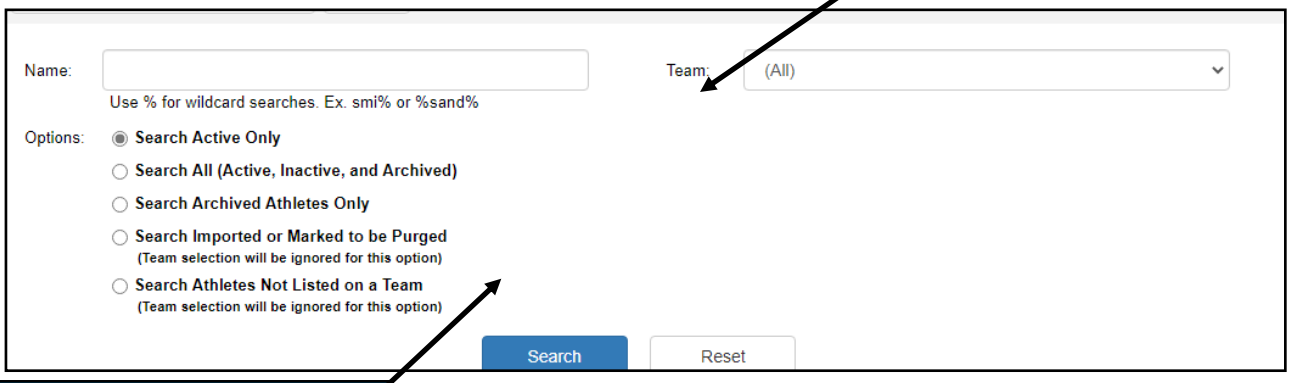


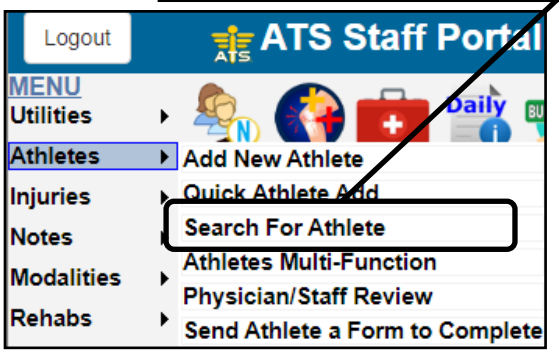


Enter your athletes using the traditional athlete add, using all of the available tabs to complete the profile.

Or you can use the quick athlete add again to get the athlete in with the minimal amount of information.

The athlete search screen in the portal allows you to search by name, or team. It allows you the ability to search for your athletes, if you are unable to fid them. Use the available option search buttons to select how you would like to search.





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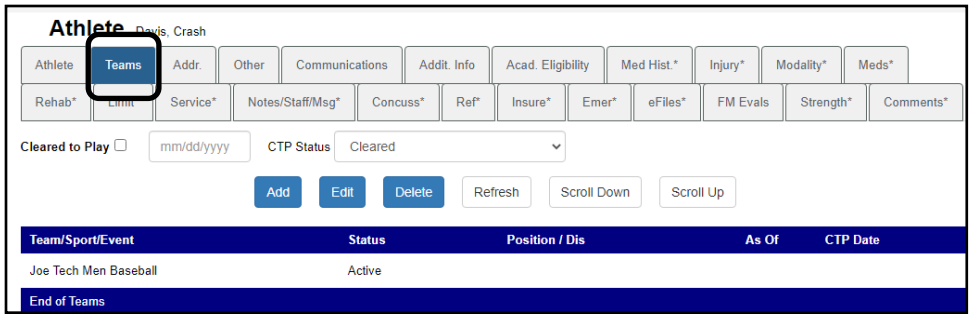
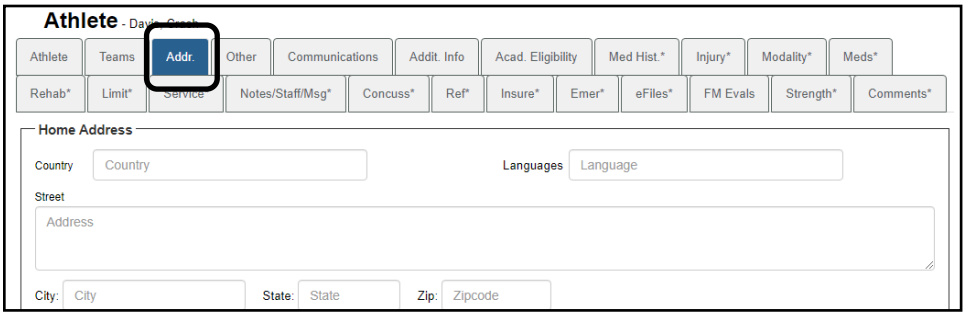
Teams:



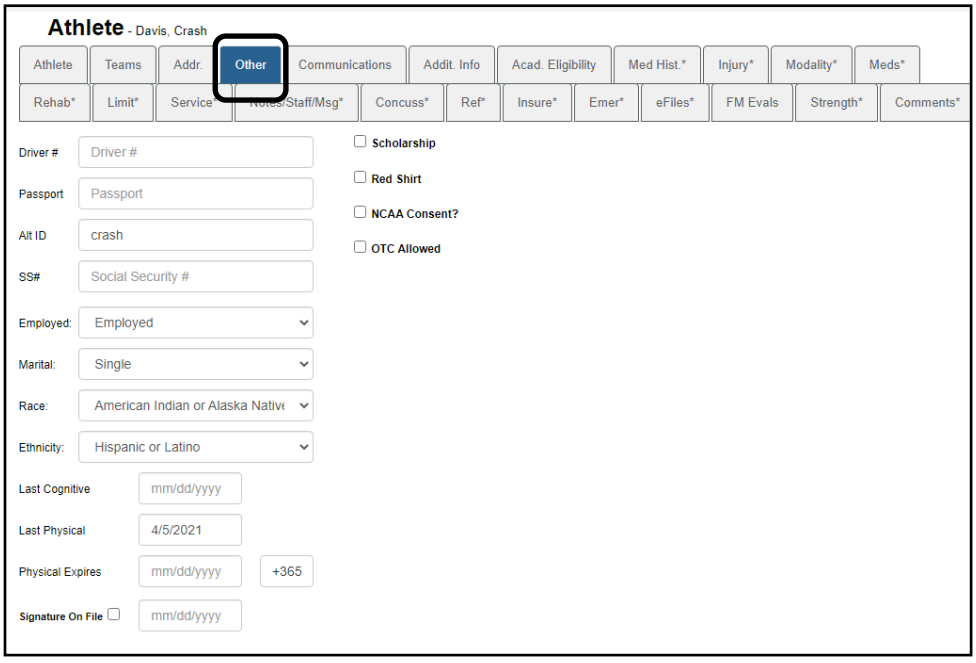
The Team tab, allows you to manage the teams the athletes are on. Add or remove as you need.

