

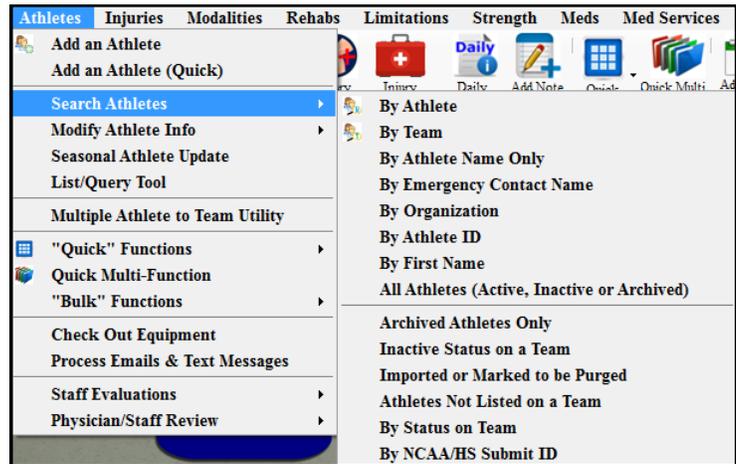
ATS - Recovering a removed/deleted athlete

If you have archived an athlete that returns to your institution, or if their information has been deleted. You are able to retrieve, or reactive their profile, given the Purge Utility has not been processed.

Search for your athlete:

If you are an administrator or have some admin privilege, utilize the Admin—> Search All Athlete Records.

If you do not have admin privilege, utilize the Athlete screen, Search Athletes.

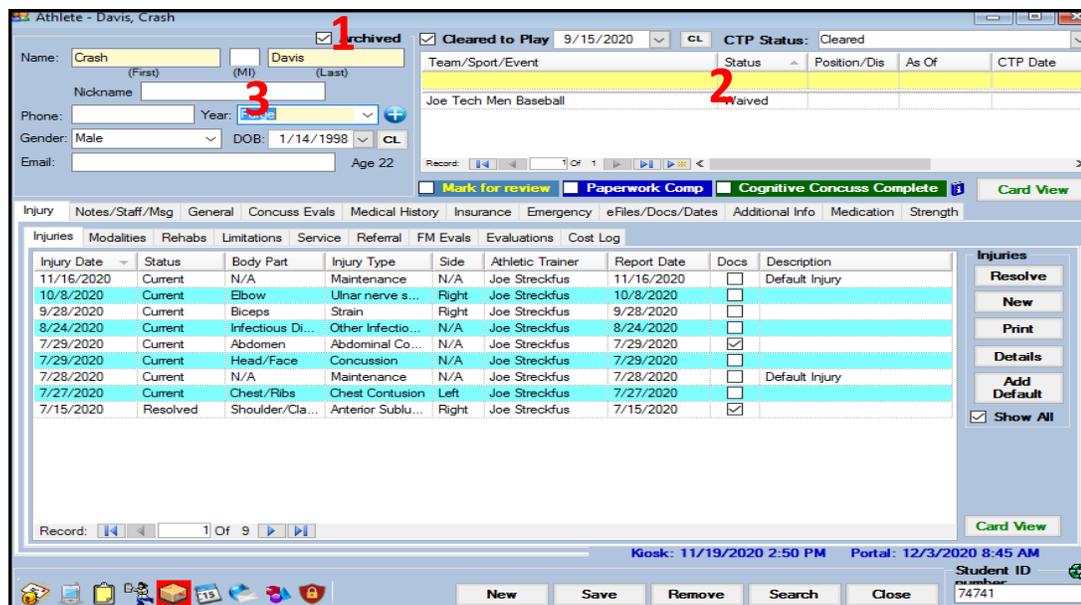


Locate the athlete using one of the archive, inactive, or purge athlete search functions.

Choose the applicable athlete from the list to display his/her athlete screen.

You need to check/update three things on the athlete screen:

1. Verify you have the correct Athlete
2. Uncheck the “Archived” box
3. Change the “Year” to whatever applies; freshman, sophomore, etc.
4. Change the team status to “Active”
5. Verify other information is correct.



Save the athlete information and they should be “live” again...