Introduction

The purpose of this document is to provide an overview and some instructions for ATS users in the following daily functions:

- Adding athletes
- Adding injuries
- Adding modalities
- Adding rehabs
- Adding limitations
- Adding notes

This documents shows how to do each via the ATS Desktop, ATS Staff Portal and ATS Staff Smartphone.

Additional help docs are available for the additional functionality available in ATS

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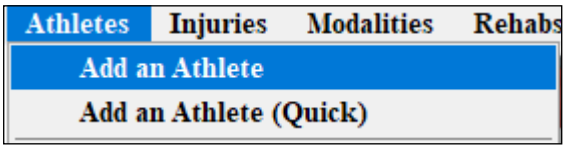
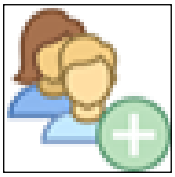
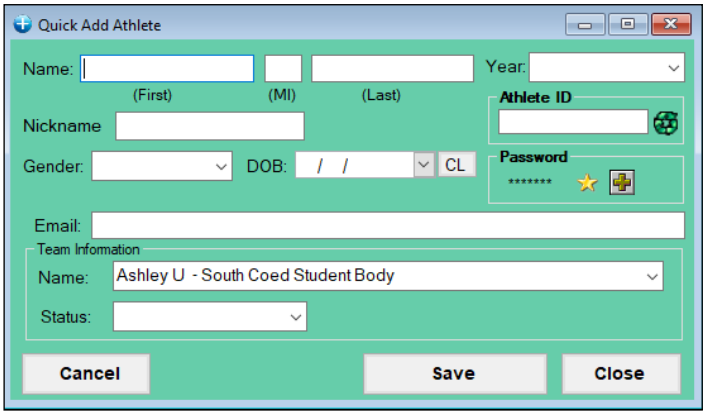
Adding an Athlete:

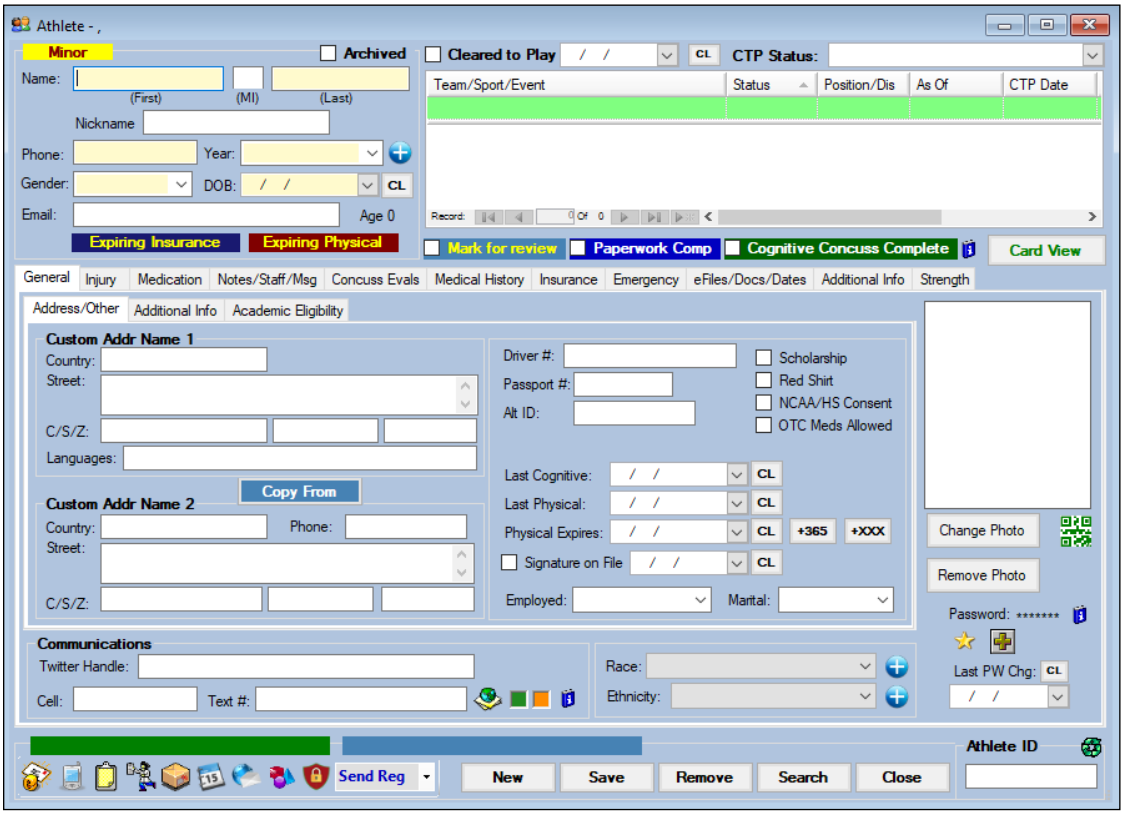
You have three options when it comes to adding an athlete: Add an Athlete, Add an Athlete Quick or using the import athletes feature. You can use the Add an Athlete icon or choose an option from the drop down menu.

For instructions on how to run the athlete import process click here to access the Zip file which has the template and help doc.









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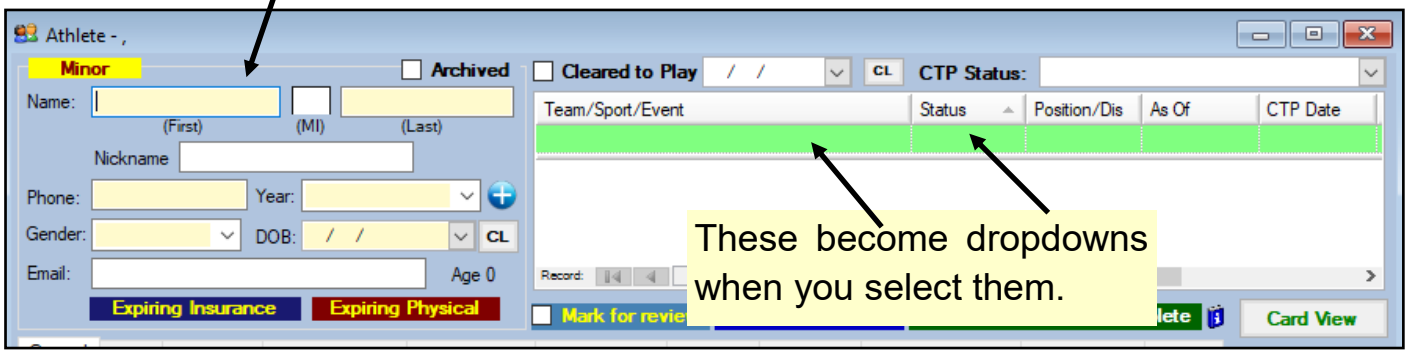
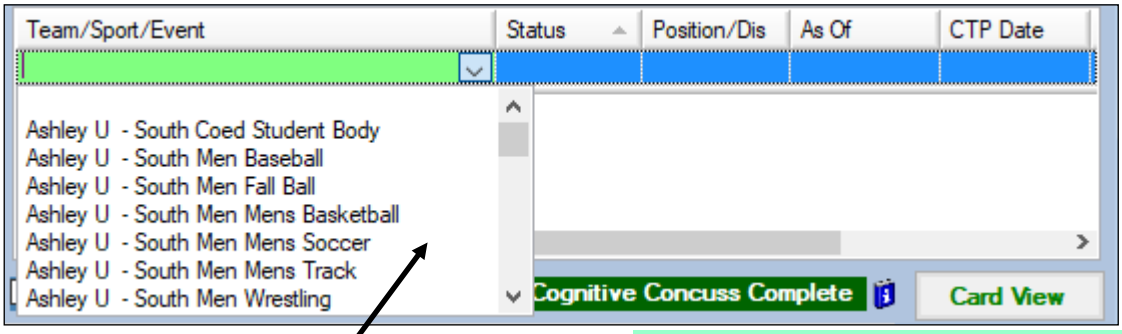
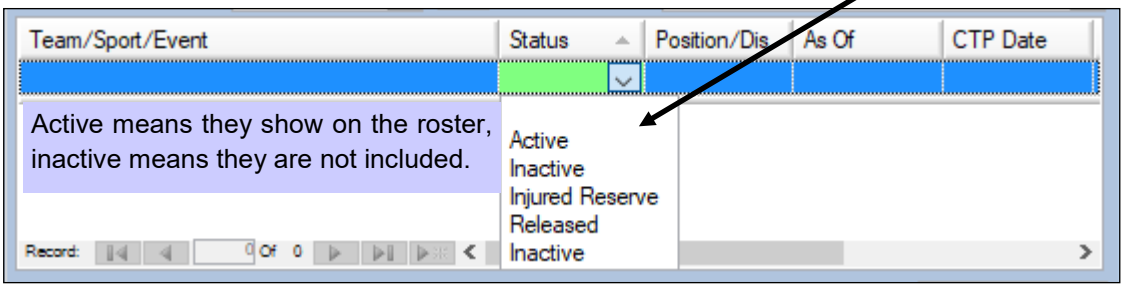
You need to add a First and Last Name, Gender, DOB, and Year. We also suggest a Middle Initial. In addition ALL athletes need to be active on at least one team.





Every athlete must be on a minimum of one team! Your administrator MUST create these teams AND give you (and themselves) permission to see these teams.

Every Athlete MUST have a status on that team. Usually Athletes are ALWAYS active until you are done with them, or they no longer are participating on that team.



***NOTE!** **This is not where you change the participation status of an athlete.** **This are is simply designed to indicate whether they are active on a team or not.**

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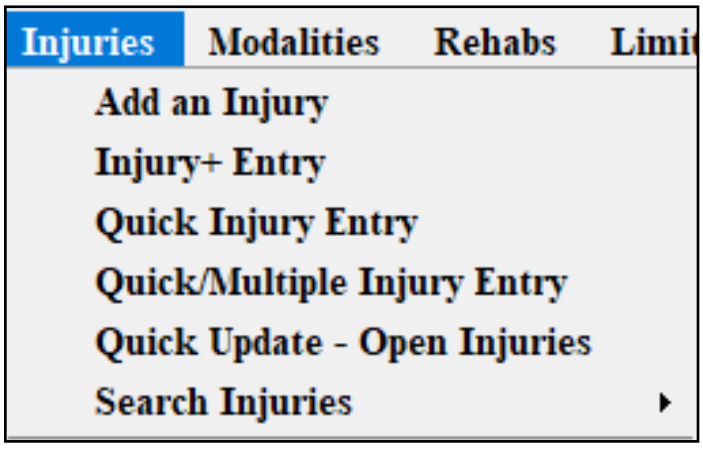
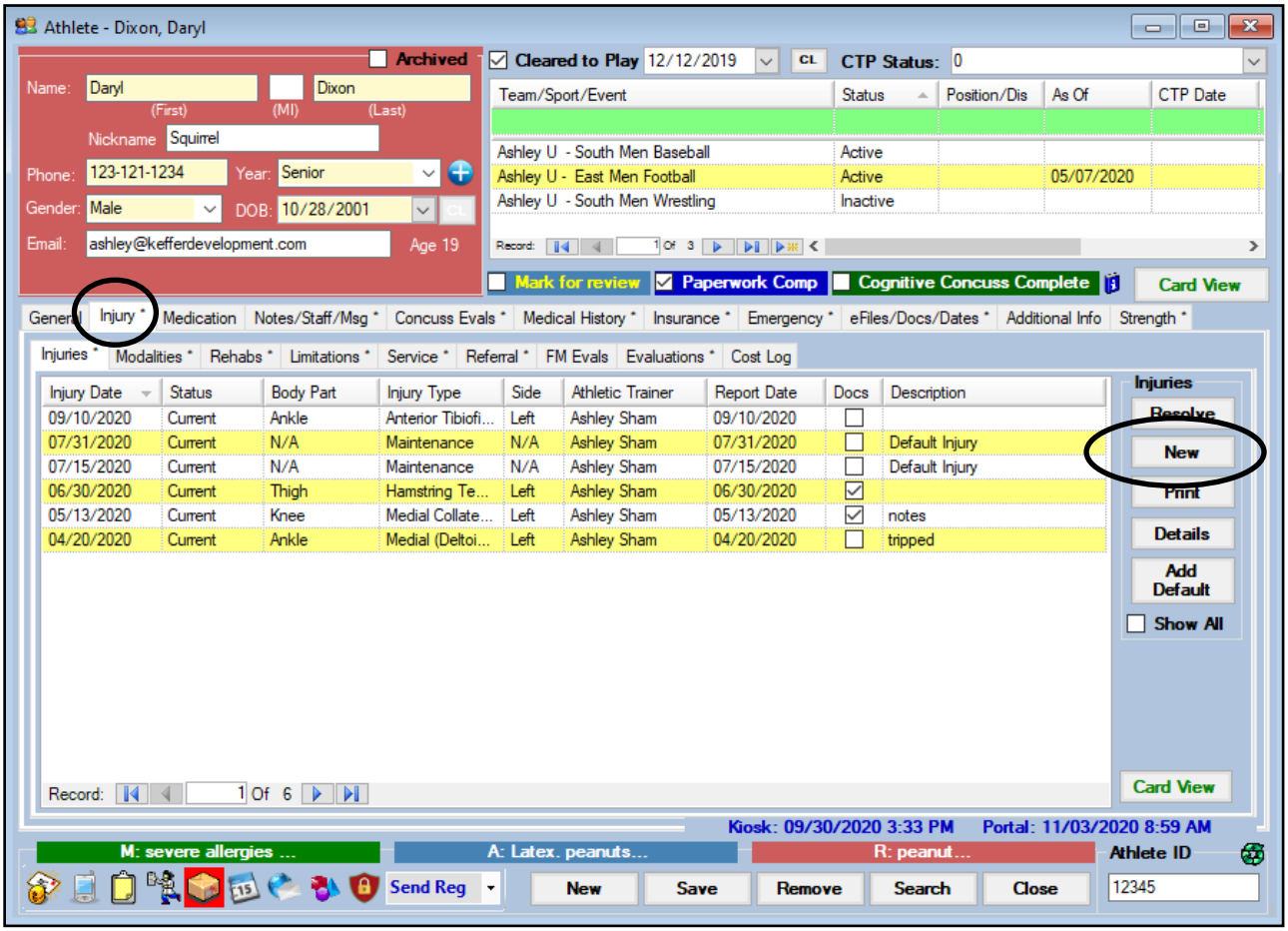
Adding an Injury:

You have several options when adding a new injury. You can use the Add an Injury icon or select one of the three options from the injury drop down menu (Add an Injury, Injury + Entry, Quick Injury Entry) or you can add a new injury from the Athlete Profile.