Address:



The address tab allows you to see the information that was entered, or add or edit as necessary.

Other:



Some of the other demographic is going to be contained in the Other tab.

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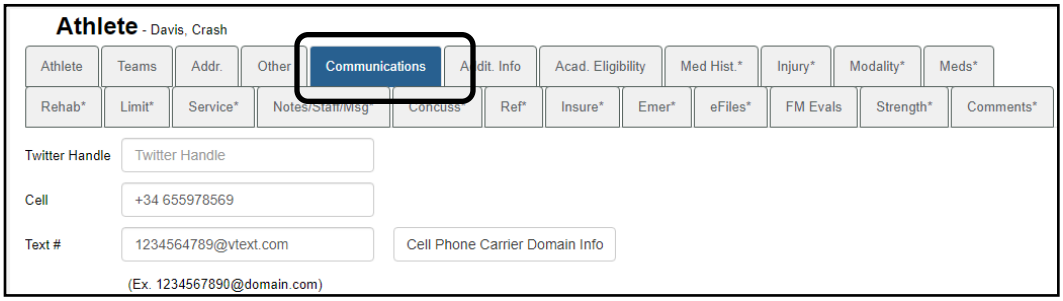
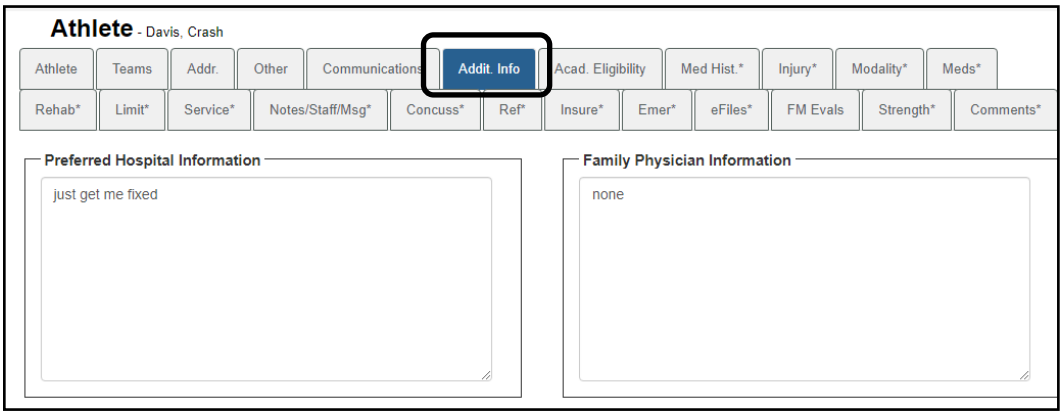
ATS—Athlete Info

Communications:



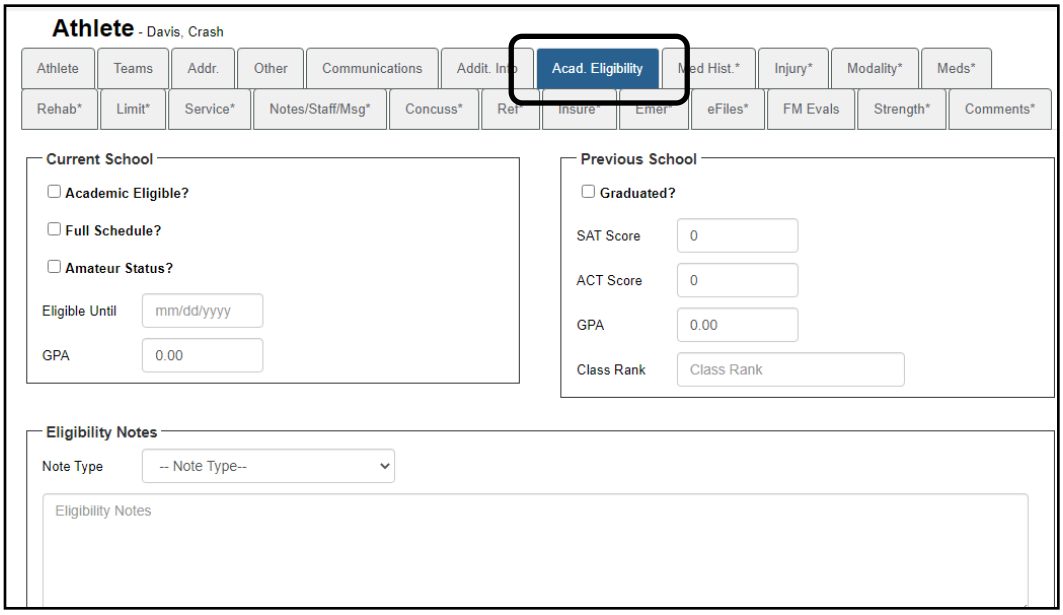
Allows you to see the contact information for the athlete.

