There are several ways to enter your athletes into the Staff Portal. This help doc will show you the different avenues of getting them in to the system.

Adding Individual Athletes:

Begin by selecting athletes from the Athletes menu item. Select Add New Athlete or Quick Athlete Add.

Using the Add New Athlete tab will bring you to this screen. Use this screen to enter demographic information for the athletes. Fill out the yellow fields. You are also able to use the tabs here, to fill out other information prior to saving. These fields are customizable by your system admin. See the Set Required Fields help doc.
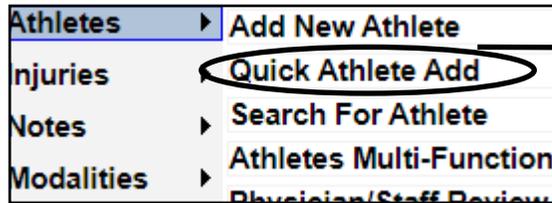
Athletes must be on at least one team. If you do not see the team they need to be added to, speak with your system administrator.

Utilize the other tabs to complete the patient/athlete profile as needed. Again, there may be other required information by the system administrator. Navigate between the tabs to enter that information associated within the tab.

Quick Add Athlete:

Allows for expedited athlete entry, by building the profile with the minimum required data.

Import Athletes:

With ATS you do have the ability to import athletes into the system utilizing an excel spreadsheet. We do recommend you utilize the spreadsheet we provide. For more information on the import process please see the Staff Portal Athlete Import Help Doc.