

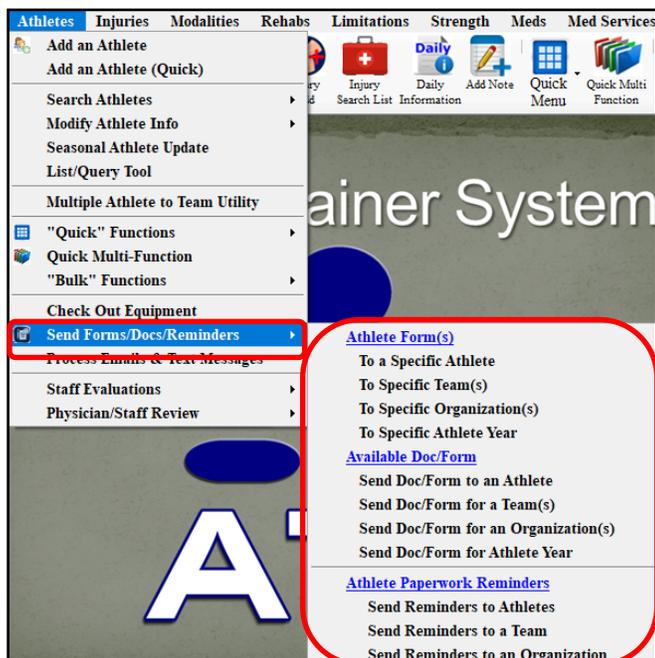
## Send Athlete Forms, Docs, Paperwork Reminders

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# ATS— Send Athletes Forms, Documents or Paperwork Reminders [Top](#)

Tracking down paperwork can be a difficult task. We have expanded our send a single form to an athlete so you are able to send to an athlete, teams, athlete years, organizations. Also included now is the ability to send multiple forms to athletes as well as provide reminders of outstanding paperwork.



**Athlete Form(s):** this allows you to send 1 or more forms to an athlete, team, organization or athlete years. They will get a link in an email to the respective form(s).

**Available Doc/Form:** This allow you the ability to send a loaded form that is in ATS to your athletes. For example an ADHD form or other hard copies that need filled out.

**Athlete Paperwork Reminders:** The paperwork reminders allows you to send notification emails of the missing paperwork your athlete's have not submitted. This will work only with a correct paperwork list. See the associated help doc for more information on [paperwork and athlete forms](#).

## Sending a Form Prerequisite:

Sending an Athlete a form to complete, will allow you to send the athletes in your system; with an email address, a link to a form to complete. This can be especially helpful, if someone quits in the middle of the year, or you want to send end of the year exit interviews, or daily concussion symptom screens.

- Make sure you have created your Athlete Form prior to attempting to send it to the athletes.
- To make this process work the form does need to be visible to athletes as well as active.
- If you do not what the form accessible/ filled out with the regular beginning year paperwork; you can fill in the **Available To** date on the Form Name Maintenance.

Form Name  
SCAT 6 Symptom Checklist Post Concussion Follow up

Abbrev.  
Symptom6

Sort  
0

Is Active?  
 Parent See?  
 Athlete See?

Active From  
mm/dd/yyyy

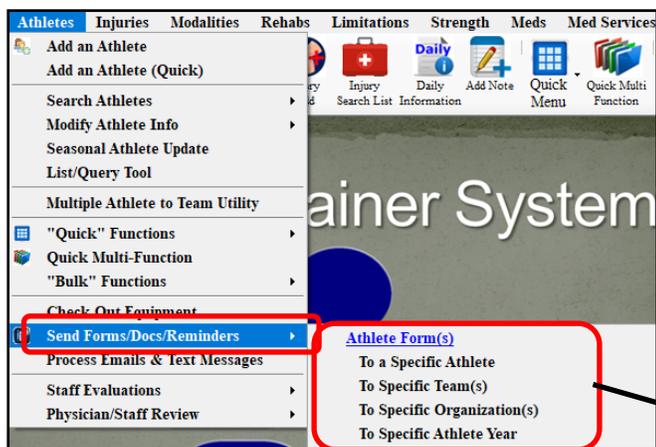
Active To  
09/21/2023

Last Used  
mm/dd/yyyy

Athlete Signature

## Sending an Athlete Forms:

The Send Athlete a Form is found under the Athlete Menu. Athletes—> Send Forms/Docs/Reminders—> Athlete Form(s).