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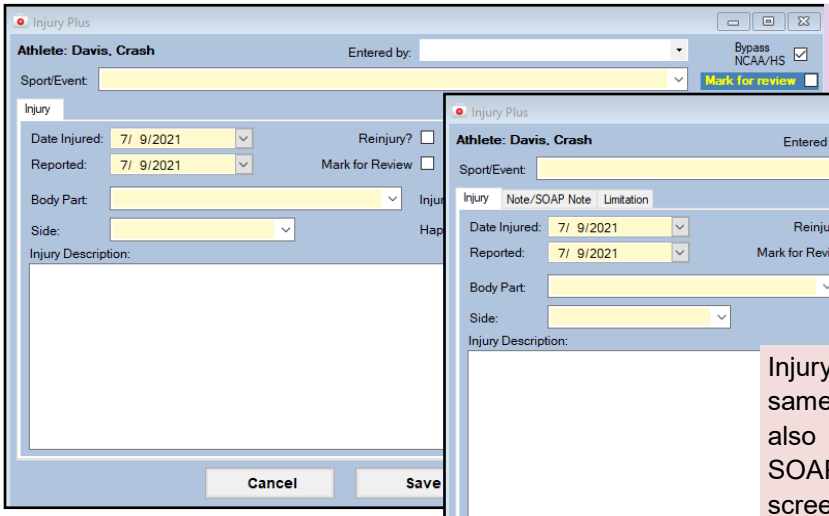
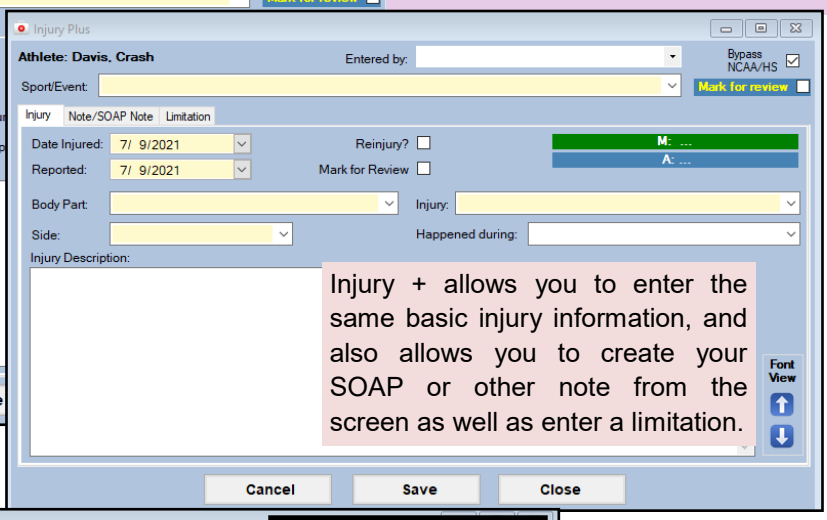
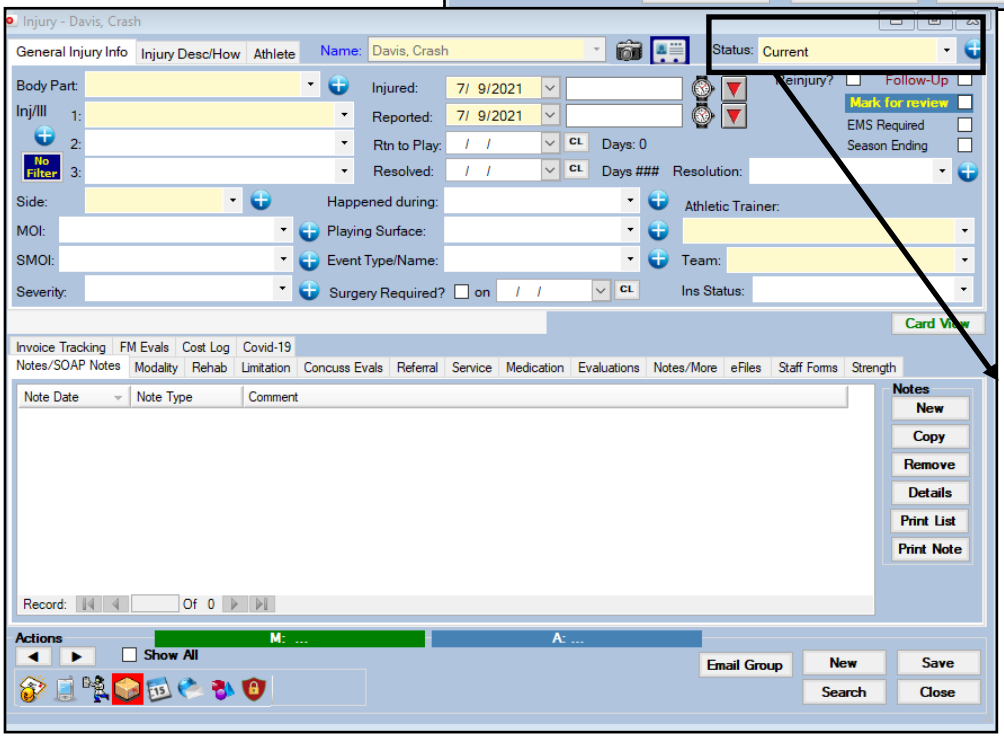
It is required by ATS that you enter a Body Part, Injury/Illness, Side, Date of Injury, and Reported Date (yellow fields). If the Athlete is on more than one team select the team that applies.



Quick injury allows you to build the base injury, add a description and save.



Injury + allows you to enter the same basic injury information, and also allows you to create your SOAP or other note from the screen as well as enter a limitation.



The main injury screen allows you to enter as much detail as you would like. You are able to add modalities, rehabs or any of the other tabs that are need to be completed for the injury. More depth will be discussed for the remainder of the tabs through out the doc.

One of the boxes clients often struggle with is the status. This is used to indicate whether the injury is **Current**(open/active) or **Resolved**(closed/inactive). Not their status for practice or games; limitations is utilized to indicate activity status.

NOTE! There are several other areas than can be entered (MOI, Severity, Happen During, Playing Surface, Event Type/Name, Insurance Status and Injury description). Verify with your Administrator which of these areas needs populated; areas will be yellow. If any of these dropdown areas appear to need additional choices please contact your system Administrator.

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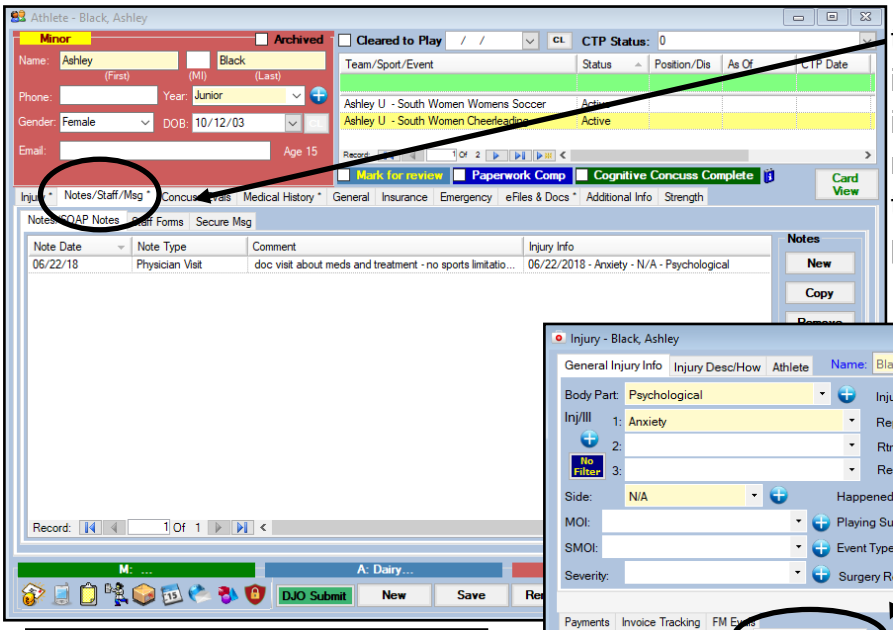
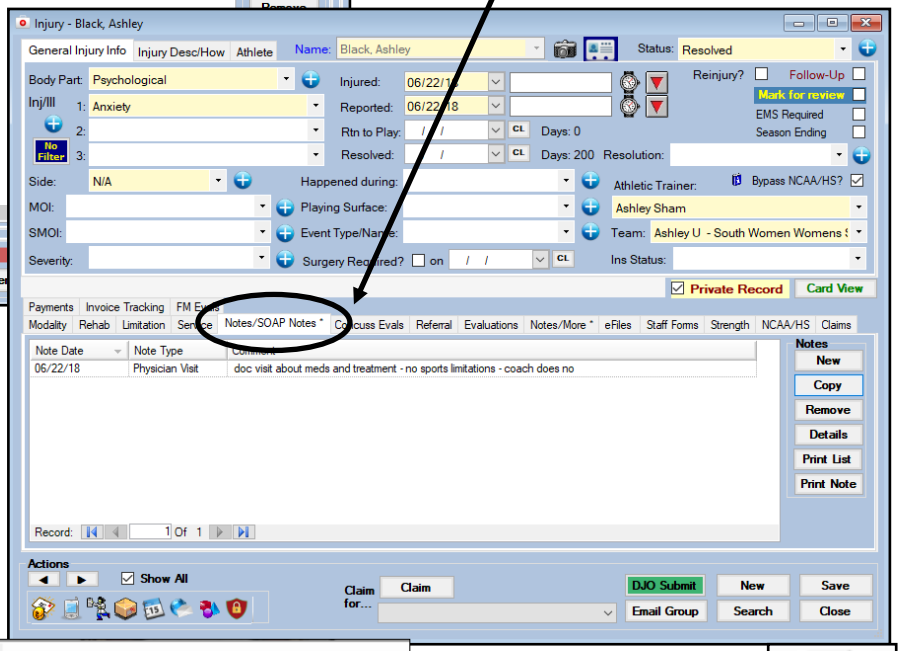
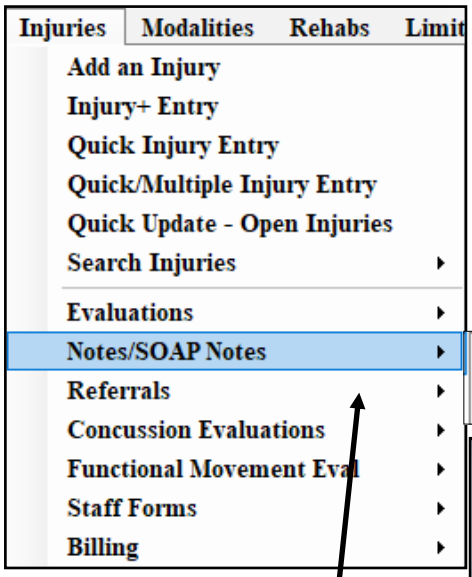
Adding a Note:

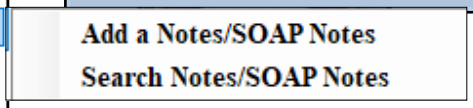
There are several places to add a note in ATS. In the Athletes Record, Injury Record, Modalities, Rehabs, Referrals, Concussions and more. For quick entry into several of these areas, try the Daily Information Screen. For even quicker entry make use of Field Tags and Note Templates.

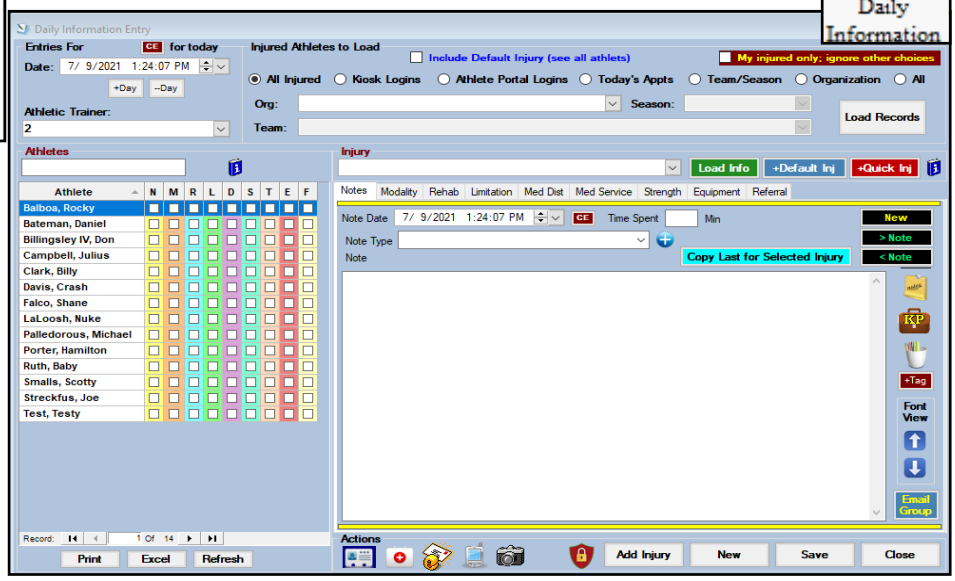


There will be a Notes/SOAP Notes tab in both the athlete profile and an individual injury profile. The note tab in the athlete profile will show all notes related to this athlete. The note tab in the injury will show only notes pertaining to that specific injury.









You can also search for a note or add a new note through the injury drop down menu. Start with Injuries—> Notes/SOAP notes —> add or search.

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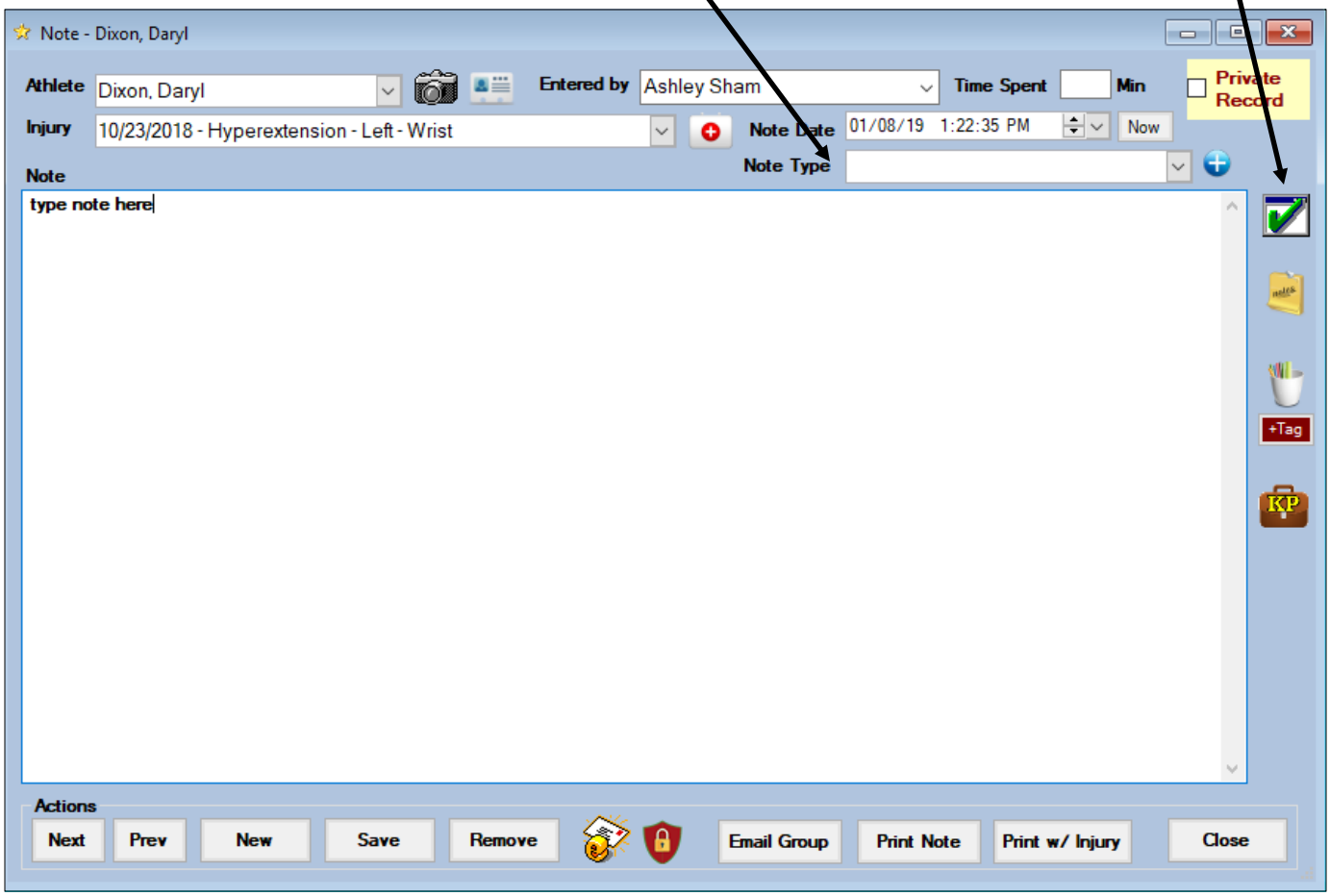
Once new note has been selected you will the screen shown below. Select the desired Note Type from the dropdowns available (this may vary depending on your programs customized settings). Type your note in the available area, you can spell check the note by selecting the spell check icon found on the right hand side.