Additional Info:



If the athlete has entered any hospital or physician information it will be shown in the this tab.

Academic Eligibility:



Academic eligibility can be tracked utilizing this tab.

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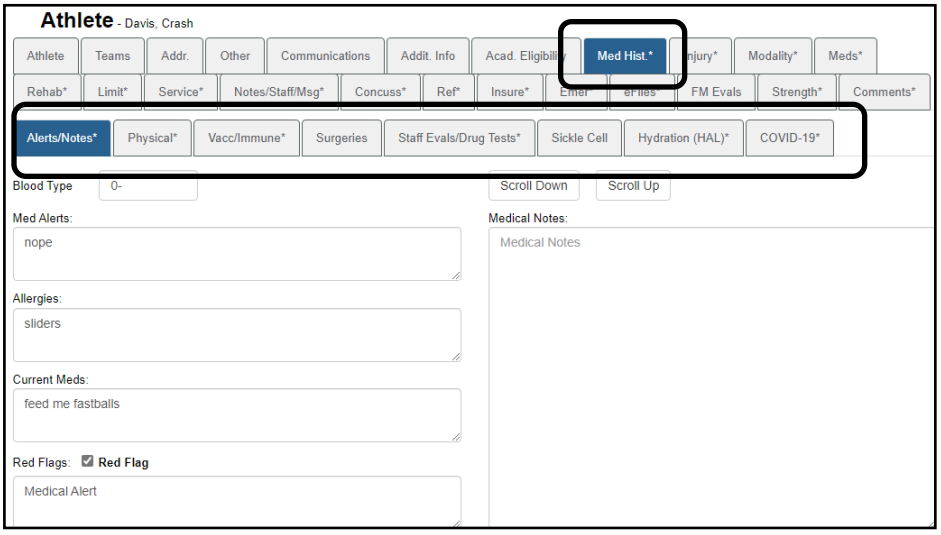
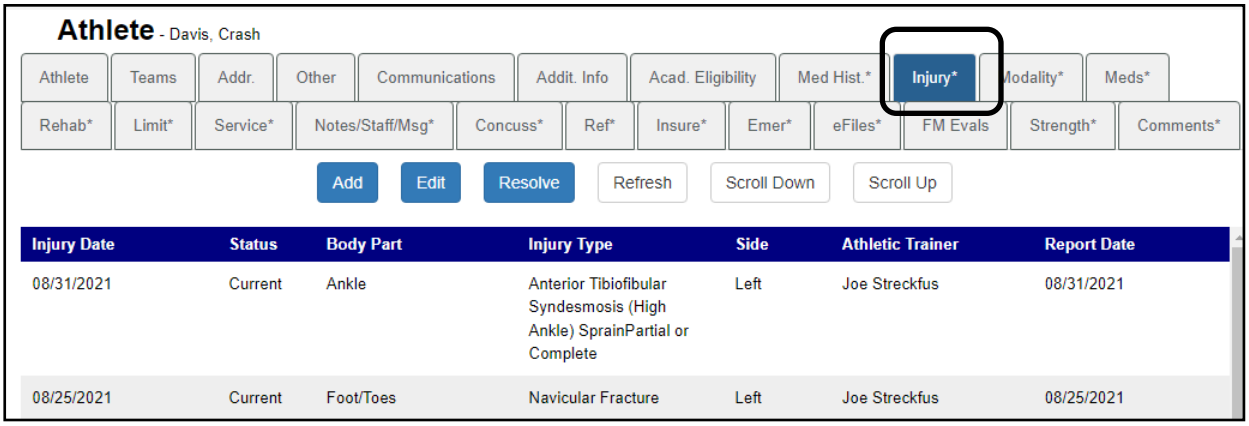
ATS—Athlete Info

Medical History:



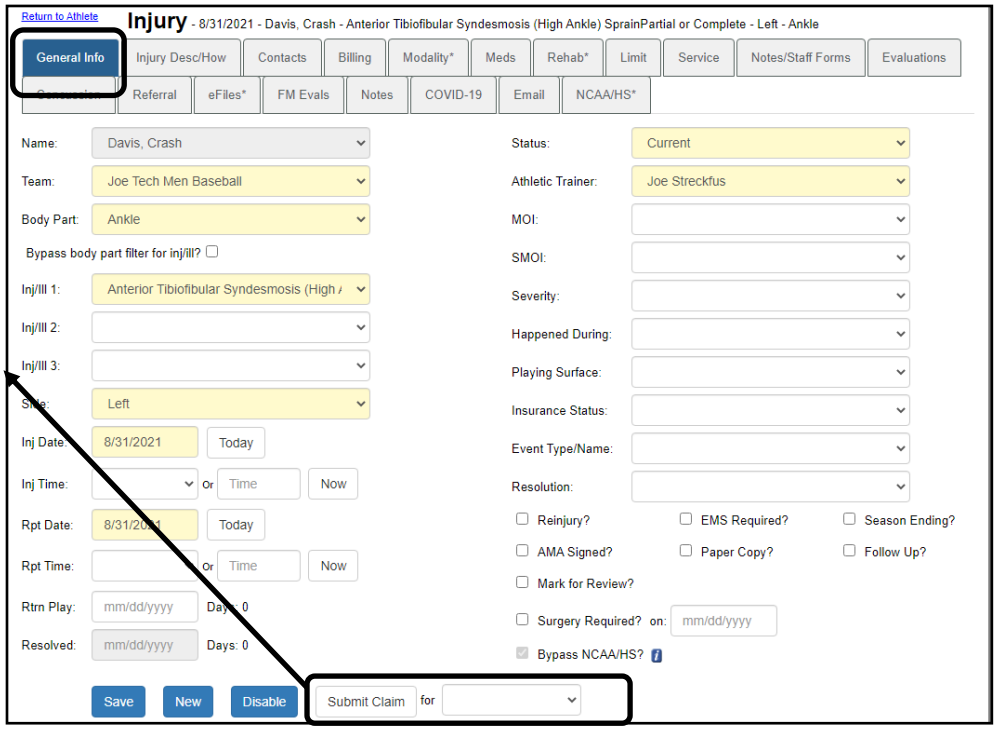
Medical History: works the same as the desktop, with all of those associated tabs and information that is available across those. Please see page 7 for those descriptions.