Choose the Athlete population that you want to send the form(s) to. A specific(single) Athlete, a Specific Team or Teams, An Organization, or to an Athlete Year.

Depending on the choice you make, you will have a screen that prompts you to make a selection, athlete, team, org or year.

Choose the ATHLETE

Choose the ATHLETE...

Adams, Leigh Ann  
Allen, Shannon  
Anderson Jr., Bobby  
Anderson, Gabrielle  
Ant, Adam B  
Brown, Barry  
Clark, Billy  
Davis, Crash  
Falco, Shane

# ATS— Send Athletes Forms, Documents or Paperwork Reminders [Top](#)

After you have made the first selection, you will then see a list of all of your active forms. Make your selection. If you need to send more than 1 form, hold down the control(CTRL) button on your keyboard and select the forms you need to send.

Choose the form to print

**Choose the form...**

Creating Forms  
29 Medical Consent  
ADD and Concussion Disclosure copy  
Assumption of Risk copy  
Brief Bio-Social Gambling Screen  
CES-D Mental Health updated  
Concussion Symptom Diary (18)  
HIPAA  
Insurance Acknowledgement-copy  
NCAA Concuss Sheet with links (46)  
Pre Participation Health History  
Range and formula test  
Student Athlete Annual Income Form  
Student-Athlete Authorization for Release of Information

If applicable use Shift-Click to select a group; Control-Click to pick multiple individual items.

## **Example Message:**

Crash,

Before clicking on a link, please log out of any ATS websites and close the window / tab on this device.

Please complete the **Concussion Symptom Diary (18)** Form by clicking [HERE](#)

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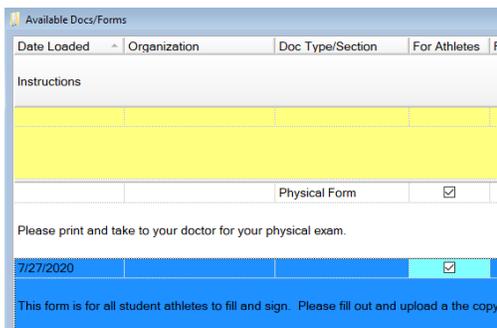
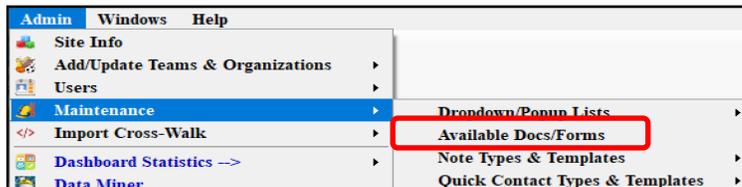
Thank you.

Per HIPAA (the Health Insurance Portability and Accountability Act of 1996) Regulations, this Information is to be held in strict CONFIDENCE, to be used only making participation plans for the student-athletes. Information should not be passed to any other individual or group of individuals.

## Sending a Document/PDF Prerequisite:

Sending an Athlete a Document/PDF to complete, will allow you to send the athletes in your system; with an email address, a link to an existing copy of a document to complete. screens.

- Make sure you have added the document to ATS prior to attempting to send it to the athletes.
- Forms do need to be visible for the athlete.....

