

ATS: How to delete an athlete or injury using the Core Portal



Find the athlete's profile that you wish to delete. This can be done by following this path: Athletes —> Search For Athlete. Or clicking the Name Search Icon. This will bring up the box shown below, here you can scroll through the athlete list or choose from the search parameters. shown.

Be sure to verify there are no records associated with the athlete you are about to delete. Remember, this process, once completed is **unrecoverable!!**

Athletes [dropdown] Search [input] **You have 1 unread message.**

Name: [input] Team: (All) [dropdown]
Use % for wildcard searches. Ex. smi% or %sand%

Options:
 Search Active Only
 Search All (Active, Inactive, and Archived)
 Search Archived Athletes Only
 Search Imported or Marked to be Purged (Team selection will be ignored for this option)
 Search Athletes Not Listed on a Team (Team selection will be ignored for this option)

[Search] [Reset]

Search for your athletes name, or click search without entering anything to list all of your athletes.

Return to Athletes Multi-Function **Athlete** Action: [New] [Remove] [Save]

Athlete Details: Archived

Name: Crash [input] Davis [input]
First Middle Last

Nickname: [input]

Phone: [input] Year: Grad 2021 [dropdown]

Gender: Male [dropdown] DOB: 1/14/1998 [input]

Email: joe@kefferdevelopment.com [input] Age 22

Kiosk: 12/4/2020 Portal: 12/15/2020

Cleared to Play 9/15/2020 [calendar] CTP Status: Cleared [dropdown]

Teams: +Add Edit Delete Refresh

Team/Sport/Event	Status	Position / Dis	As Of	CTP Date
Joe Tech Men Baseball	Active			

Once you have selected the desired athlete you are going to select the Remove button found in the top right hand corner of the athlete profile screen.

Remove Athlete

This process will delete this athlete and all information associated with him/her. Including injuries, modalities, medications, etc. Are you sure you want to delete this information?

[Yes] [Cancel]

You will have to confirm you want to remove the athlete profile.

*This process is permanent and cannot be undone.

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If you wish to delete an injury, that is completely remove it and all the records associated with it, you will have to change the status of the injury. The status bar can be found on the upper right side of the injury profile. Select Purge from the dropdown and save the changes made.

Athletes Search You have 1 unread message.

[Return to Athlete](#) **Injury** Status: Current Reinjury?

General Injury Info | Injury Desc/How | Contacts

Name: Davis, Crash Side: Left

Body Part: Ankle MOI:

Bypass body part filter for inj/ill? SMOI:

Inj/ill 1: Other Ankle Injury Inj: 12/6/2020

Inj/ill 2: Rpt: 12/7/2020

Inj/ill 3: Rtrn Play: Days: 0

Private Record Resolved: Days: 0

EMS Required? Season Ending?

Team: Joe Tech Men Baseball

Insurance Status:

Event Type/Name:

Resolution:

Surgery Required? Surgery Date:

AMA Signed? Paper Copy? Follow Up?

Review? Bypass NCAA/HS?

Modality | Meds | Rehab | Limit | Service | Notes/Staff Forms* | Evaluations

Concussion | Referral | eFiles | FM Evals | Notes | COVID-19 | Email | NCAA/HS

Modalities:

Date	Modalities	Time	Note
No records found.			

Actions: for

* The injury will not be fully removed from the system until your system Administrator runs the injury purge process, this process can only be run through the ATS Core program and by an Admin or a user with given Admin privileges.

If you need further details on running the Purge Process please see [How to Delete an Injury](#) help doc.