Injury:



Navigate the injury screen, using the associated add, or edit features to handle the injury information. The tabs here, work just like the desktop, adding the ability to add specific information to that injury. You can also use the same tabs in the regular athlete screen.

If you have one of our secondary insurance partners as your insurance carrier, you care able to submit electronic submissions directly to the company via ATS. Complete the documentation of the injury and use the claim submission button. For more information make sure to check out the secondary insurance information on the help page.



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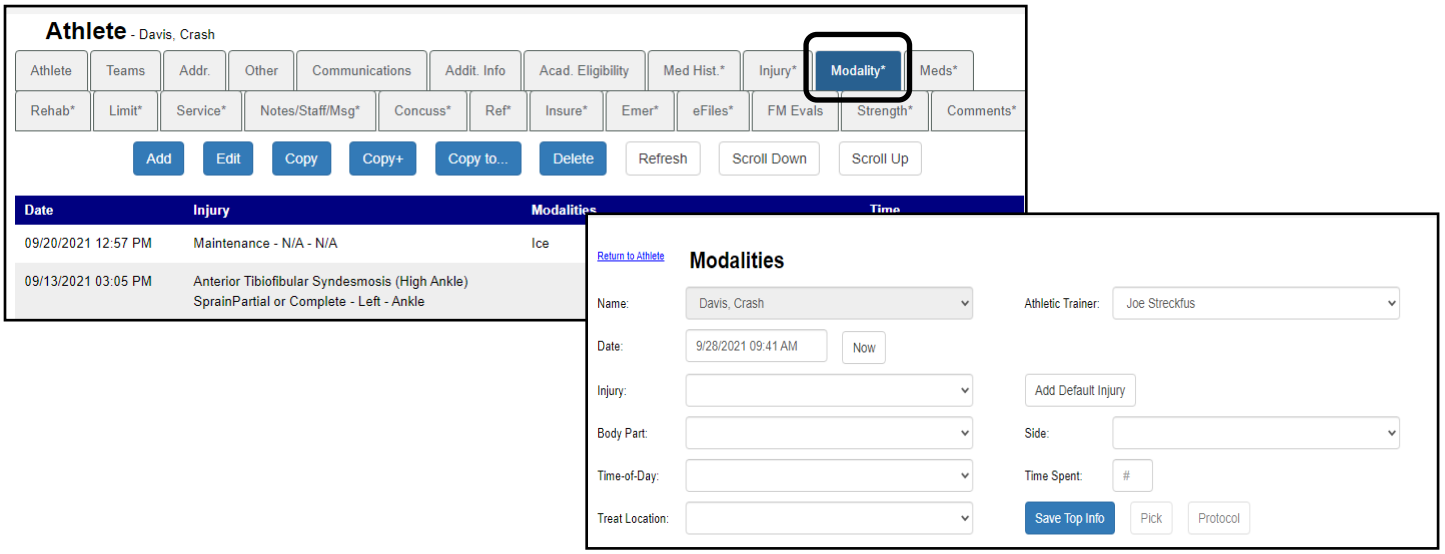
ATS—Athlete Info

Modalities:

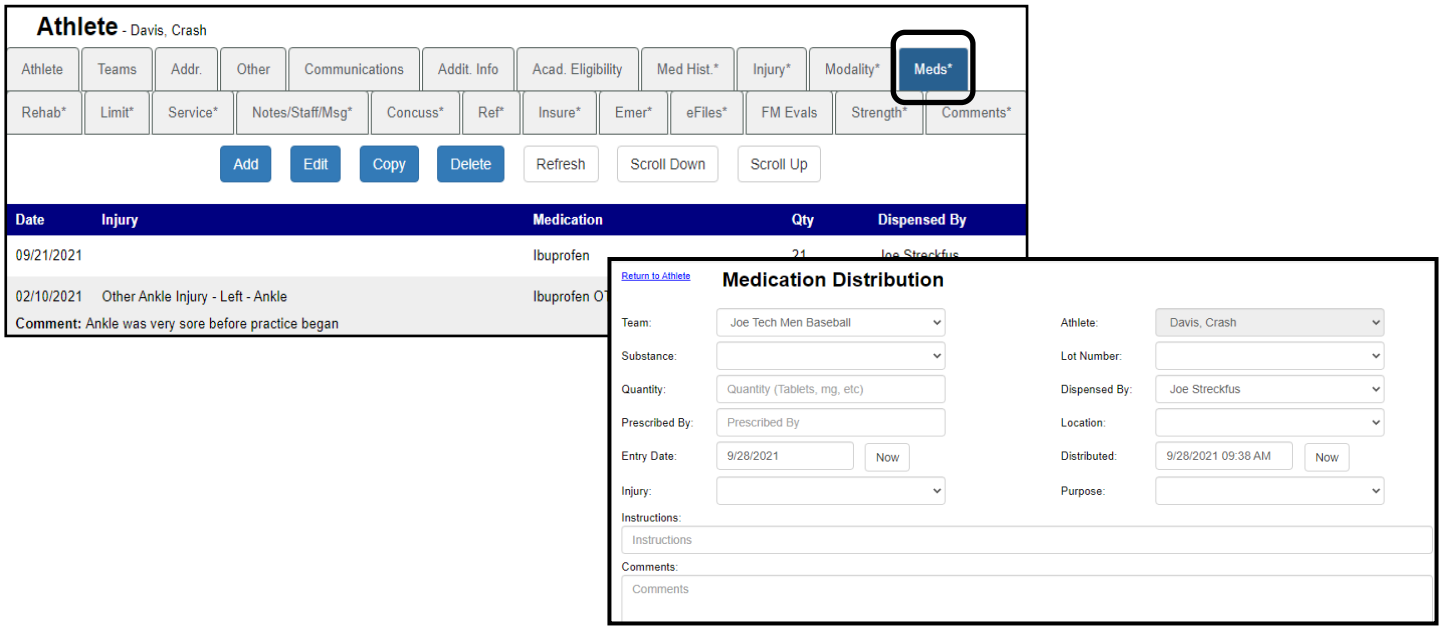
With all of the add features that will follow, you will have to save the “header” information. It is the information that is required before you are able to add a modality, rehab, limitation, etc.