Once you have typed your note be sure to hit the Save button. You also have several other options in the note area:

1)You can move on to a new note or view a previous note for this athlete/injury

2) You can email this note

3) You can print this note

4) You can print this note with the associated injury information

5) You have the option of making the note private by selecting the Private Record box in the top right hand corner

6) Please check out our time saving capabilities within the notes sections: these are Field Tags and Key Phrases

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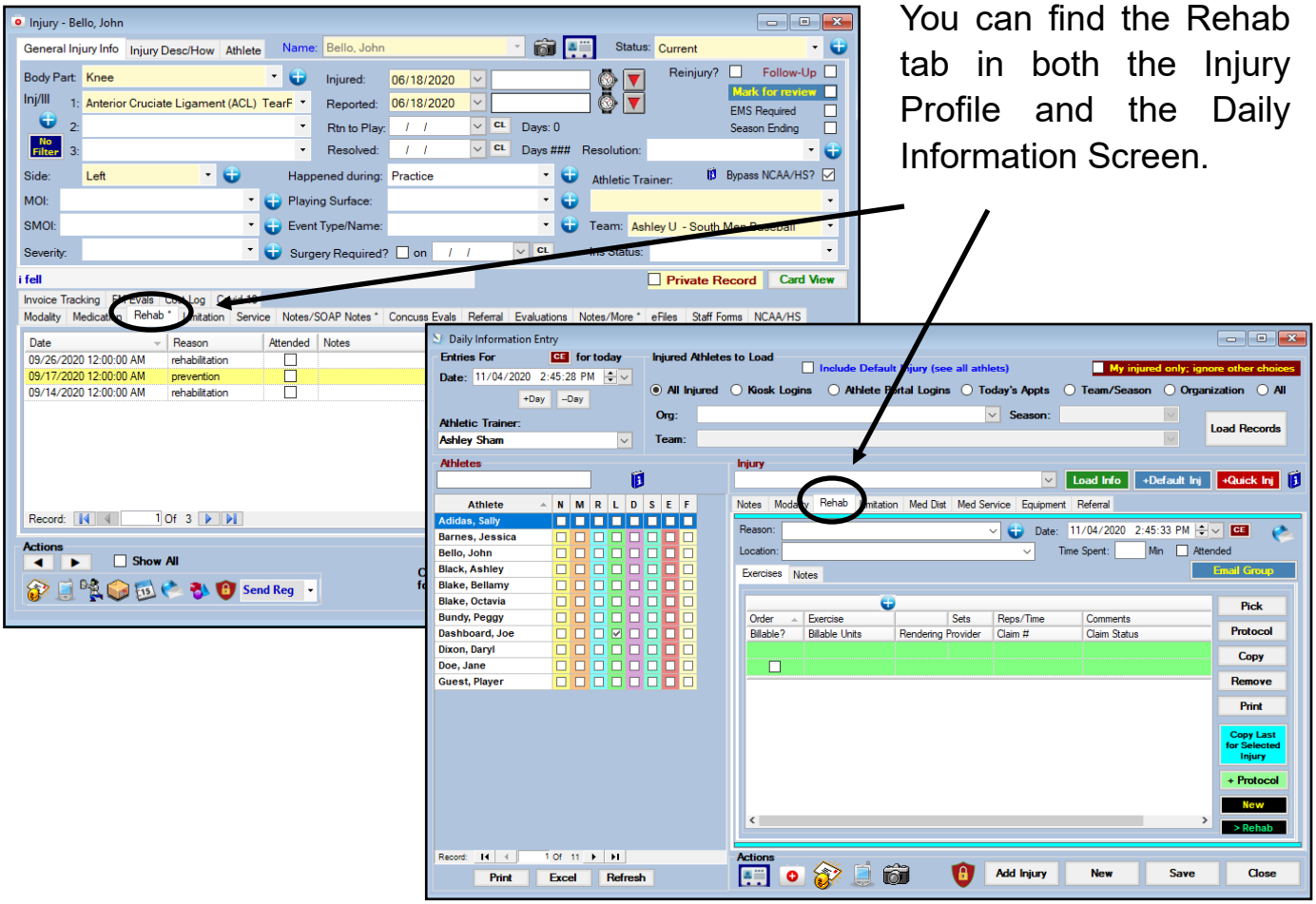
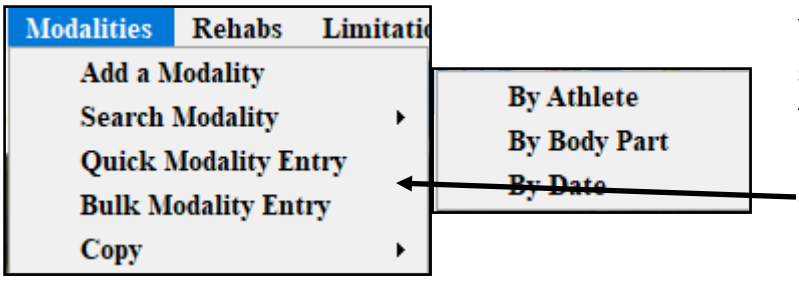
Adding a Modality:

There are several ways to add a Modality in ATS, From the Injury Record, from Modalities drop down menu and for quick entry try the Daily Information Screen.



You can find the Rehab tab in both the Injury Profile and the Daily Information Screen.



You can also add a New modality or search for an existing Modality record through the drop down menu. Go to Modalities—> and either Add or Search.

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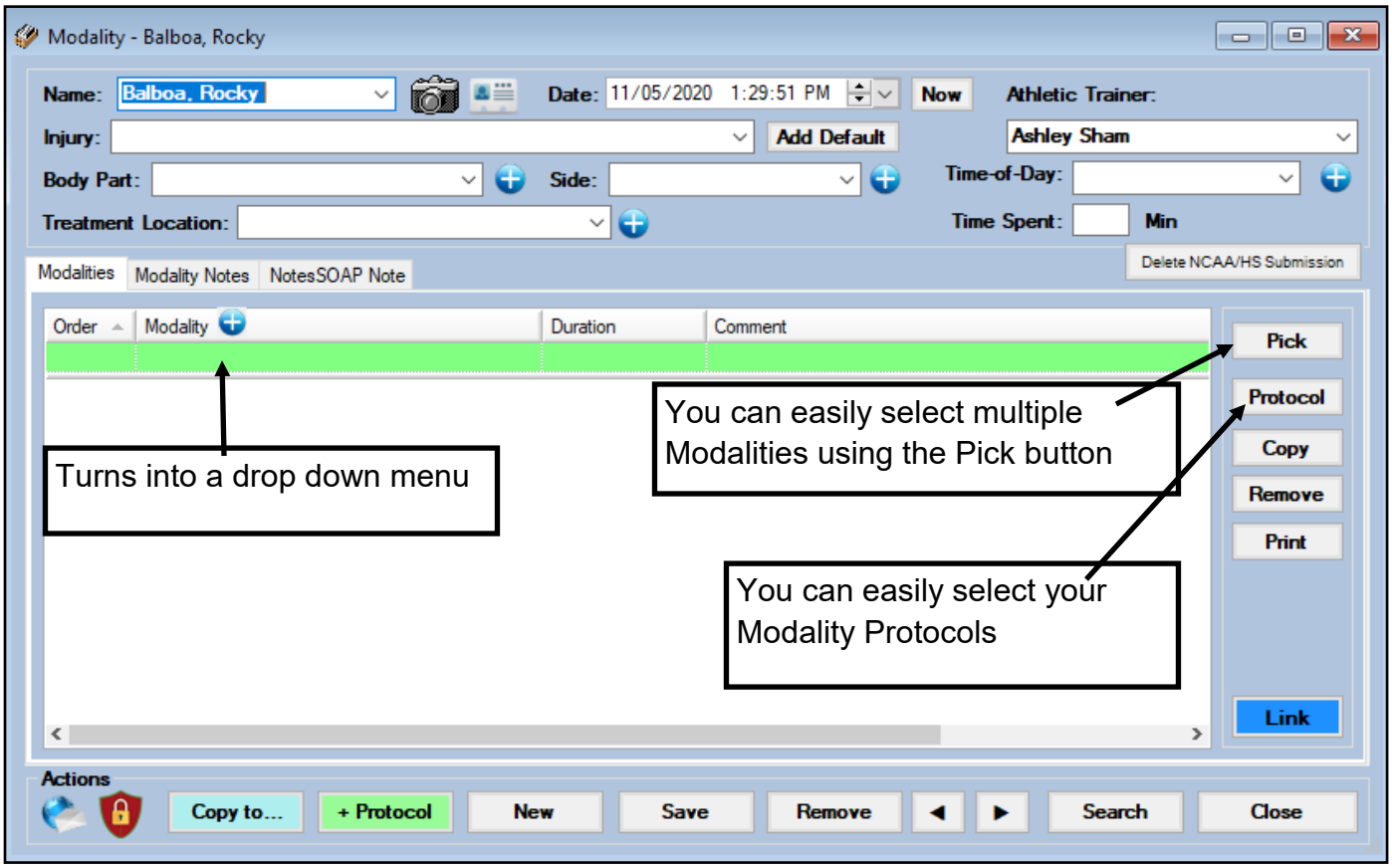
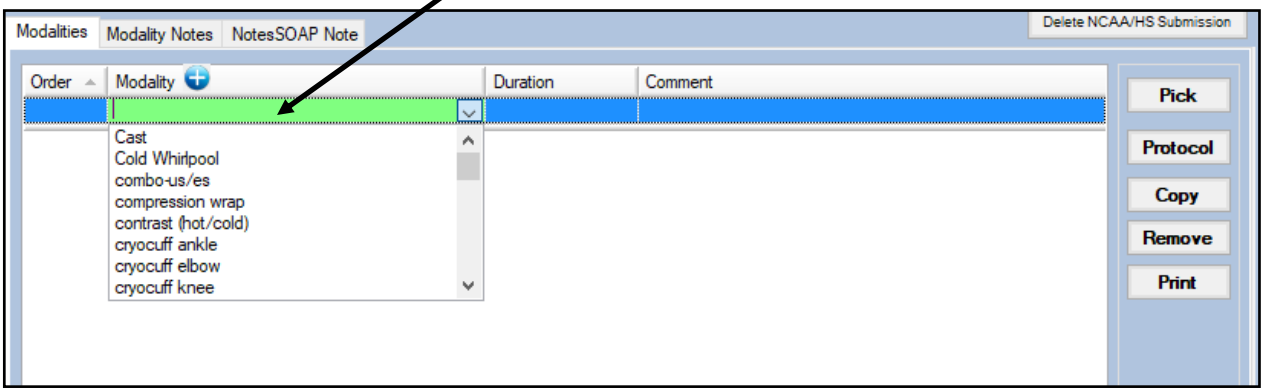
If you start from the menu you will have to choose the appropriate Athlete and Injury, if you are starting from the existing injury profile or daily information screen those areas will automatically populate.

You may also track things like Time Of Day, Time Spent, Treatment Location.



Fill in the Order the modalities were done, (all 0 or 1 in the order will alphabetize your list), choose the Modality from the available options in the drop down menu, then fill in the Duration of the treatment and any comments if desired. Hit the enter key if you wish to add more than one modality to this record.



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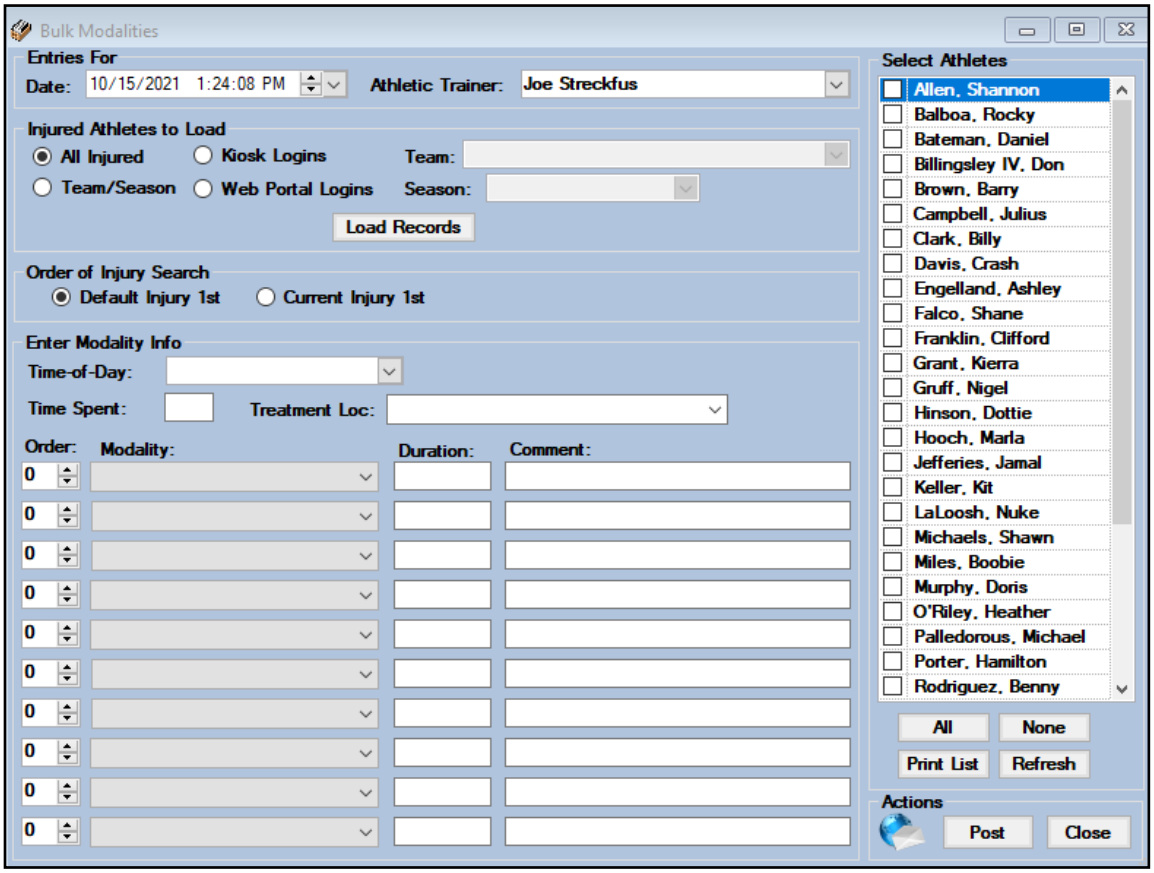
Bulk Modalities:

Bulk Modalities allows you to enter multiple of the same modalities for several athletes at one time. This can be a big time saver at the end of practice when you need to log multiple ice bags.



For more details on the bulk modality feature and more on how to utilize all of the sections please review the specific doc for Bulk Modalities.

