

# ATS— Family Communications Center (FCC) Parent Intro/Overview

This ATS help doc is designed to give your emergency contacts an introduction on how they can register in the ATS system to register and/or update registration information for their athletes.

There are two methods discussed; new registrations for the contact and athletes; new registrations only for existing athletes.

The screenshot shows the login interface for the Athletic Trainer System (ATS) Family Communications Center. At the top, the header reads "Athletic Trainer System® Family Communications Center" in yellow text on a blue background. Below this, the user "Joe Tech" is identified. The main content area features a grid of five small images showing athletic training activities. On the left, there is a green and yellow logo for "ATS Family Communications Center". The login form consists of three input fields: "Login ID:" with a placeholder "Login ID", "Password:" with a placeholder "Password", and "Database:" with a dropdown menu showing "atsjoe". A blue "Login" button is positioned to the right of the password field. Below the form are two links: "[Forgot your Password?](#)" and "[Forgot your Login ID?](#)". At the bottom, a blue footer contains the text "atsjoe ATS Family Communications Center Version 1.0.0.0 Copyright © 2020 Keffer Development Services, LLC". Two black arrows originate from the bottom of the page, pointing to the "Login ID" and "Password" input fields.

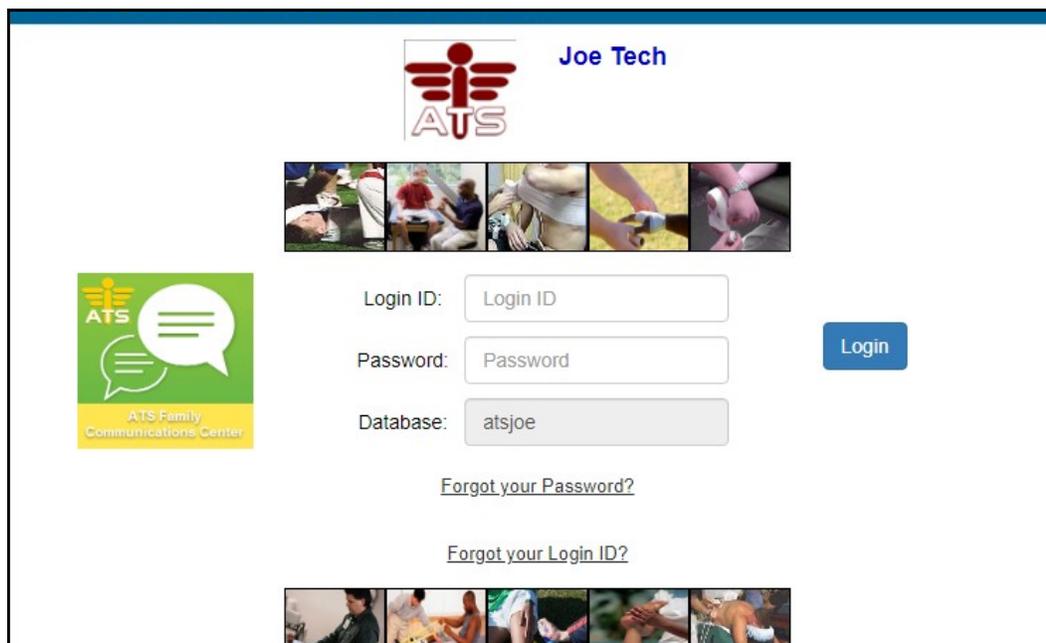
## Option 1:

- Enter the ID & password provided to you by the medical staff at your school.
- Follow the option 1 info on the following pages.

## Option 2:

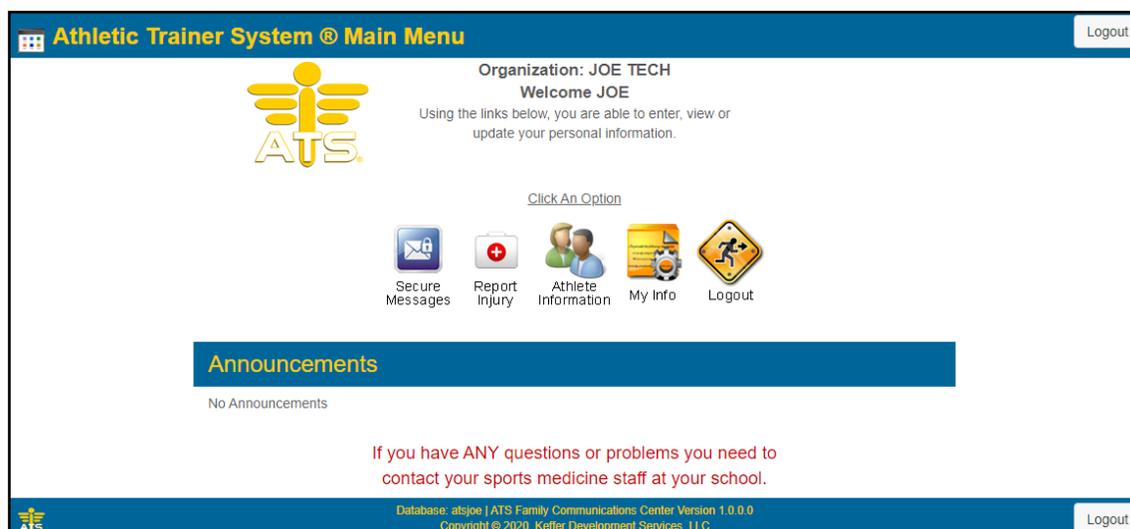
- Enter “**new**” ID & “**new**” for the password.
- Follow the option 2 info on the following pages.