The modality tab allows you the ability to track the specific modalities the athlete has utilized. The modality screens do allow you to, copy modalities for a day, copy + a specific day or to someone else (copy to) allows you to copy a that modality to someone else, useful if you have two ankle sprains the same time and they will do the same treatment.



Meds:

Meds will allow you to track the medication you have given to your athletes. Customize your list in the desktop, can include the your medication list your physician may prescribe as well as your OTC meds.



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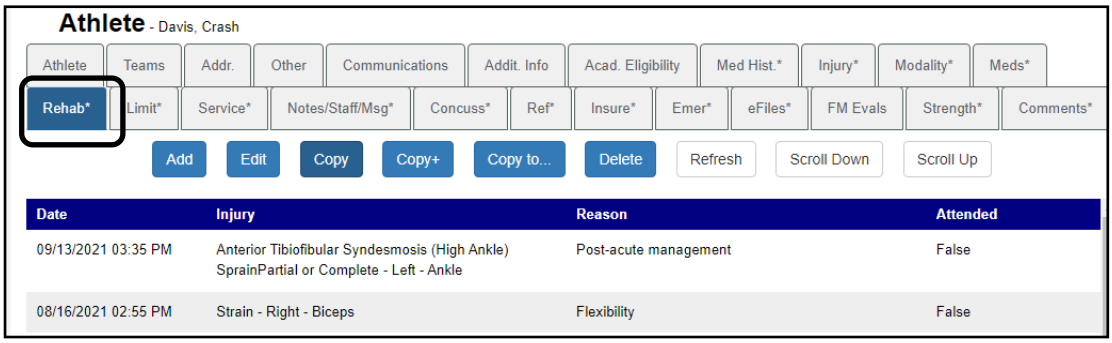
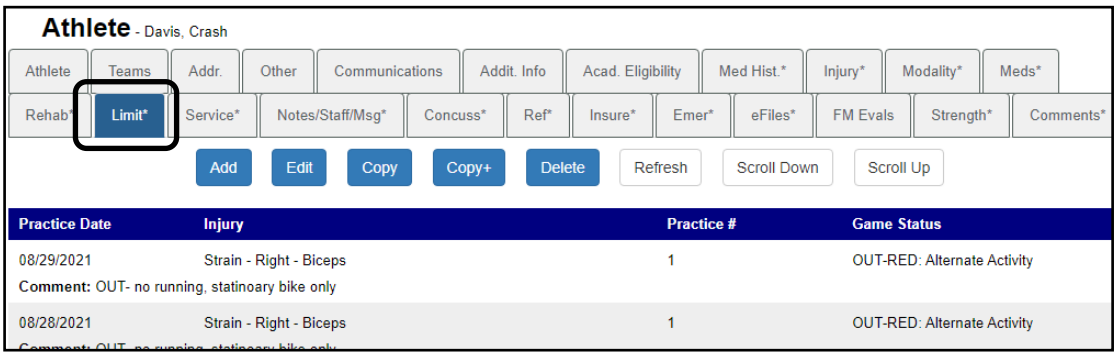
Rehabs:

Rehabs allows you to build your exercise list for your athletes, the copy functions work the same as the modality screens. If there isn't a rehab, you can customize in the dropdown popup list.



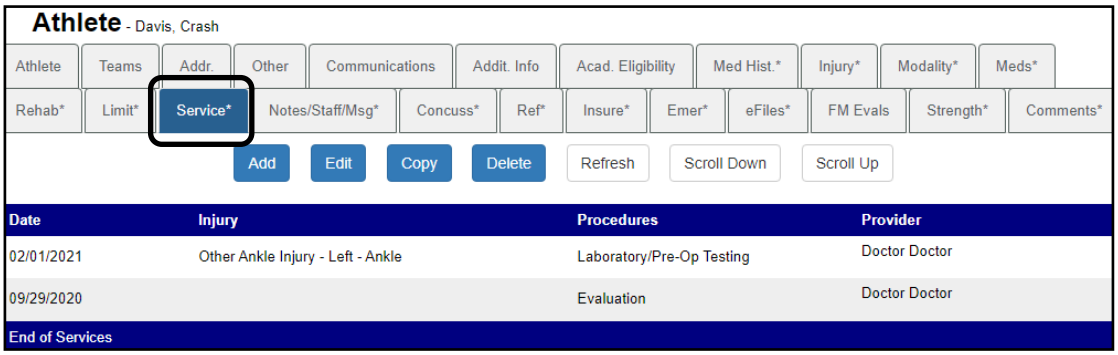
Limitations:

Limitations allows you to enter the practice and game restrictions for the athlete. This is the area that you track those restrictions to participation not their status.



Service:

Services is the medical services that you can track. When they go to a Dr. appointment, you can track the procedures that they have had done at that appointment.