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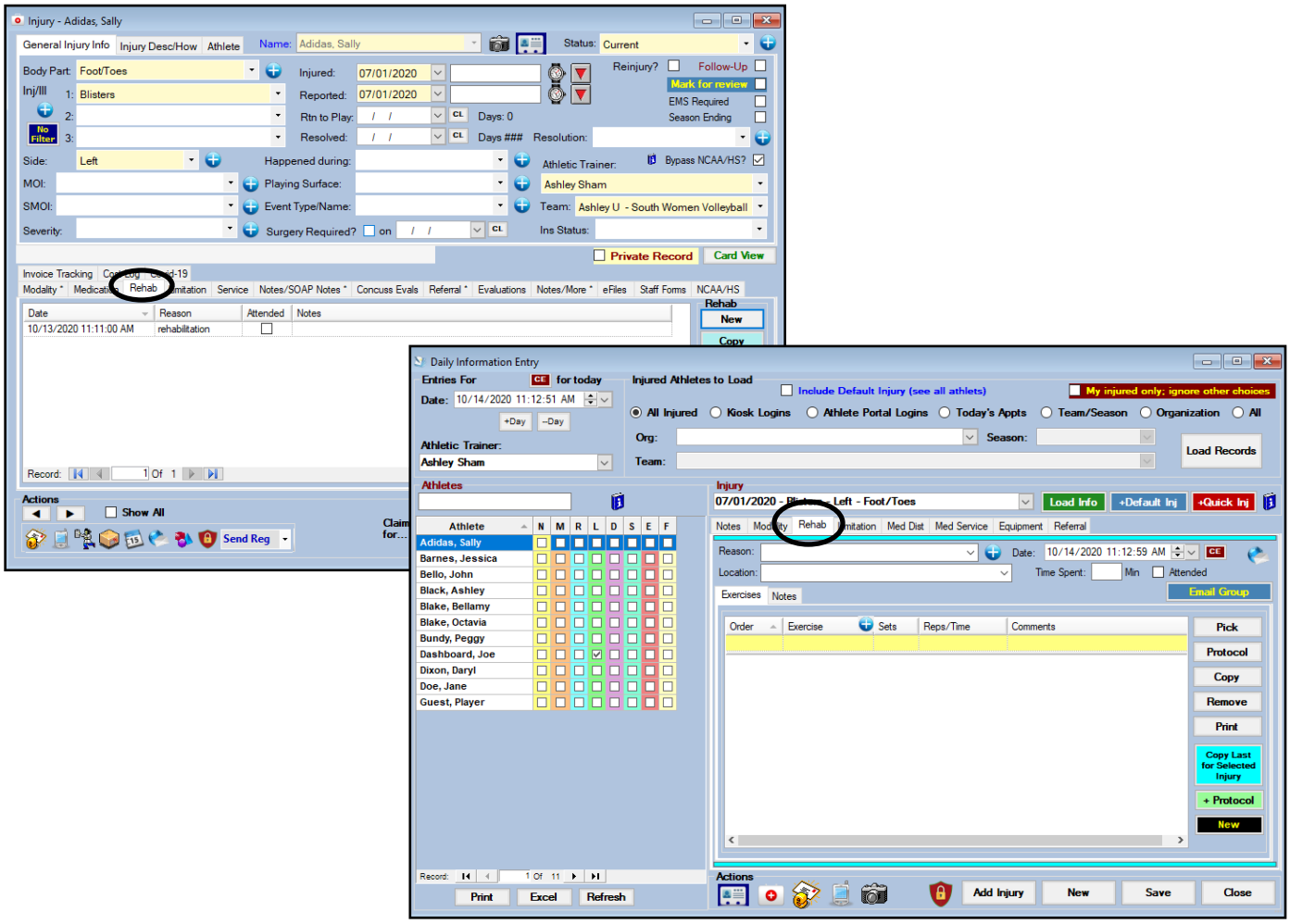
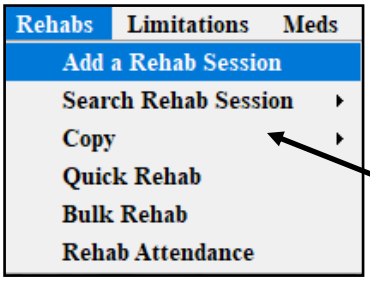
Adding a Rehab:

ATS gives you the ability to keep track of the Rehab sessions. Rehabs can be entered individually or through pre made protocols. To learn more about editing the Rehab list help doc, to learn more about creating Rehab Protocols help doc. Please note you must be an admin or have admin privileges to edit the list and create protocols. You can add Rehab sessions from the Injury Profile, Daily Information Entry or the from the drop down menu.





To add a rehab from the drop down menu select Rehab—> Add a Rehab Session. You also have some other rehab options such as bulk rehabs and quick rehabs. This area also allows you to search for rehab sessions.

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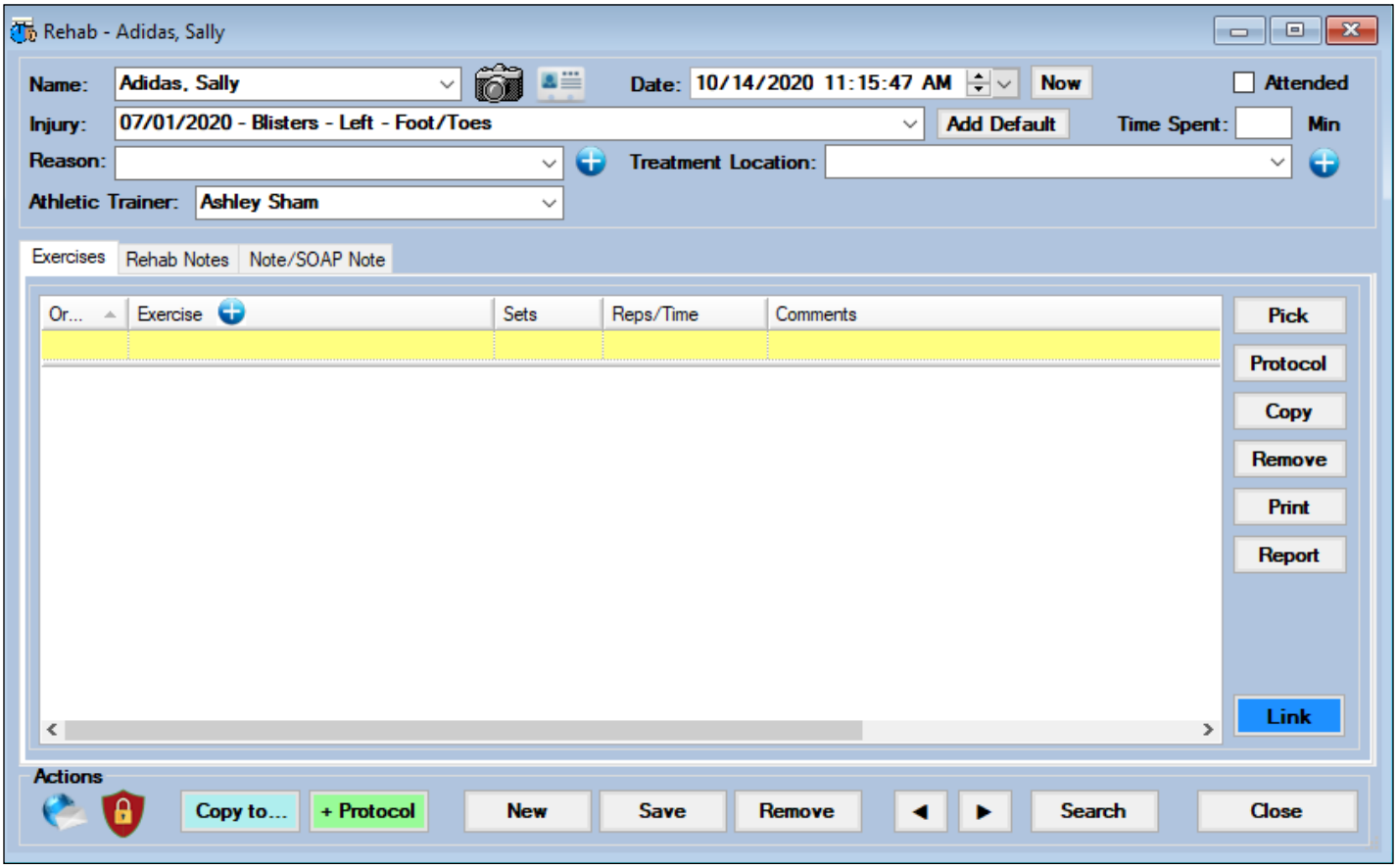
If you are picking from the drop down menu be sure that the correct name and injury have been selected/entered in the appropriate boxes. ***Required fields are:*** Athlete Name, Date, Injury, Reason and Athletic Trainer. *Optional fields are*: Attended check box, Time Spent and Treatment Location.

Begin by entering your Rehab entry in the top blank line. You are able to track the order the rehab exercises were completed, the rehab exercise itself, sets, reps/time, and any comments you wish to add.



You can select your rehab from the drop down that appears in the box or from the “Pick” button.

If you are going to utilize a protocol, click the “protocol” button and make the appropriate choice.

You may copy or remove individual rehab entries using the designated buttons on the right.

You may also save or remove the entire session utilizing the appropriate buttons along the bottom of the screen.

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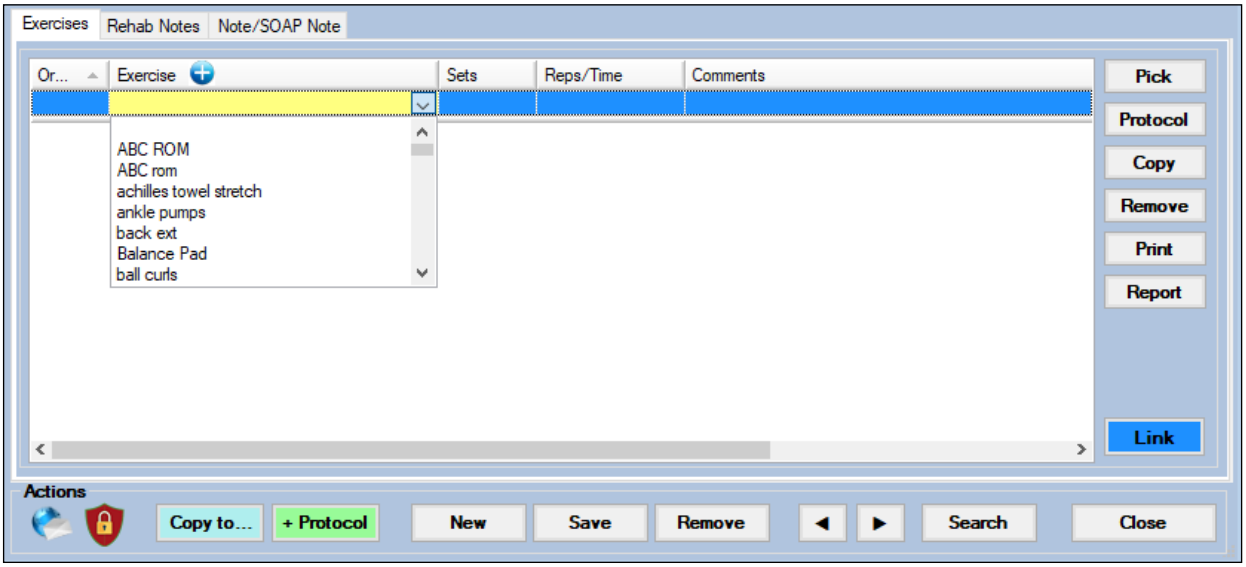