## Option 1: Login provided for existing athlete registrations:



The screenshot shows the login interface for the Athletic Trainer System (ATS) at Joe Tech. At the top left is the ATS logo, and to its right is the text "Joe Tech". Below the logo is a horizontal strip of five small images showing athletic training activities. On the left side, there is a green and yellow icon for the "ATS Family Communications Center". The main login area contains three input fields: "Login ID:" with a placeholder "Login ID", "Password:" with a placeholder "Password", and "Database:" with the value "atsjoe". A blue "Login" button is positioned to the right of the password field. Below the input fields are two links: "[Forgot your Password?](#)" and "[Forgot your Login ID?](#)". At the bottom of the login area is another horizontal strip of five small images.

When you see the login screen shown here enter the login & password given to you by the medical staff at your school.



The screenshot displays the "Athletic Trainer System ® Main Menu" for the organization "JOE TECH". The page features the ATS logo on the left and a "Logout" button in the top right corner. The main content area includes a "Welcome JOE" message and a note: "Using the links below, you are able to enter, view or update your personal information." Below this is a "Click An Option" section with five icons and labels: "Secure Messages" (envelope icon), "Report Injury" (first aid kit icon), "Athlete Information" (two people icon), "My Info" (ID card icon), and "Logout" (warning sign icon). A blue "Announcements" banner is present, with the text "No Announcements" below it. A red text block states: "If you have ANY questions or problems you need to contact your sports medicine staff at your school." The footer contains the text "Database: atsjoe | ATS Family Communications Center Version 1.0.0.0" and "Copyright © 2020, Keffer Development Services, LLC", along with another "Logout" button.

After your successful login you have the options shown here. More details are shown on the following pages.



Secure Messages

Secure Messages - JOE TECH

Menu Logout

Unread All

No messages found.

+

Unread All

No messages found.

Send New Message

Database: atsjoe | ATS Family Communications Center Version 1.0.0.0  
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Menu Logout

Use the screen shown above to view or reply to any secure messages sent to you by the medical staff. Clicking the “Send New Message” allows you create a secure message to be sent to the athletic training department.



Report Injury

Report an Injury - JOE TECH

Menu Logout

Athlete: Test, Testy

Sport/Event:

Date Injured: MM/DD/YYYY

Reinjury?:

Body Part:

Side:

Injury Type:

Happened During:

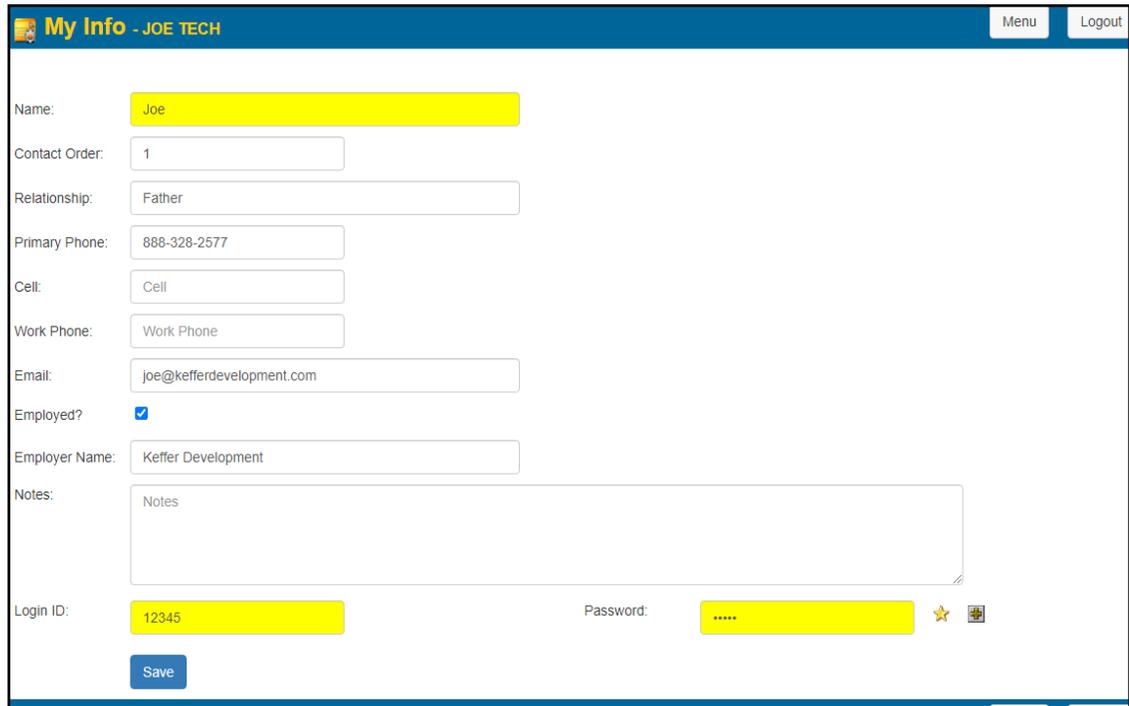
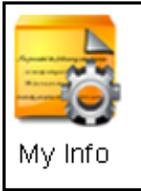
Injury Description: Injury Description