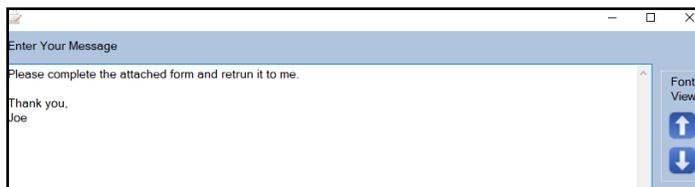
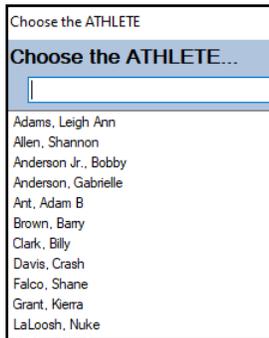


## Sending an Athlete Forms:

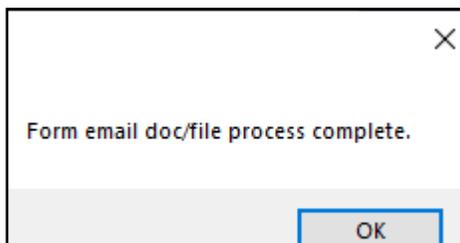
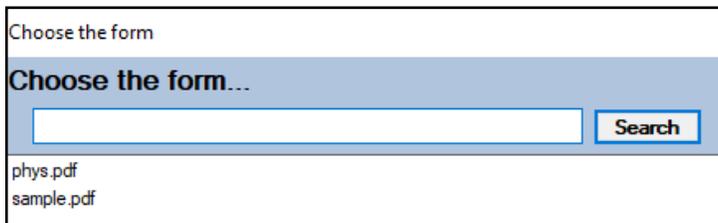
The Send Athlete a Form is found under the Athlete Menu. Athletes—> Send Forms/Docs/Reminders—> Athlete Doc/Form. Choose the Athlete population that you want to send the form(s) to. A specific (single) Athlete, a Specific Team or Teams, An Organization, or to an Athlete Year.

- You will then enter the email message you want to accompany your document.

Choose the from the list of athletes, teams, etc., who to send the form to.



Choose the from the available files, which document you need to send.



# ATS— Send Athletes Forms, Documents or Paperwork Reminders [Top](#)

Below is an example of what would be delivered to the recipients of the email. The form you chose will be attached to the email.

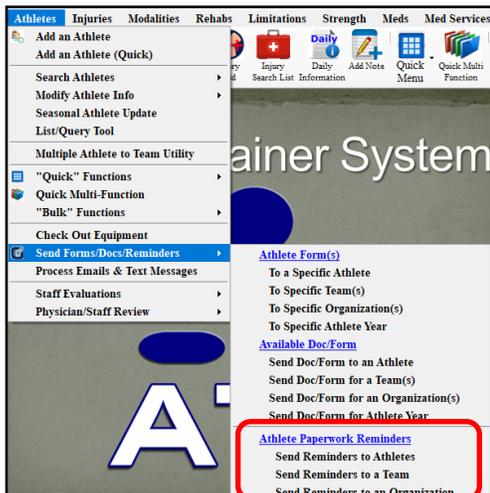
 phys.pdf  
246 KB

Please complete the attached form and retrun it to me.