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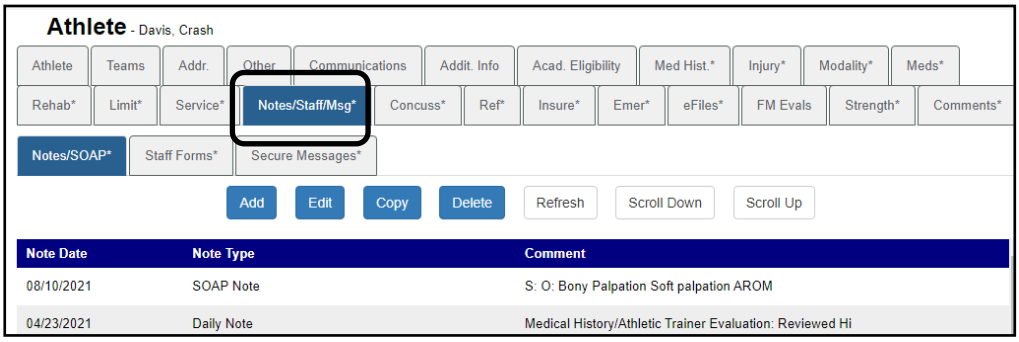
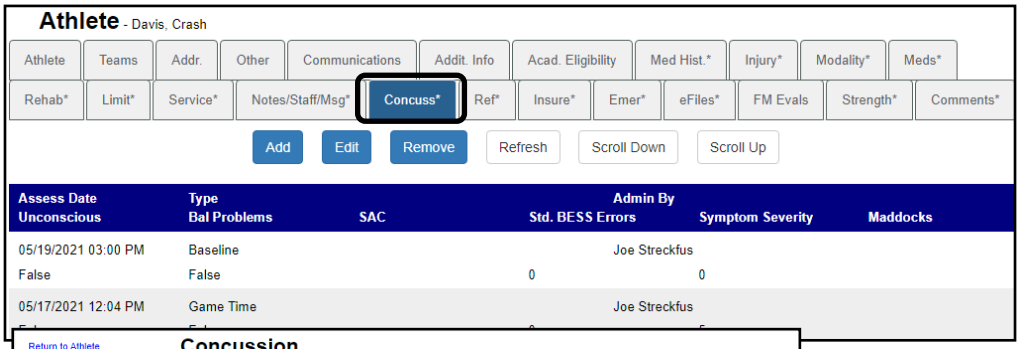
Note/Staff/Msg:

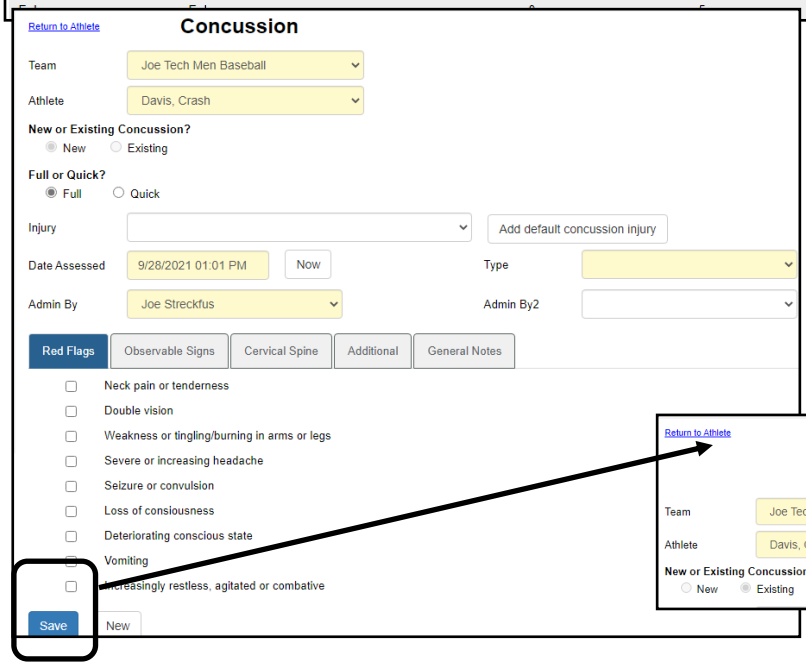
Add a new general or specific note, view other notes that have been entered. You also can see the staff forms, add a new one for an injury, or view and send a secure message.

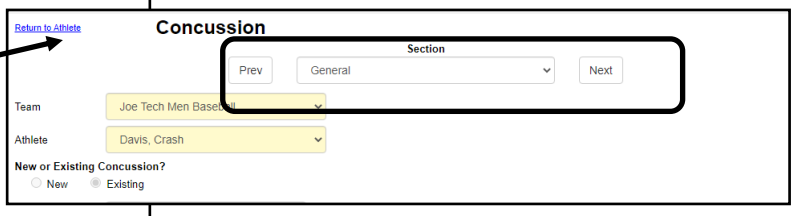


Concussion:

Utilize the concussion tab to track your concussions for any of your athletes. To make full use of the module, make sure to save the header information. That will ensure that you have all of the tabs that are associated with the concussion module.