Save

Database: atsjoe | ATS Family Communications Center Version 1.0.0.0  
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Menu Logout

Use the screen shown report an injury for your athlete. Once saved a notice will be sent to the medical staff.

A screenshot of the 'My Info' form in the ATS system. The form is titled 'My Info - JOE TECH' and includes fields for Name (Joe), Contact Order (1), Relationship (Father), Primary Phone (888-328-2577), Cell, Work Phone, Email (joe@kefferdevelopment.com), Employed? (checked), Employer Name (Keffer Development), Notes, Login ID (12345), and Password (masked with dots). There are 'Menu' and 'Logout' buttons in the top right and a 'Save' button at the bottom.

The screen above allows you to add or update your personal information as the parent or guardian. Updating information here will change it for all of the athletes tied to your account.



Clicking on this icon will display the choices shown below. From here you can update an existing athlete or add a new athlete. In either case you will be taken to the athlete portal where the applicable info may be entered and/or updated.

A screenshot of the 'Athlete Information' form in the ATS system. The form is titled 'Athlete Information - JOE TECH' and includes a 'Menu' and 'Logout' button in the top right. A pink warning box contains instructions: 'Before adding a new athlete or viewing an existing athlete please observe the following. Clicking on "Add New Athlete" or clicking an athlete name will open a new browser window or tab which contains the ATS Athlete Portal. If you already have a browser window or tab open with the ATS Athlete Portal, please log out of the Athlete Portal and close the browser window or tab before clicking any links. To work properly, the Athlete Portal can only be open in one and only one browser window or tab. This rule applies to windows or tabs within the same browser. After you add a new athlete, you should click "refresh" so that the new athlete is shown in the list below.' Below the warning box are 'Add New Athlete' and 'Refresh' buttons. A blue bar labeled 'Select an Athlete' is followed by a dropdown menu showing 'Test, Testy'. The footer includes 'Database: atsjoe | ATS Family Communications Center Version 1.0.0.0' and 'Menu' and 'Logout' buttons.

Using the add athlete tab will open a new screen, shown. Tabs that have the \* are required, and any field that is yellow is a required field. They must be completed prior to saving.

**Athlete Information - JOE TECH** Logout

General | Screen/Tests | Insurance \* | Contact \* | eFiles

**Light Yellow colored** Items are required to be filled out.

Select Organization:

Select Team 1:

Select Team 2:

Select Team 3:

Name:  (First)  (Middle)  (Last)

Nickname:

Gender:  DOB:

Phone:  Cell:

Email:  SSN #:

Text Address:  Cell Phone Carrier Domain Info:

Twitter Tag:

Address:

City:  State/Province:

Zip Code:

**rainer System ® Main Menu**

**Organization: JOE TECH**  
**Welcome CRASH DAVIS**

Using the links below, you are able to enter, view or update your personal information.

**Announcements**

No Announcements Today

Click An Option Below

- Athlete Information
- Report Injury
- My Schedule
- Request Appointment
- Secure Messages
- ID Card
- Rehabs
- Modalities
- Strength
- Send Email
- Protocols
- Pick Protocols

If you have ANY questions or problems contact your medical staff.

Database: atsjoe | ATS Athlete Portal Version 2.0.0.0  
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...If you are updating an athlete's information you will see this screen...

## Option 2: New registration for contact and athlete(s)

Add New Athlete Refresh

Select an Athlete

Test, Testy

If you are adding a new athlete you will see the screen shown here. The FCC serves a direct link to the athlete demographic page.