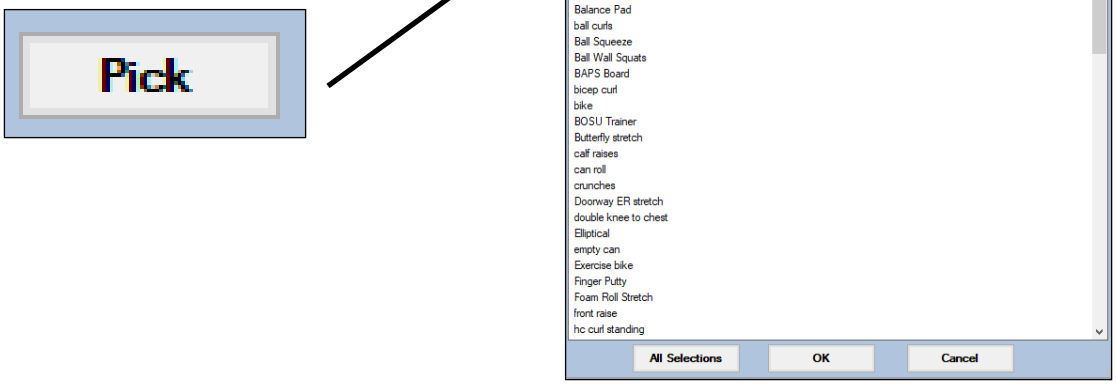

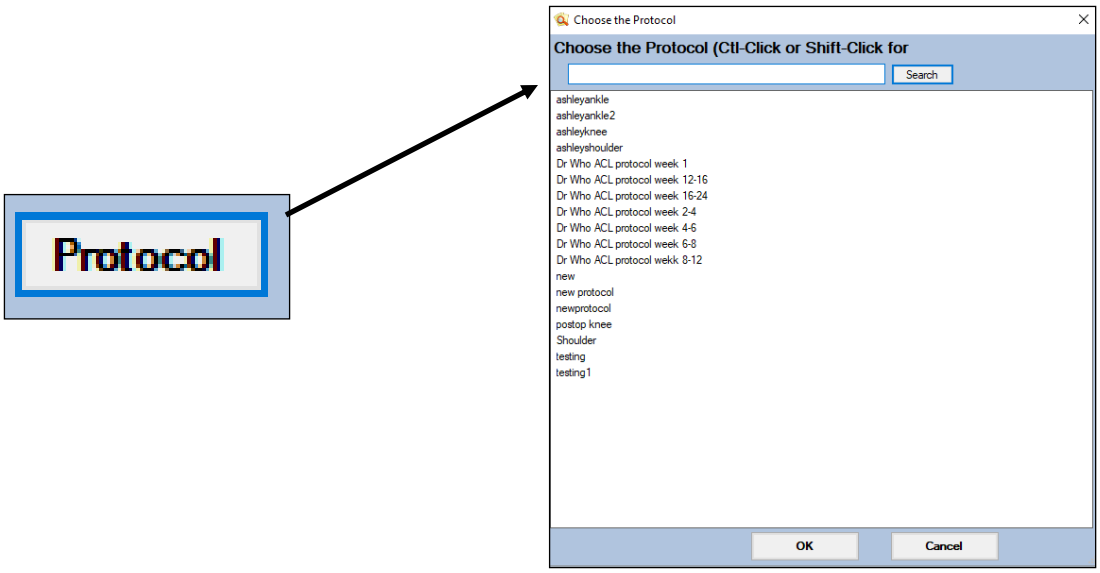

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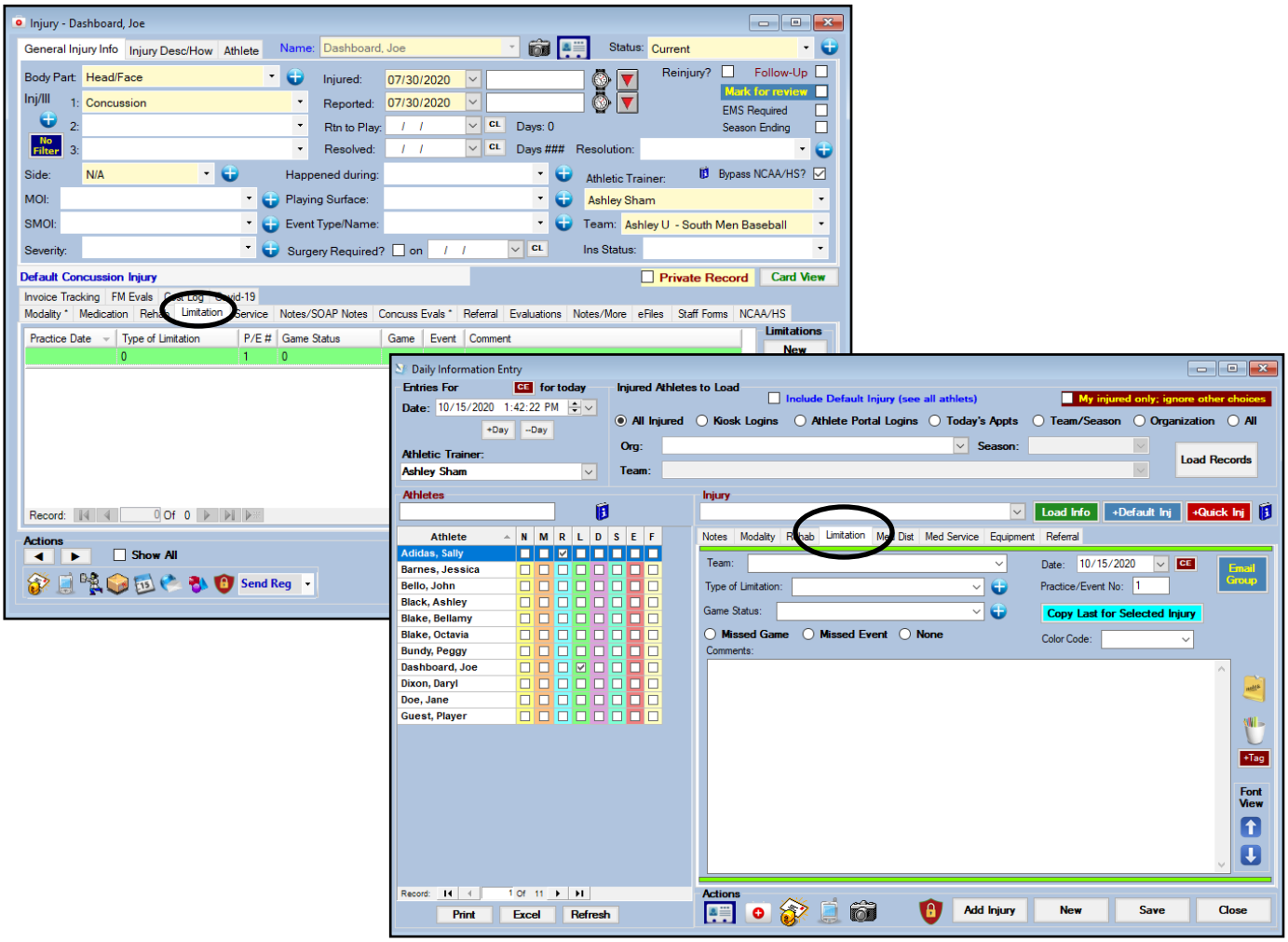
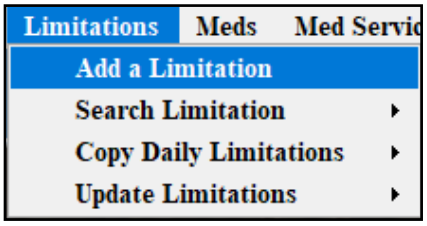
Adding a Limitation:

ATS gives you the ability to keep track of limitations put in place for injured athletes. A limitation can be entered daily, copied out for a specified amount of days or for a date range. These limitations can be accessed or emailed by/to coaches daily. You may also color code your limitations. You can add a limitation from the drop down menu, the injury profile, and the Daily Information Entry Screen.





From the Injury Profile and Daily information screen click on the limitations tab and then the “new” button.

The dropdown menu allows you to add a limitation, search already documented limitations, copy limitation records or update an existing record.

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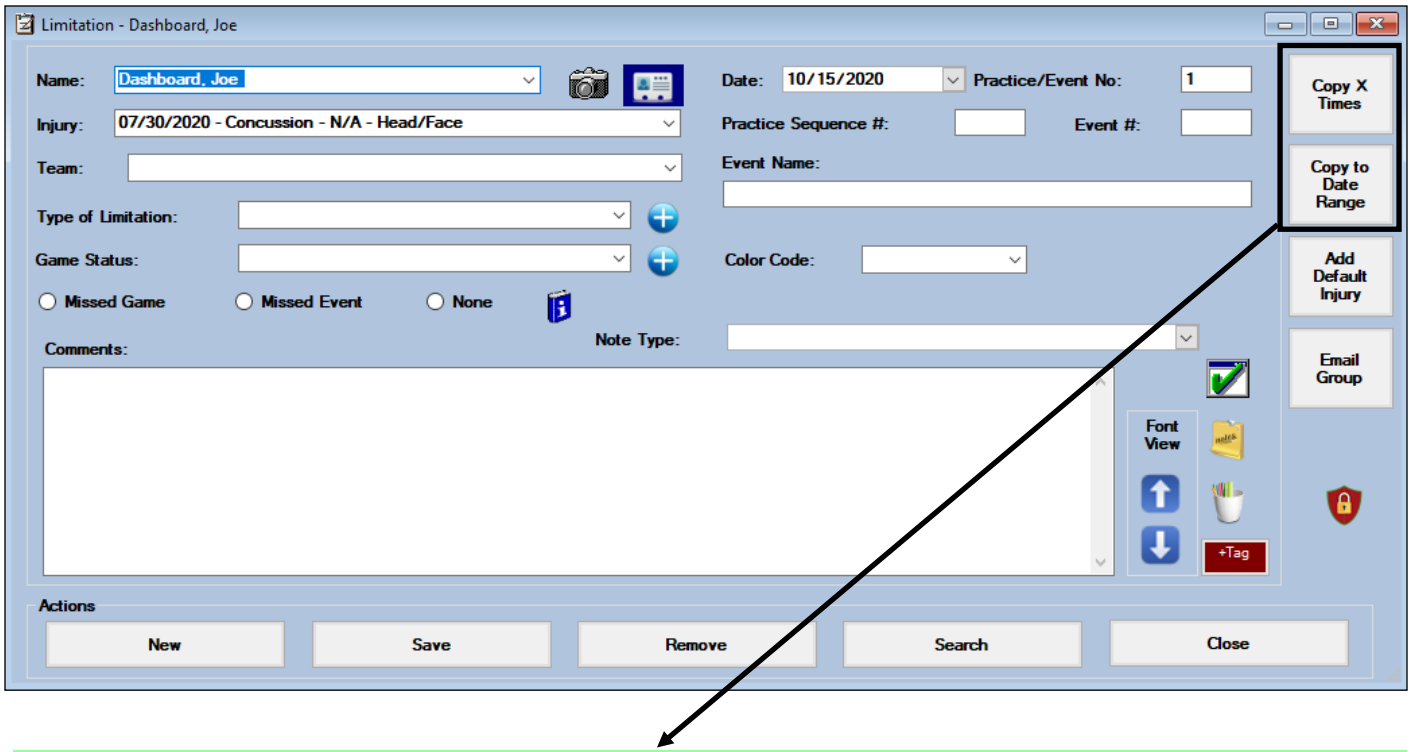
If you are picking from the drop down menu be sure that the correct name and injury have been selected/entered in the appropriate boxes. Required fields are: **Athlete Name, Date, Injury, Team** and **Type of Limitation**. Optional fields are: Practice/Event No, Practice Sequence #, Event #, Game Status, Color Code, Missed Game, Missed Event, None check off boxes, Note Type and Comments.

Fill in the required and any optional information you wish to include in the limitation entry then hit save.



Once you have saved the limitation you have several other options on this screen. If this limitation will be in place for a specified number of days you can use the “Copy X Times” button or if you know the specific date range this limitation will be in place you can use the “Copy to Date Range” button. These two buttons allow you to document the limitation for several days all at once instead of having to enter it each day.

**If you are having your coaches use the daily limitations reports in any way there needs to be a limitation entered for every day. This can be done manually each day or by using any of the copy features.*

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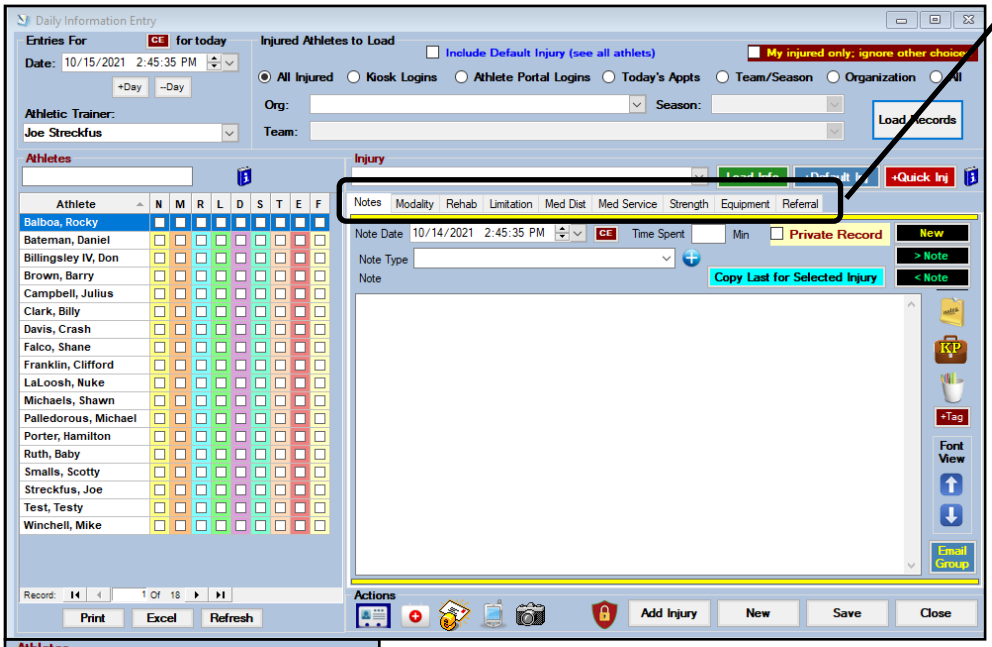
Daily Information Entry Screen:

The Daily Information Screen was designed to be a big timesaver for the Athletic Trainer. This screen is designed to seamlessly let you enter all of your notes, modalities and rehabs and other daily documentation needs in one place.

For full details on the Daily Information Entry screen, what all of the tabs, and buttons do please check out the Daily Information Entry help doc.



The tabs here correlate to the letters and check boxes beside in the colors on the left. When you enter any information in the corresponding tab, there will be a checkmark entered when the information is saved. Information entered from any screen will result in a check.

The screen to the left will show you all of your injured athletes in one place. They will get a checkmark once you enter the associated field to the letter.

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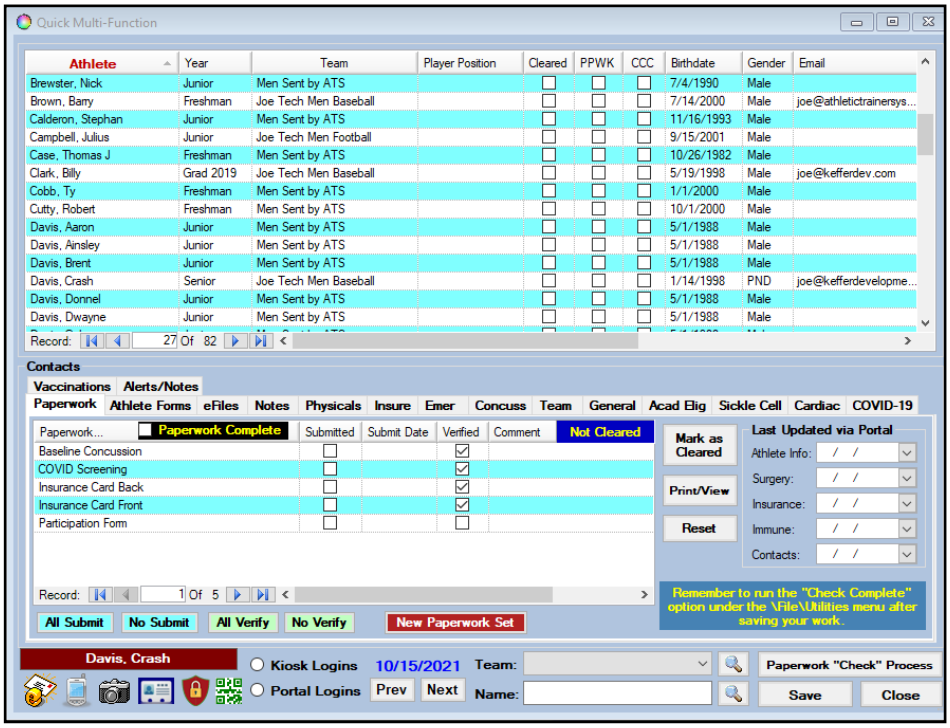
Quick Multi-Function:

The Quick Multi-Function screen, is designed to be an all-in-one check in station for all of the athlete's demographic information, paperwork, insurance and others. You are able to mark cleared to play, view teams, any COVID-19 issues that have been entered into ATS, view their Vaccination (COVID and Vac card), and their medical alerts.



For full details on the capabilities of the QMF screen, please review the help doc for the Quick Multi-Function.

