ATS has many different ways to get patients or athletes into the system. This help file will show the different capabilities and ways for you to get them in. Before beginning to add a patient or athlete, you should ensure with your system admin that the teams are active, and that you have permission in your user profile to access those teams. For more information on adding new <u>teams</u>, and <u>configuration of user</u> profiles see the help files that are linked.

Option 1:

| | | Athletes | Injuries | Modalities | Rehab |
|---|--|--------------|--|--|--|
| Athlata | | 🐴 🛛 Add an . | Athlete | | |
| Add | | Add an | Athlete (Q | uick) | |
| Statiste St | Ceared to Play / / Team/Spot/Event Team and status downs Mesk for review Paper story Insurance Emergency eFile FM Evals Evaluations Cost Log Side Athletic Trainer Re neeral profile for ellow are require to required by nation or an emergen | ergency co | Attiliete (tatue: Postion/Dis ed, and a nitive Concuss C and Info Strength Description son beir as well a inistrato ontact. | As Of CT re drop omplete () Ca Pr aS pr. Det She | P Date P Date P Date P Date P Date P Date P Date P Date P Date P Date |
| Record: 4 4 0 Of 0 P | | | | Card | View |
| S ⊆ □ ¹ S S < 3 0 | New Save | Remove S | Search Cl | lose Student | ID 🌐 🎆 |



Quick add, is just that. It allows you to make entries, in quick succession, with the base information to get a profile created. This can be helpful if you are manually entering a roster. The fields on the screen are mandatory entries.

Option 2:

Another option you have is having the patients/athletes go to the patient portal and complete their registration there. For more information on the Patient Portal Registration, please see the <u>Patient/Athlete Registration</u> help file. For more information on required information see the <u>Required fields</u> for staff, for <u>patients</u> see help files.

| ☆ Athletic Trainer System | | | | |
|---|----------|--|--|--|
| | | | | |
| | | | | |
| Student ID number: | Login ID | | | |
| Password: | Password | | | |
| Database: | atsjoe | | | |
| Eorgot your Password? | | | | |
| Forgot your Student ID number? * | | | | |
| If you have ANY questions or problems you need to contact your sports medicine staff at your school. Passwords need to include a Capital Letter, Number and Special character | | | | |
| | | | | |

Option 3:

If manual entry isn't for you, and you have your patient/athlete information in an Excel spreadsheet, you can directly import the information into ATS. There are fields that are required to be included to ensure correct importing of information, and placement of associated people. For more information on the specifics see the <u>Importing Information</u> help file. It is a zip file with the PDF document as well as the template that is recommended to be utilized.