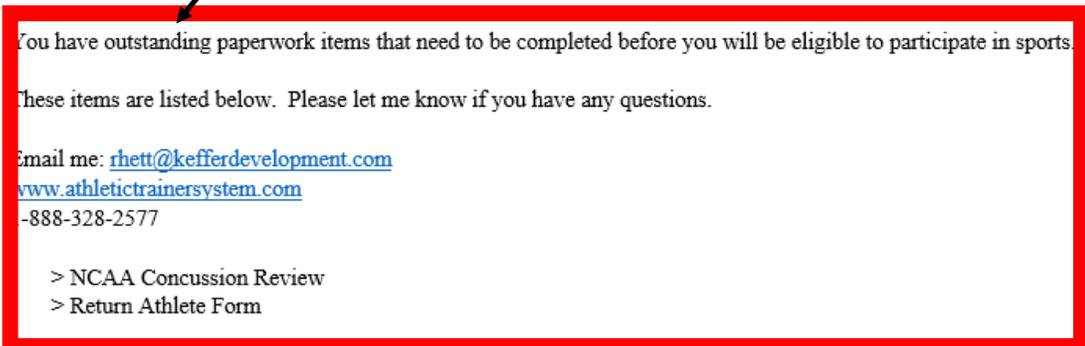
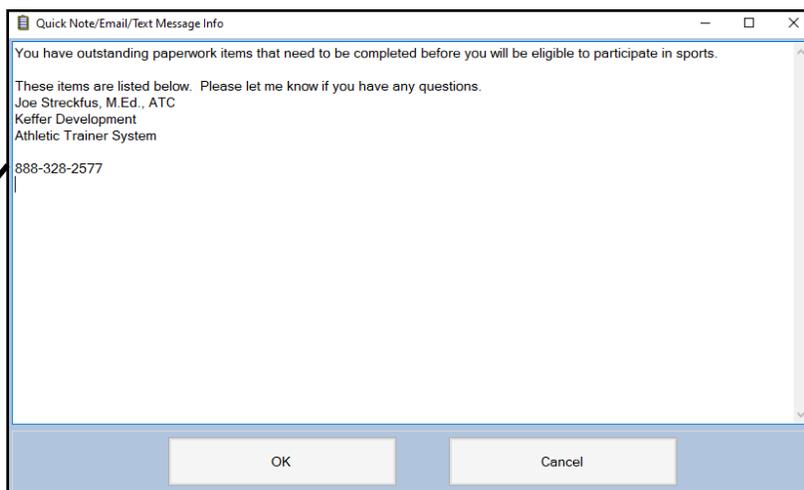
Thank you,  
Joe

## Sending athlete reminders of paperwork:

You now have the option to send athletes in your database a reminder of incomplete paperwork items. This allows you the ability if an athlete registered and did not complete their paperwork, to send an automated email with the list of missing items.



Selecting the athletes, team or organization will open the email screen here. We have prefilled a message for you. You can, edit, delete or replace the message. It will also pull the email signature from your user profile, if you have create one.



## Sending Forms on the Staff Portal:

### Sending a Form Prerequisite:

Sending an Athlete a form to complete, will allow you to send the athletes in your system; with an email address, a link to a form to complete. This can be especially helpful, if someone quits in the middle of the year, or you want to send end of the year exit interviews, or daily concussion symptom screens.

- Make sure you have created your Athlete Form prior to attempting to send it to the athletes.
- To make this process work the form does need to be visible to athletes as well as active.
- If you do not what the form accessible/ filled out with the regular beginning year paperwork; you can fill in the **Available To** date on the Form Name Maintenance.

|  |            |            |
|--|------------|------------|
| Form Name  |            |            |
| SCAT 6 Symptom Checklist Post Concussion Follow up |            |            |
| Abbrev.  |            |            |
| Symptom6   |            |            |
| Sort   |            |            |
| 0  |            |            |
| <input checked="" type="checkbox"/> Is Active?     |            |            |
| <input type="checkbox"/> Parent See?               |            |            |
| <input checked="" type="checkbox"/> Athlete See?   |            |            |
| Active From  | Active To  | Last Used  |
| mm/dd/yyyy   | 09/21/2023 | mm/dd/yyyy |
| Athlete Signature                                  |            |            |

### Sending an Athlete Forms:

The Send Athlete a Form is found under the Athlete Menu. Athletes—> Send Athlete a Form to Complete.

|                   |  |
|-------------------|--|
| <b>Athletes</b> > | Add New Athlete                        |
| Injuries >        | Quick Athlete Add                      |
| COVID-19 >        | Search For Athlete                     |
| Screening >       | Search For Athlete by Athlete ID       |
| Notes >           | Quick Multi-Function                   |
| Modalities >      | Physician/Staff Review                 |
| Rehabs >          | <b>Send Athlete a Form to Complete</b> |

Select the athlete and select the form from your list to send to the specific athlete.

|  |                    |
|--|--------------------|
| <b>Send Athlete a Form to Complete</b> |                    |
| Athlete                                | Davis, Crash       |
| Form                                   | -- Select Form --  |
|  | -- Select Form --  |
|  | Creating Forms     |
|  | 29 Medical Consent |

The other advanced features, sending forms to teams, years, orgs, as well as the documents, and paperwork reminders will be added to the staff portal. This will be done sometime in 2024.