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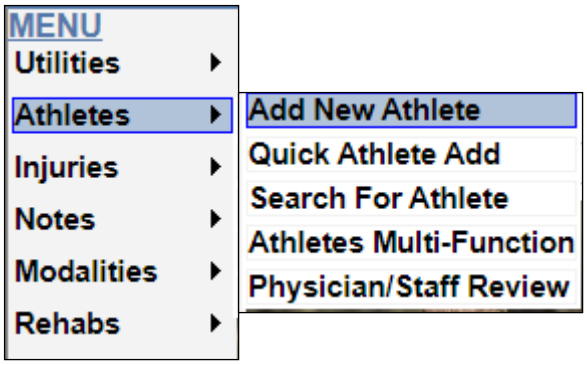
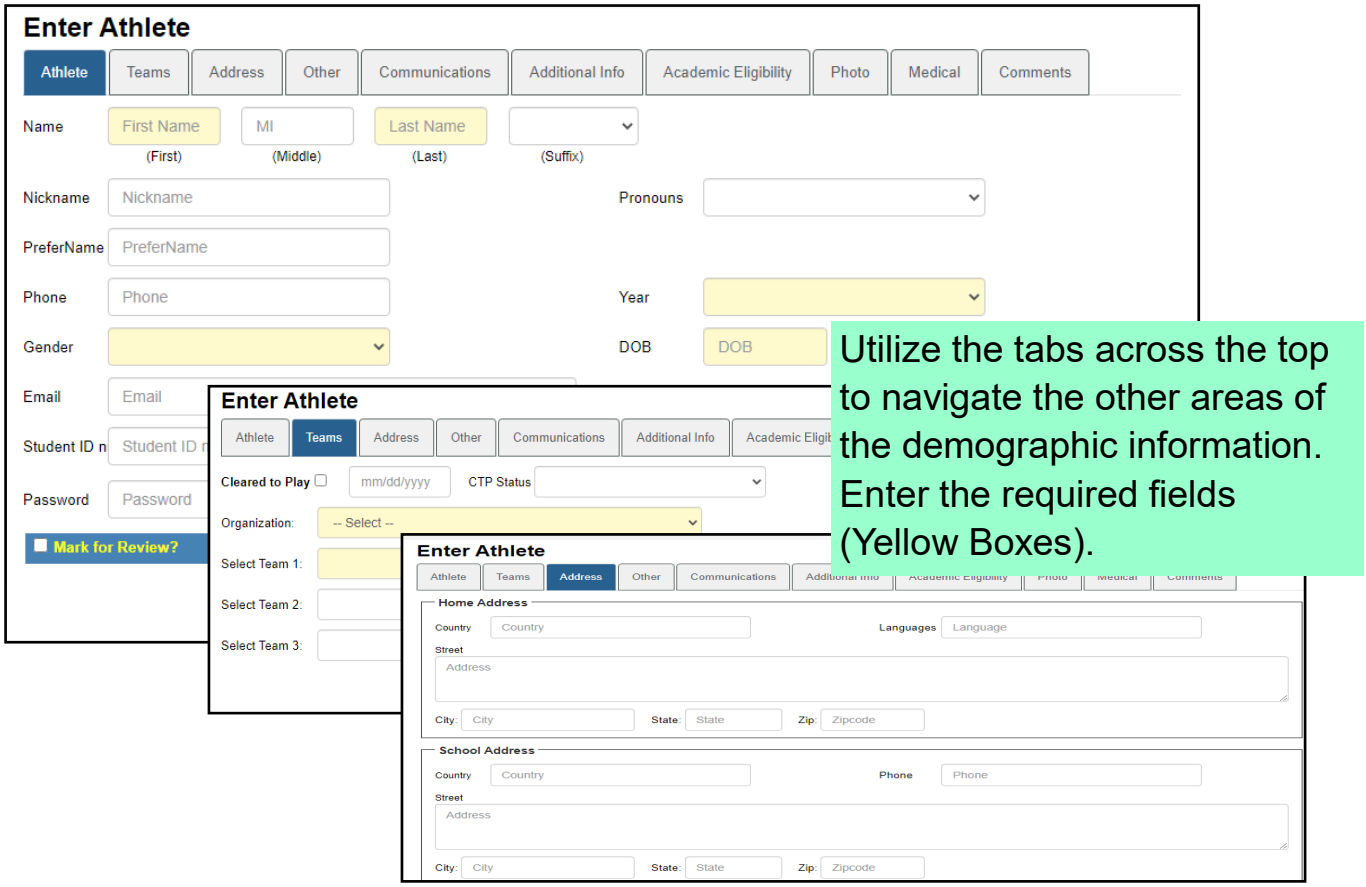
Adding a Patient/Athlete (Staff Portal):



No matter which option for adding an athlete you choose (Add versus Quick Add) some basic information is required.

You need to add a **First and Last Name, Gender, DOB, and Year**. We also suggest a middle initial. In addition ALL athletes need to be active on at least one team.

*Your system administrator may have made other areas required as well.



Utilize the tabs across the top to navigate the other areas of the demographic information. Enter the required fields (Yellow Boxes).

Every athlete NEEDS to be on a team! Your administrator MUST create these teams AND give you (and themselves) permission to see these teams. (You may have to pick an organization if more than one organization shows in your database) If you wish to use the import process click here to learn more.

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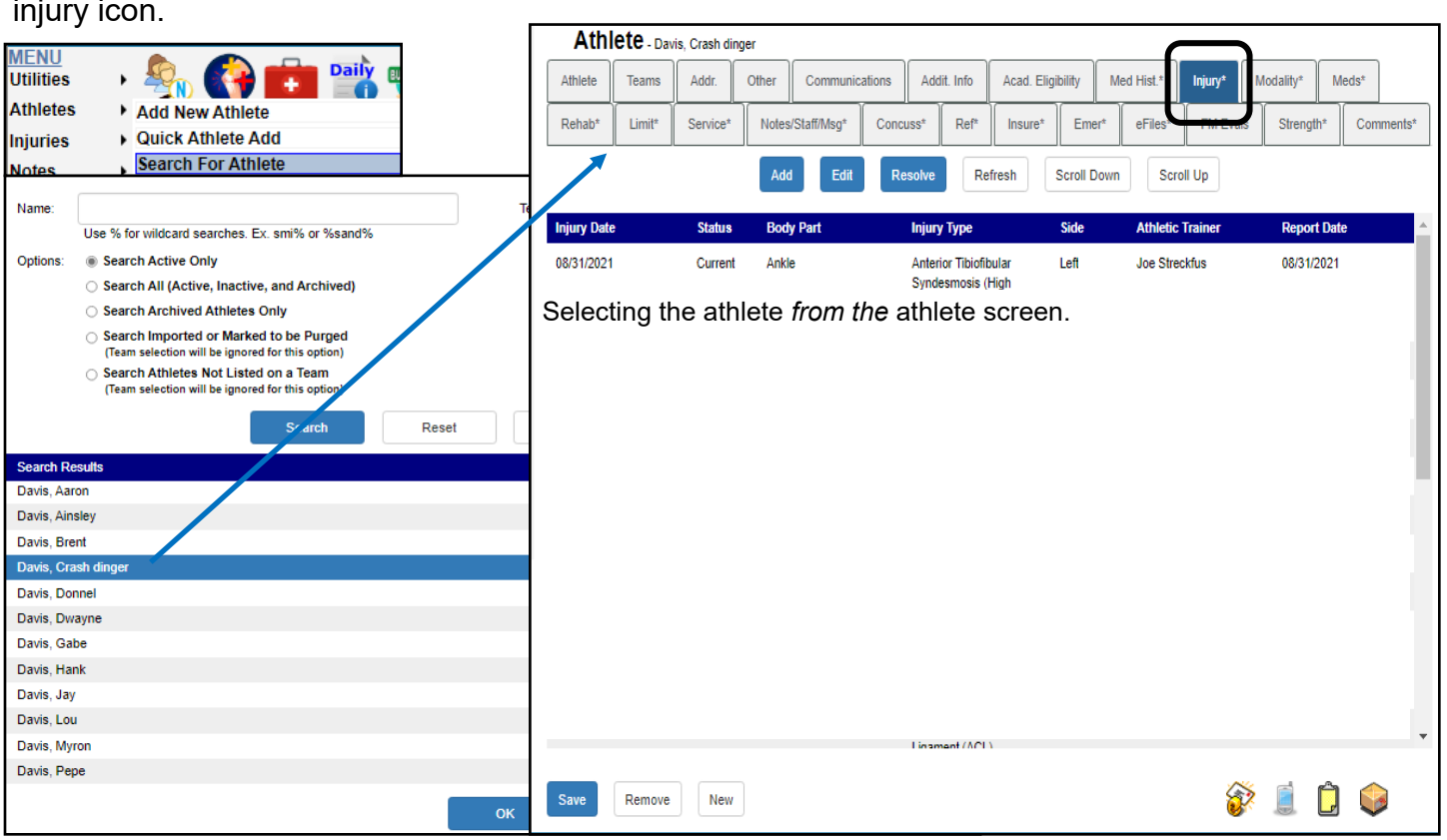
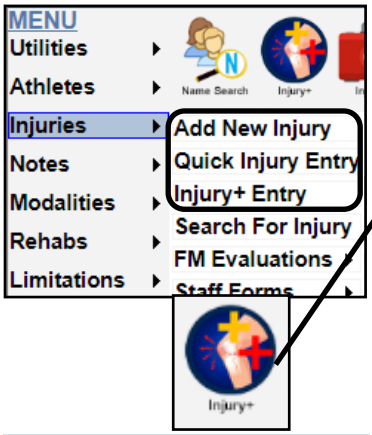
As you being to enter information into the system, there are many different ways to go about that. You can go through the athlete screen, or the specific information you want to enter, modality, rehab, concussion or any of the other information.

Adding an Injury:

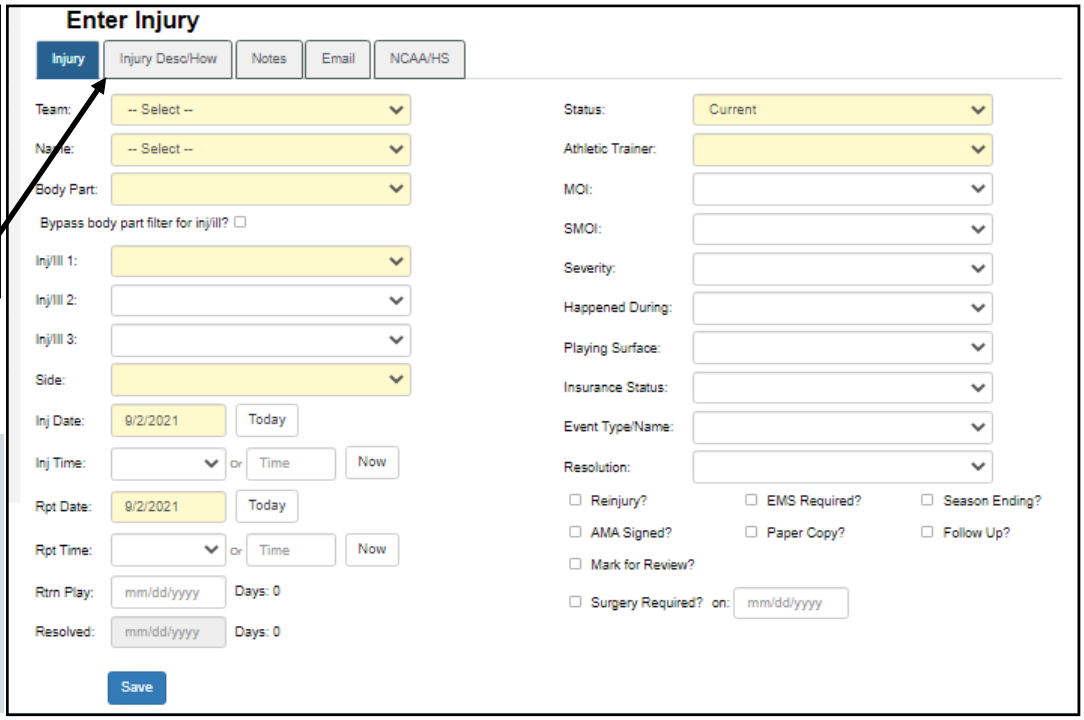
You are able to add an injury from the athlete's profile, daily info screen, injury menu item, or the injury icon.



Selecting the athlete *from the* athlete screen.



Select the appropriate Information from the drop downs, and fill in the other required fields. Make sure to save the injury to then enter notes and other information for the injury.



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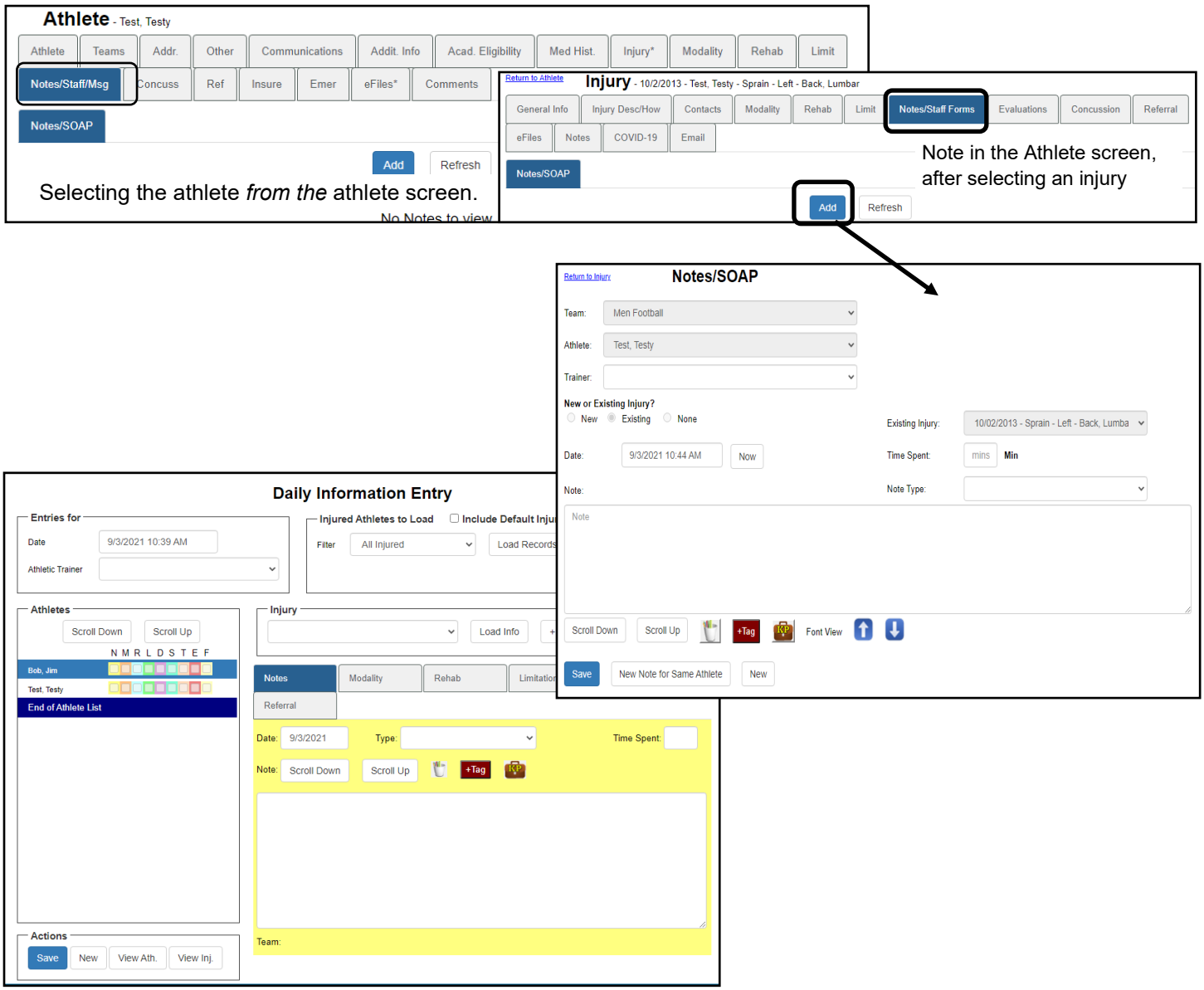
Adding a Note (Staff portal):

As with the other areas in the ATS portal, there are many different ways to add a note. Use the method you prefer to get to be able to add a note.

For quick entry into several of these areas, try the Daily Information Screen. For even quicker consistent entry check out the help docs for "Field Tags" and "Note Templates".



Use the entry method you prefer, enter any necessary information. Select the note type, you need and enter the information in the note space. If you choose, you can use the key phrase KP icon or the Field Tags +Tag icon.

Entering a note from the general athlete screen, will allow you to select an injury, or select none as the injury. This can be useful if you need to enter a general note, or a note that is unrelated to an issue they may be having.