Athlete Information - JOE TECH Logout

General Screen/Tests Insurance \* Contact \* eFiles

Light Yellow colored items are required to be filled out

Select Organization: [Yellow dropdown]

Select Team 1: [Yellow dropdown]

Select Team 2: [White dropdown]

Select Team 3: [White dropdown]

Name: [Yellow (First)] [White (Middle)] [Yellow (Last)]

Nickname: [White]

Gender: [White dropdown] DOB: [Yellow]

Phone: [White] Cell: [White]

Email: [Yellow] SSN #: [White]

Text Address: [White] Cell Phone Carrier Domain Info: [White]

Twitter Tag: [White]

Address: [White]

City: [White] State/Province: [White]

Zip Code: [White] Country: [White]

Additional Address: [White]

City: [White] State/Province: [White]

Zip Code: [White] Country: [White]

### Change Password

Step 1 is complete.

- If your son/daughter is already in the school's database click "Done" and contact the medical staff to link them to your registration.
- If your son/daughter needs to be registered click "Add Athlete", enter his/her registration information, then return here and click the "Refresh" button.

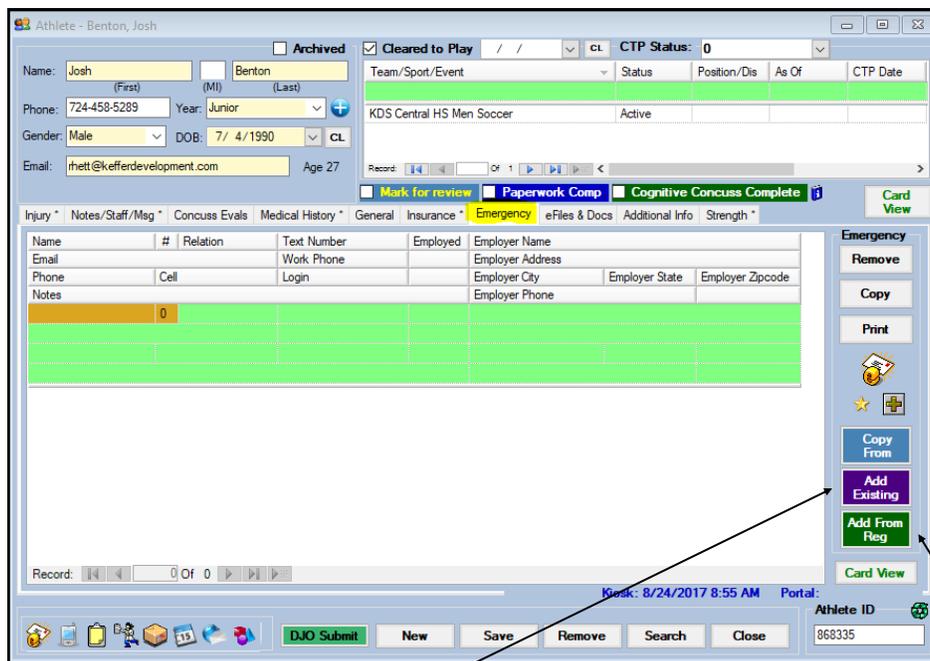
Add Athlete Refresh Done

## For the Medical Staff:

If you are asked to “link” an athletes information to an existing emergency contact...or newly registered family member this is done via the Athlete Details screen in the ATS Desktop. For more information/full details on the linking process, please review the [FCC Admin Guide](#).

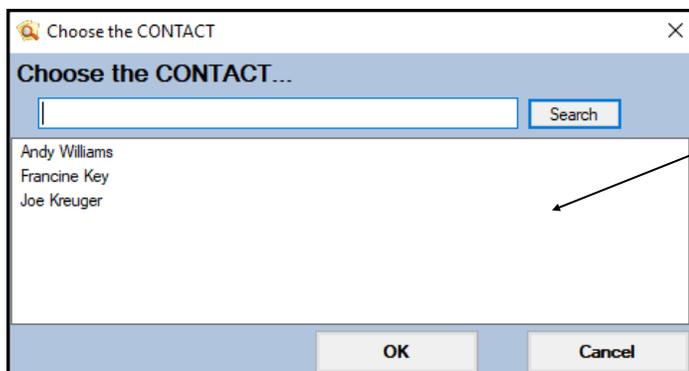
Follow these steps:

1. Load the applicable athlete by whatever search method you want to use...and click on the “Emergency” tab.



2a. If you are “linking” an existing emergency contact click the purple “Add Existing” button.

2b. If you are “linking” a new contact registration click the green “Add From Reg” button.



3. Choose the applicable contact(s). They will be linked when the athlete info is saved.