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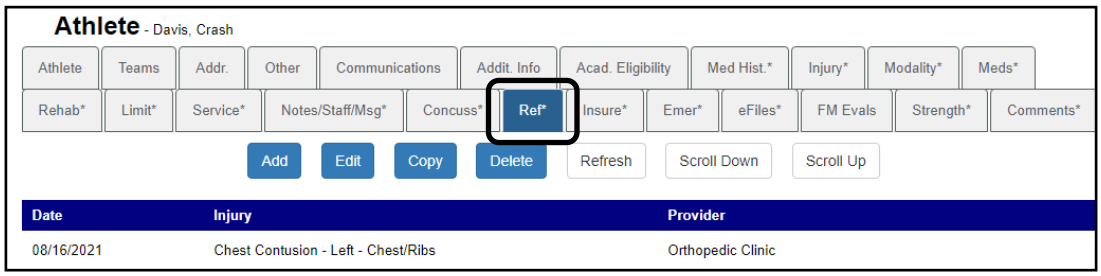
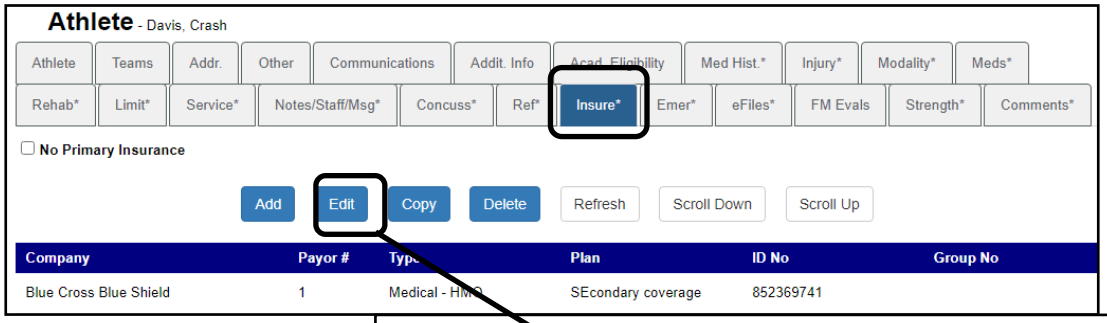
Referral:

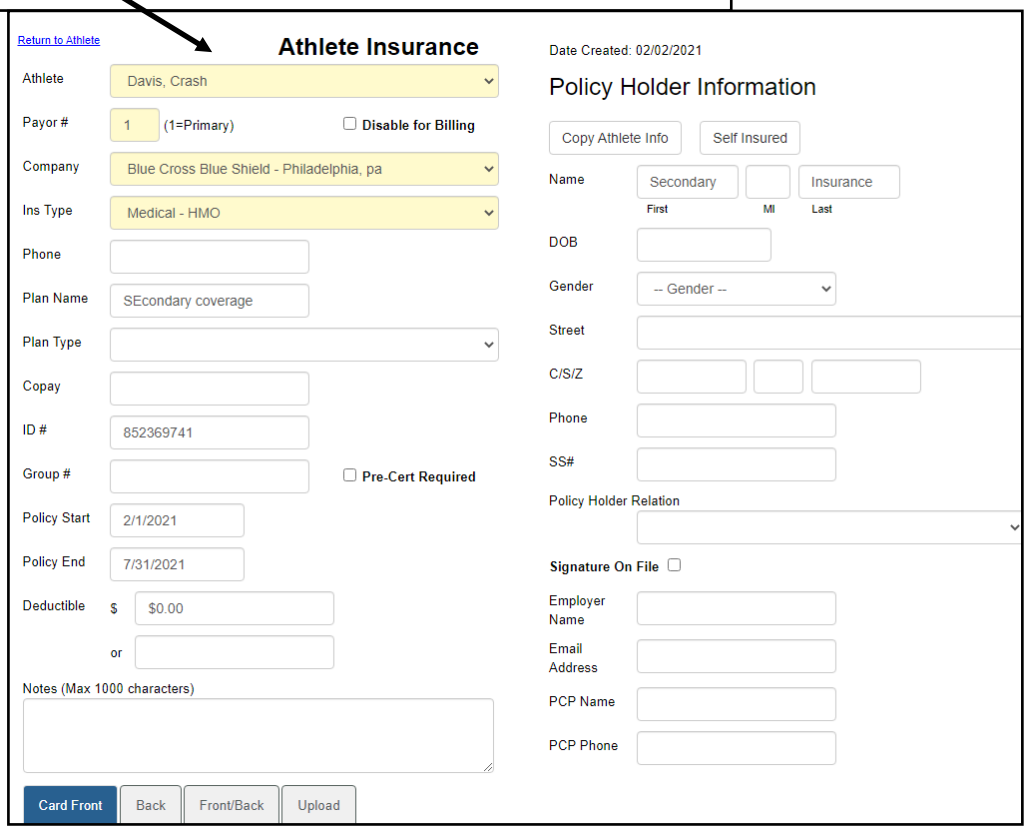
Referral allows you to track when you send an athlete to the doctor. You are able to directly send the physician the a referral letter, why you are sending them.



Insurance:

Insurance tab, allows you to add, edit view the information contained. You can see the cards the athletes have uploaded, or you have uploaded for them.





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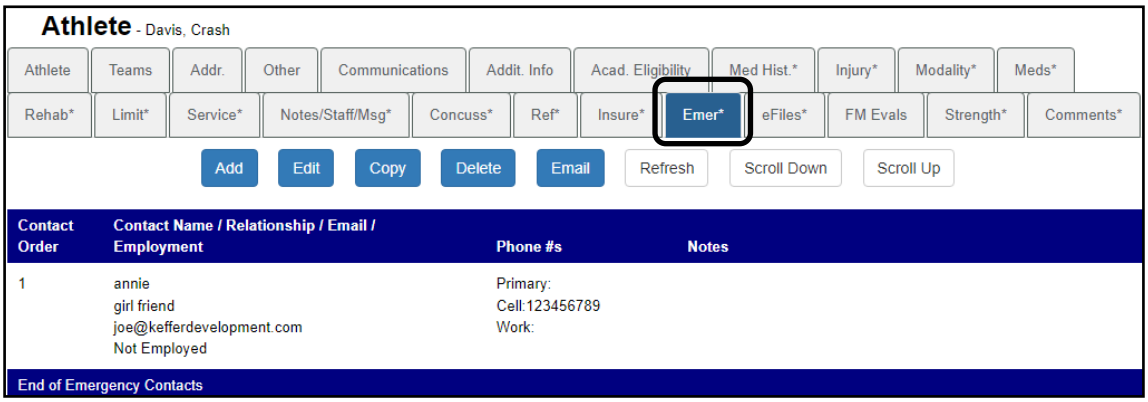
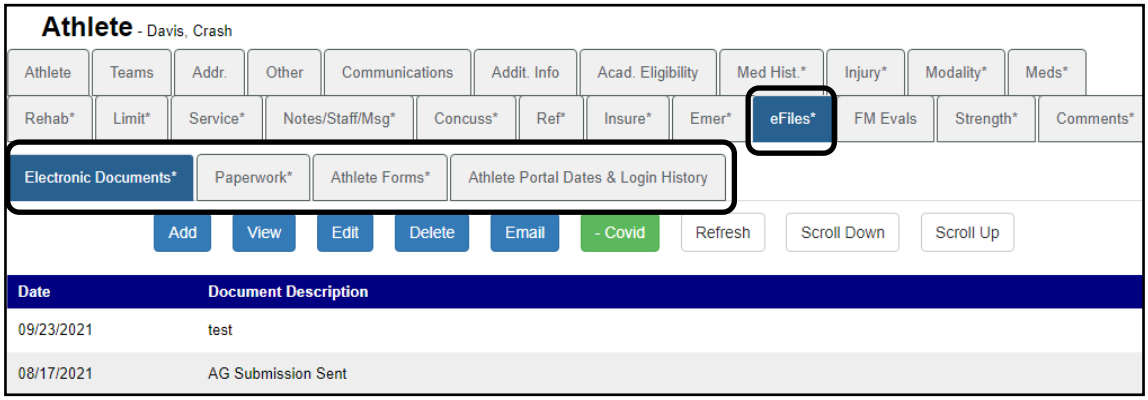
Emergency Contact:

Ability to add, edit or change emergency contact information. The contact order does tie to the FCC, as well as the order the athlete would like them called in.



eFiles:

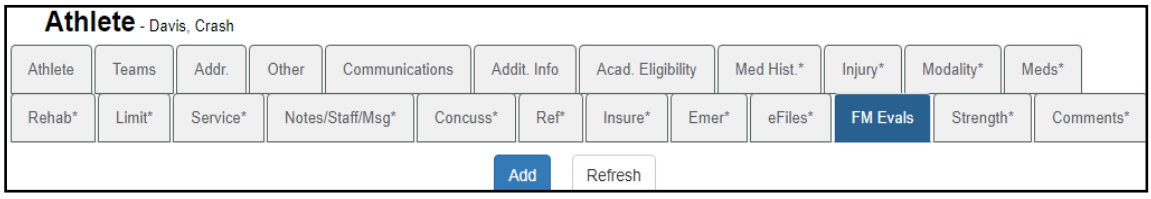
The eFile area allows you to access all of the documents that are tied to the athlete. Anything that has been uploaded by you or them, any form they have completed, access to the paperwork list(customize that), and when they have been in the system. eFiles will let you see and manage all of the files for that athlete.



Use the other tabs of the eFile area to manage all aspects of the paperwork and forms. See page 9 & 10 for full explanation of what is contained in those areas.

FM Evals:

Ability to add and edit the functional movement evaluations.



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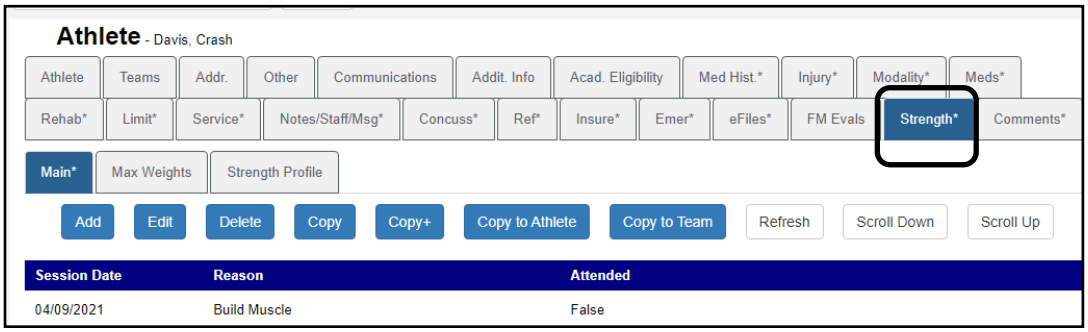
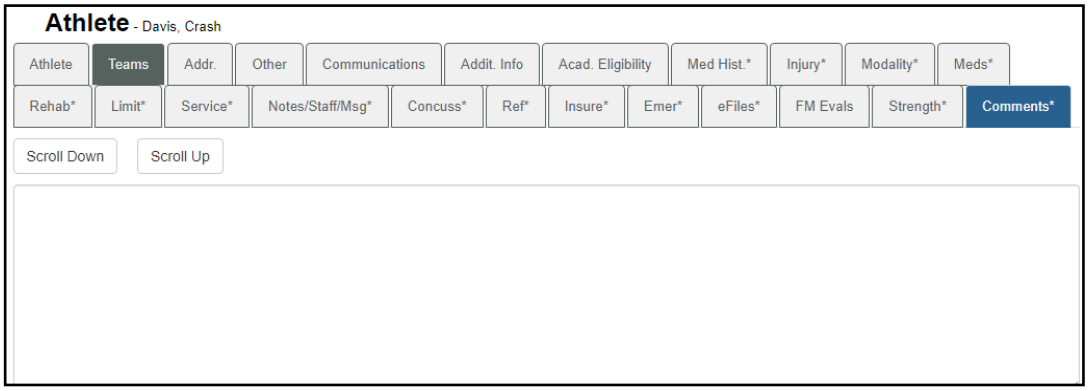
Strength:

Allows you to enter strength training exercises that may not pertain to rehab exercise. This allows you the ability to have a S&C coach enter information. Copy allows you to copy a day, copy plus to a specific day. Copy to athlete you can copy to a different athlete what you did with the athlete you are on. Copy to team allows you to copy the session for the entire team.



Comments:

Any extra comments you would like to have in the profile for the athlete can be entered here. This tab, has no connection to their athlete portal, the will not be able to see what it entered here.



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