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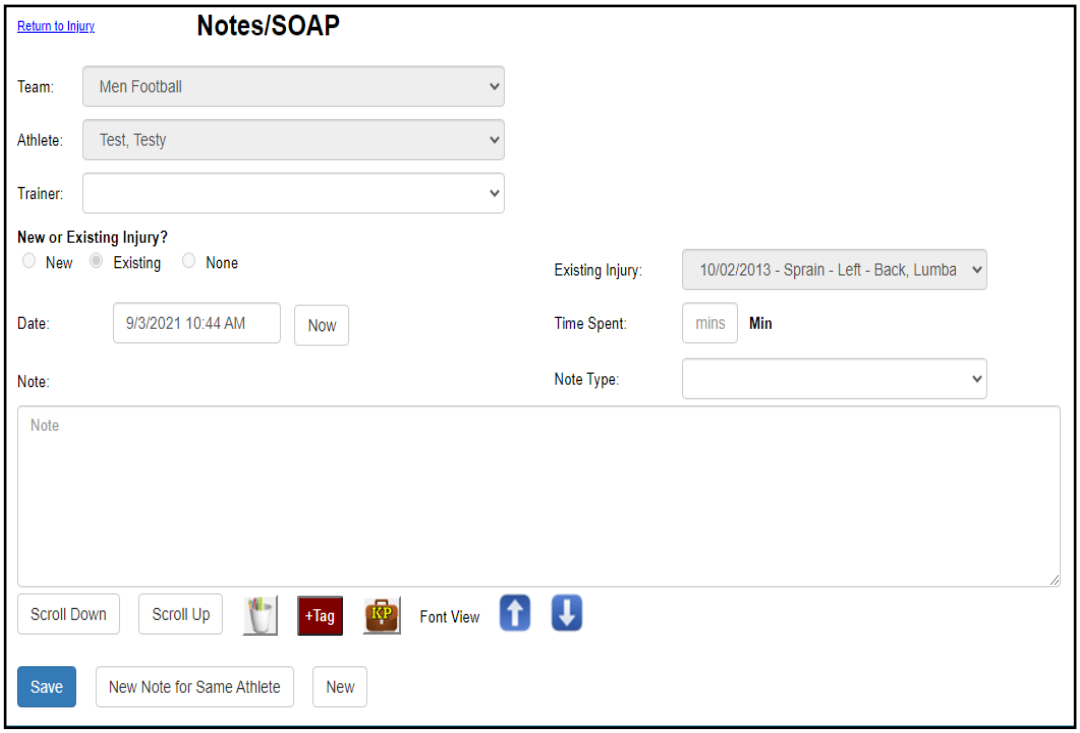

Once you have typed your note be sure to hit the Save button. You also have several other options in the note area:

1)You can move on to a new note for this athlete/injury or begin an entirely new note

2) You can email this note

3) You have the option of making the note private by selecting the Private Record box.

4) Please check out our time saving capabilities within the notes sections: these are Field Tags and Key Phrases

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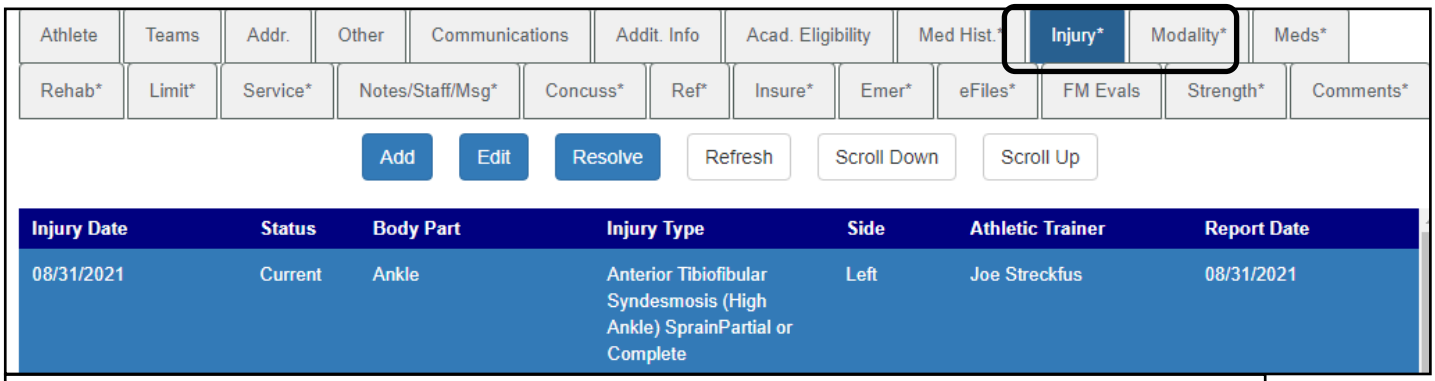
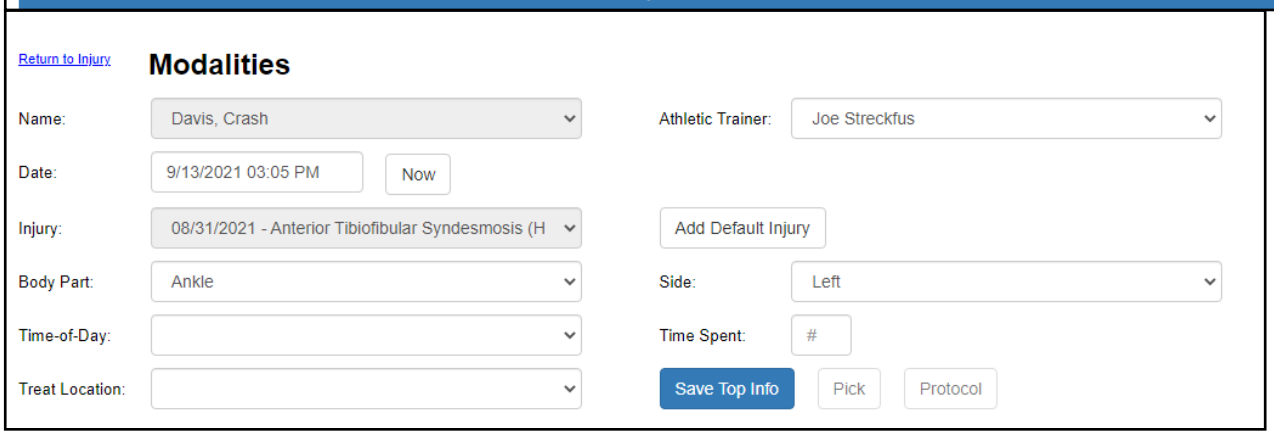
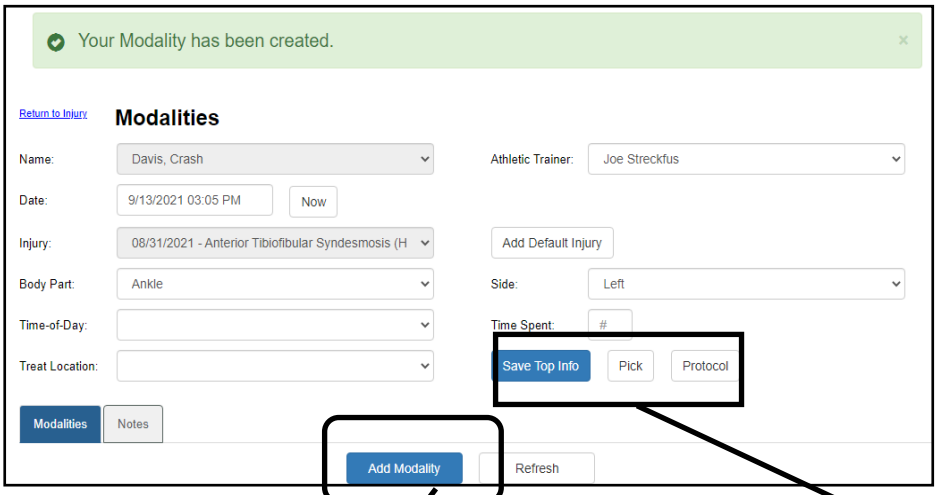
Adding a Modality:

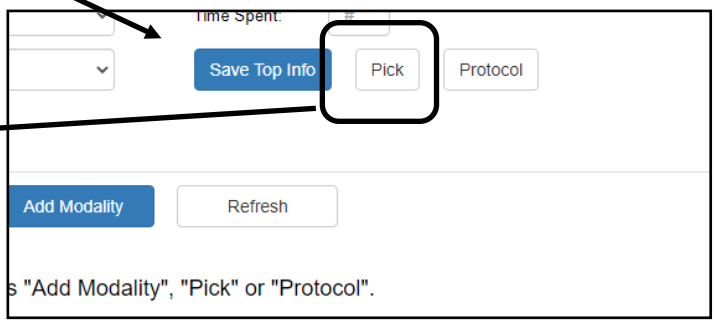
As with the other areas in the ATS portal, there are many different ways to add a Modality. Use the method you prefer to get to be able to add a modality.





When you get to the modality screen no matter on which avenue you enter the modalities, from the modality menu, or daily info screen you need to enter the "top" info first, and then save that information. It creates the record and allows you to enter the associated modalities.





Use the ADD modality button to add modalities 1 at time.

The PICK function allows you to pick from your list of modalities and select multiples at once. You can then go back and enter time/other comments.

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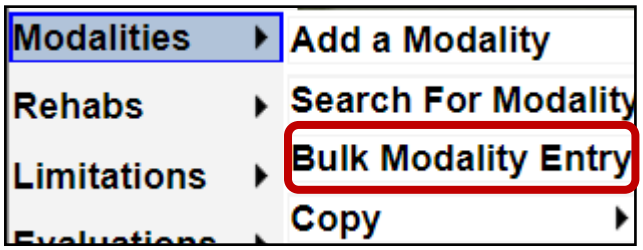
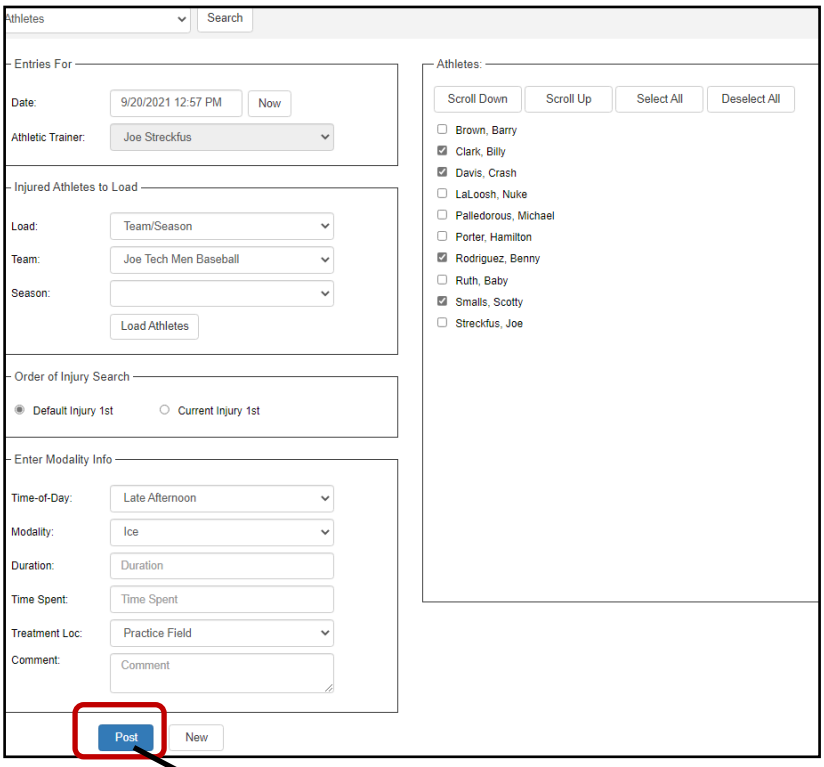
Adding a BULK Modality Staff Portal:

The Bulk Modality feature of ATS allows you to enter non-specific injury modalities post-practice, in bulk. If you have 5-6 athletes come after practice and need an ice bag because they are just sore, but no MOI, the bulk modality allows you to choose those athletes and the modality they got and post it to their chart.





You are able to filter to post treatments for your team, a season, those that have logged into the kiosk or web portal.

You can post a modality for the default injury, or for the athletes first open injury.

Fill in the details for the modality information. The lists can be edited from the dropdown/popup list.

Once you have selected all the information and selected athletes to post the treatment for, click POST.

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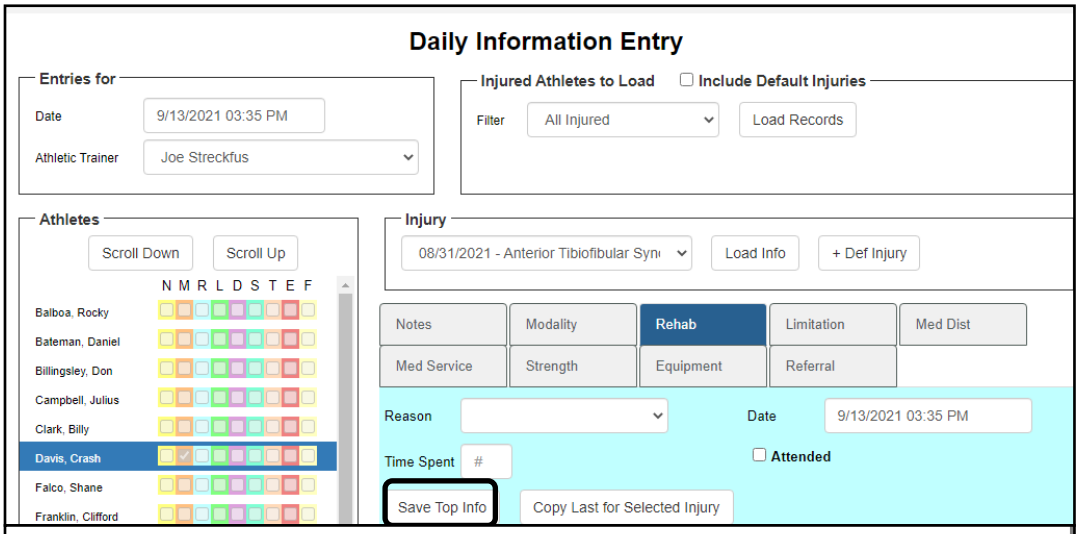
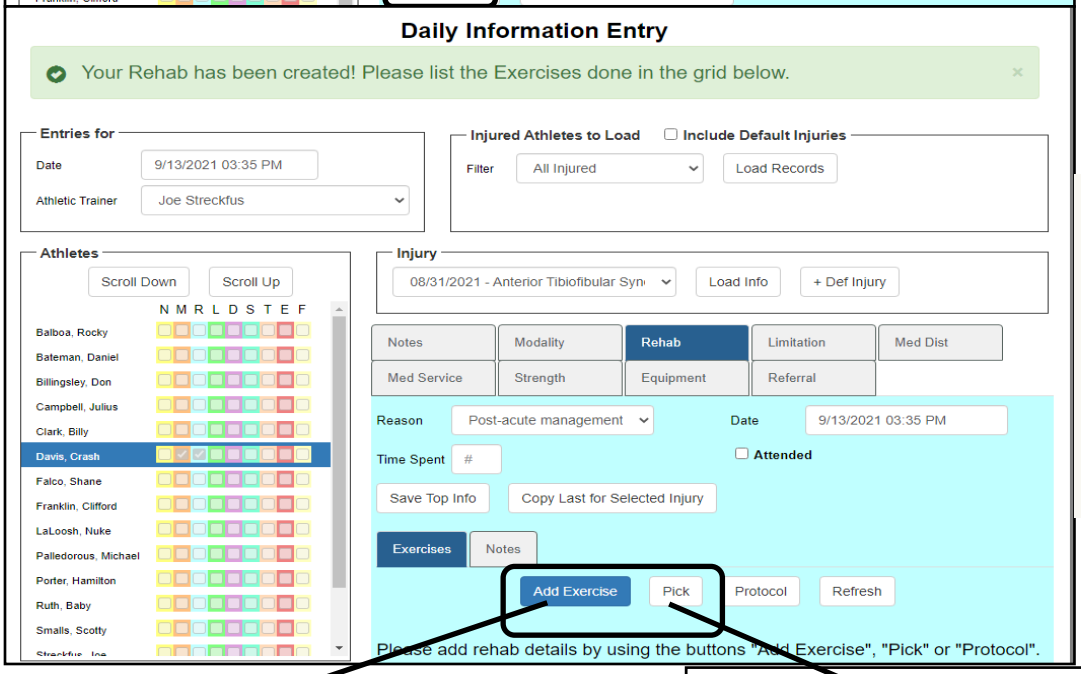
Adding a Rehab:

As with the other areas in the ATS portal, there are many different ways to add a Rehab. Use the method you prefer to get to be able to add a Rehab.



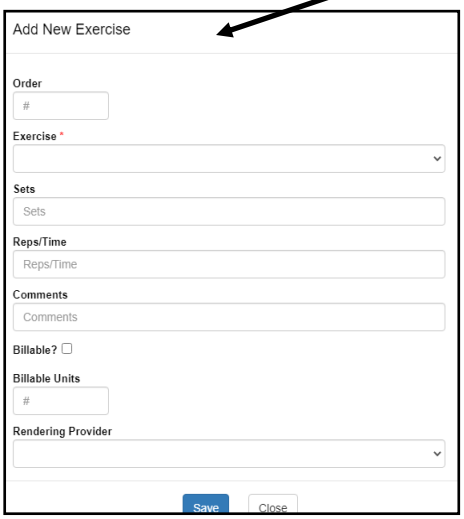
Please review the Daily Information Entry help doc for more info on the screen.

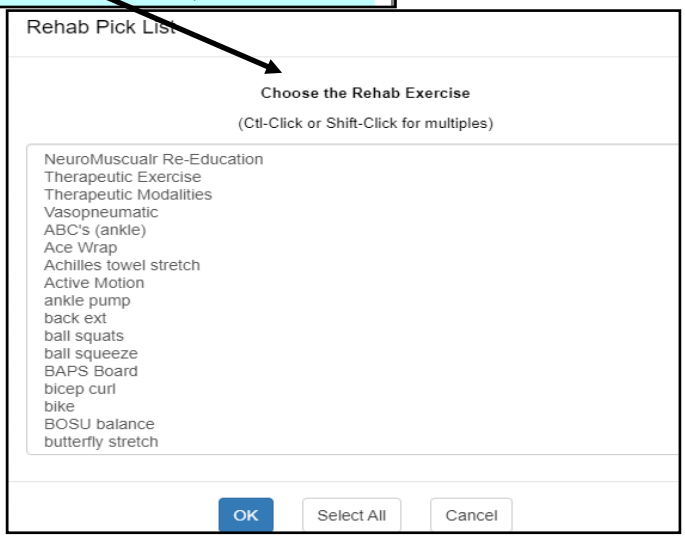
Just like entering the modalities, you must save the top header information before you are able to add the rehabs.



Add Exercise to choose rehab pieces one at a time.

Use the PICK button to choose from the list of available exercises, it will enter them into the spread sheet and allow you to edit sets, reps and any comments later.





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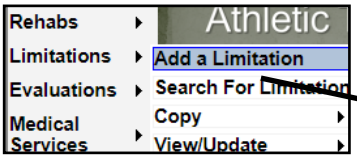
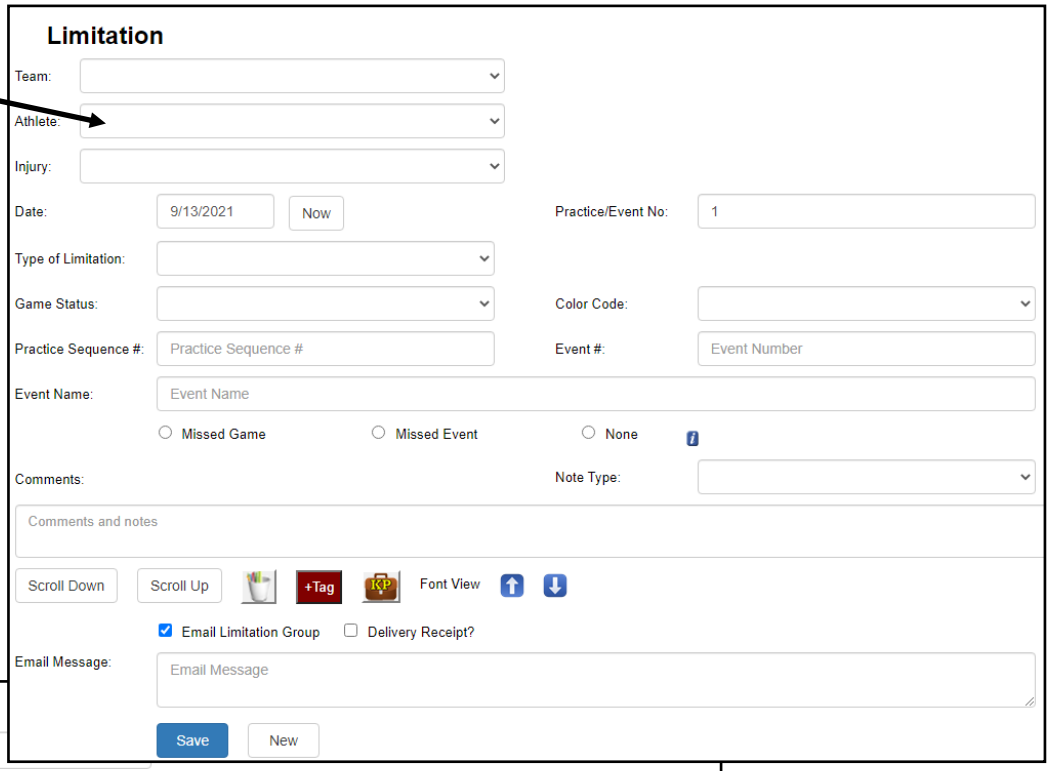
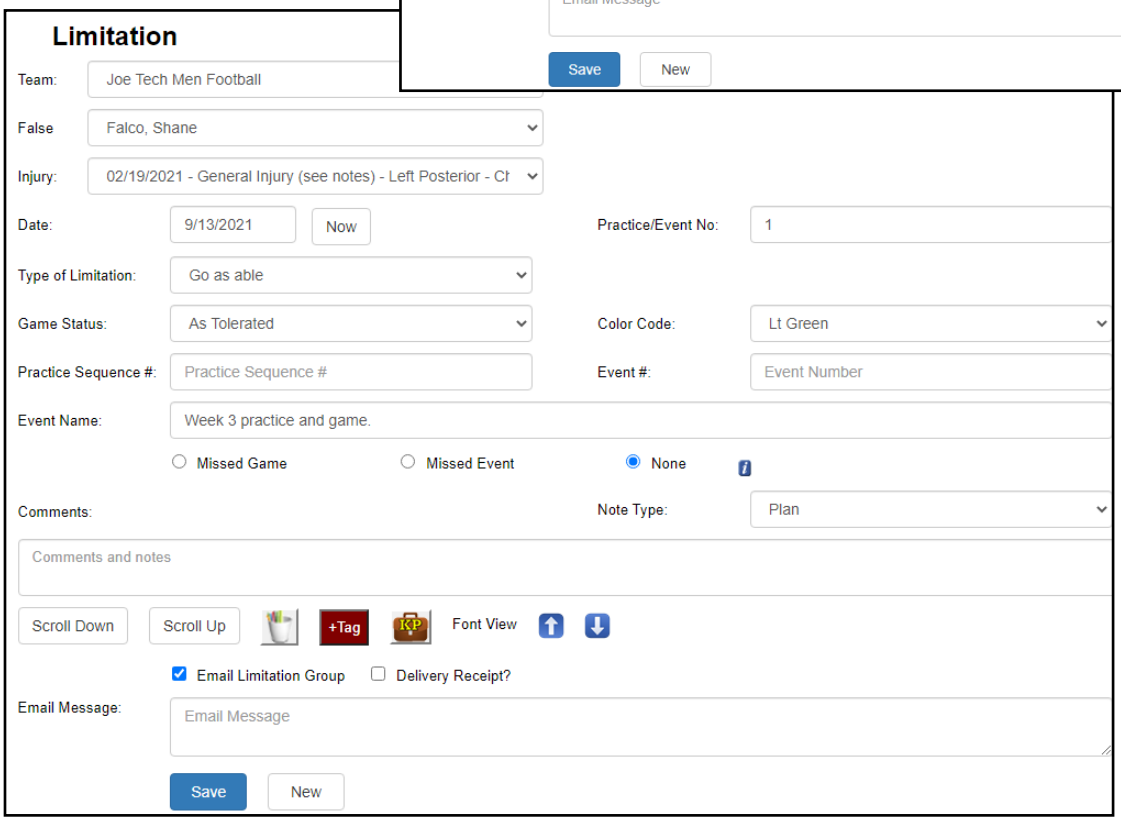
Adding a Limitation:

As with the other areas in the ATS portal, there are many different ways to add your limitations. Use the method you prefer to get to be able to add a the limitation.



Fill in the needed dropdowns, depending on the way you enter your info, some of these may be filled in (going in through the athlete profile vs. add a limitation).





Type of Limitation: is their practice status.

Game Status: status for competition.

Color code if you wish to have different colors. Corresponds to the report numbers 3 Coaches Report—> 4 Limitations—> 14 or 15.

Add as much information as needed in the limitation. Required information is the date, limitation, and game status. The remainder of the information is optional. You can fill in as much as you would like.

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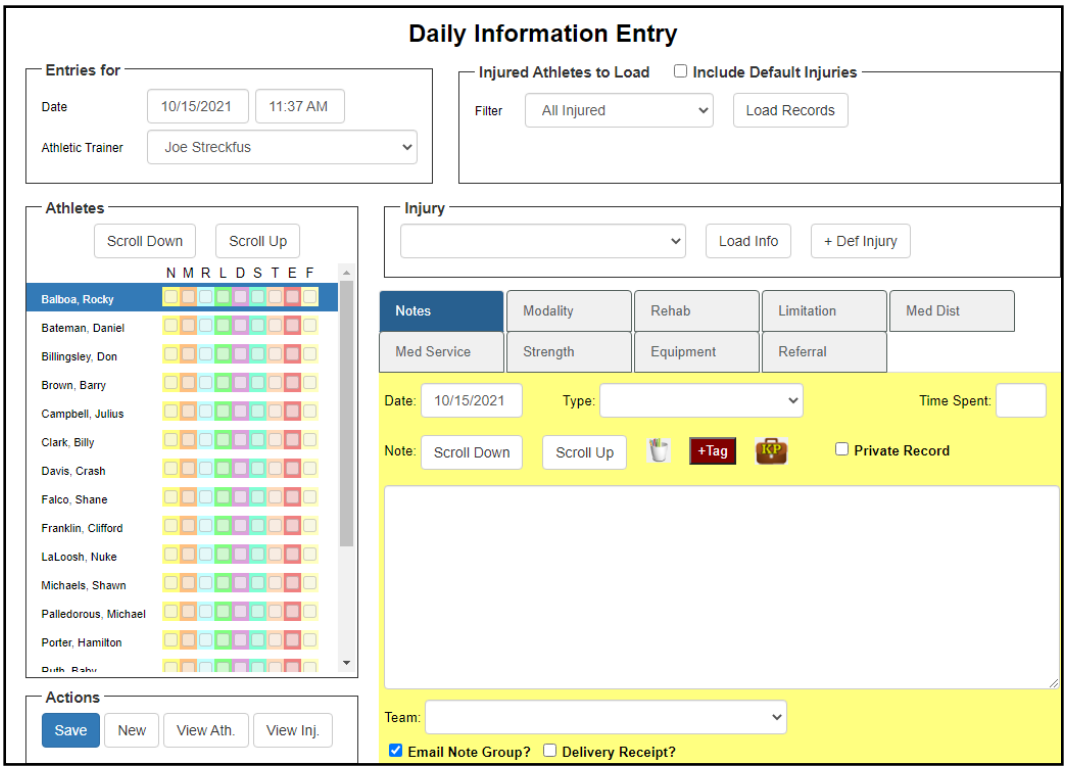
Daily Information Entry (Staff Portal):

The Daily Information Entry screen, from the staff portal, functions the same way that the desktop version does. It gives you the quick access to all of your daily documentation needs in one place.



For full details on the way the Daily Information Entry works from the ATS Staff Portal, please review the specific help doc for the Daily Information screen

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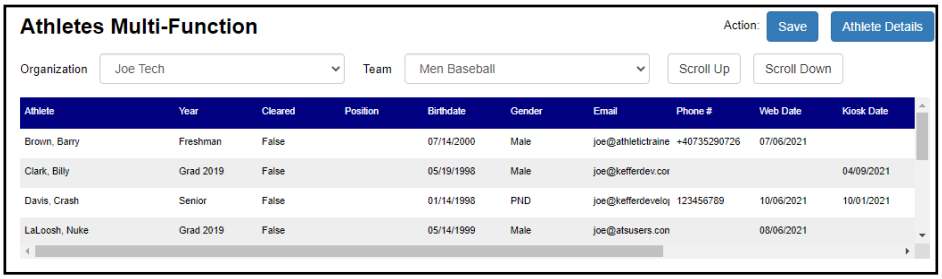
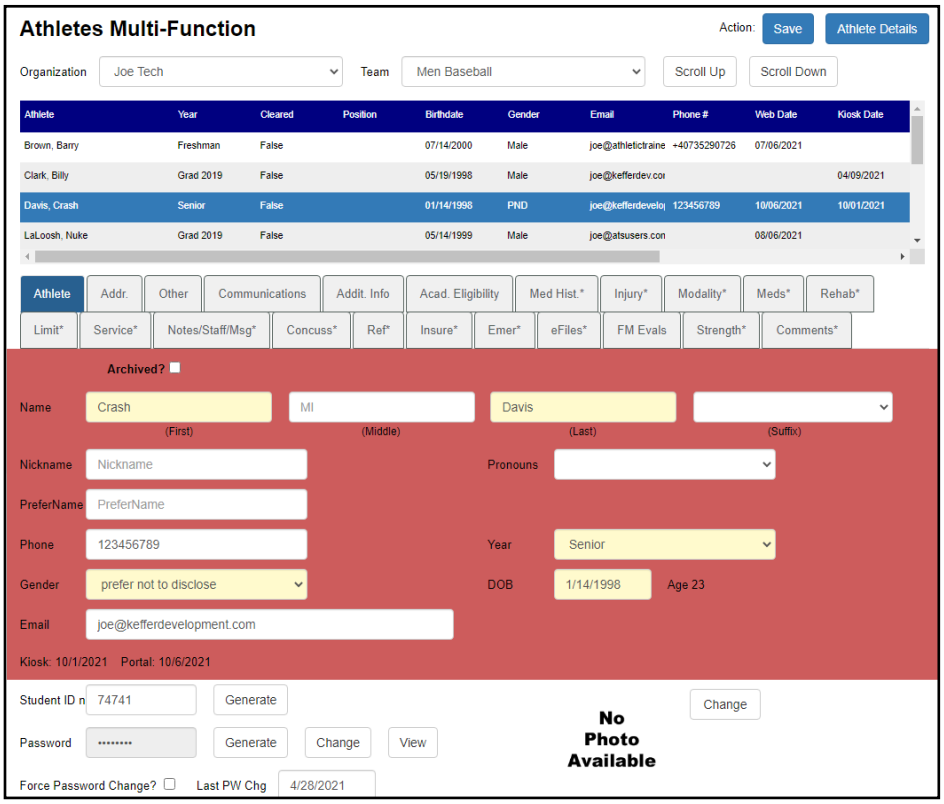
Athlete Multi-Function:

The Athlete Multi-Function is very similar to the Quick Multi-Function in the ATS Desktop. Since it is based in the web browser, it does function slightly differently; much like the portal in general.

In the athlete multi-function, you can select your organization and team, or simply the team. This will then load the roster for you to navigate through.





Use the tabs to navigate through all of the areas of the athletes demographic information and other associated information available through the multi-function. You are also able to go back to the individuals profile if you need any other information that is not contained on this screen.

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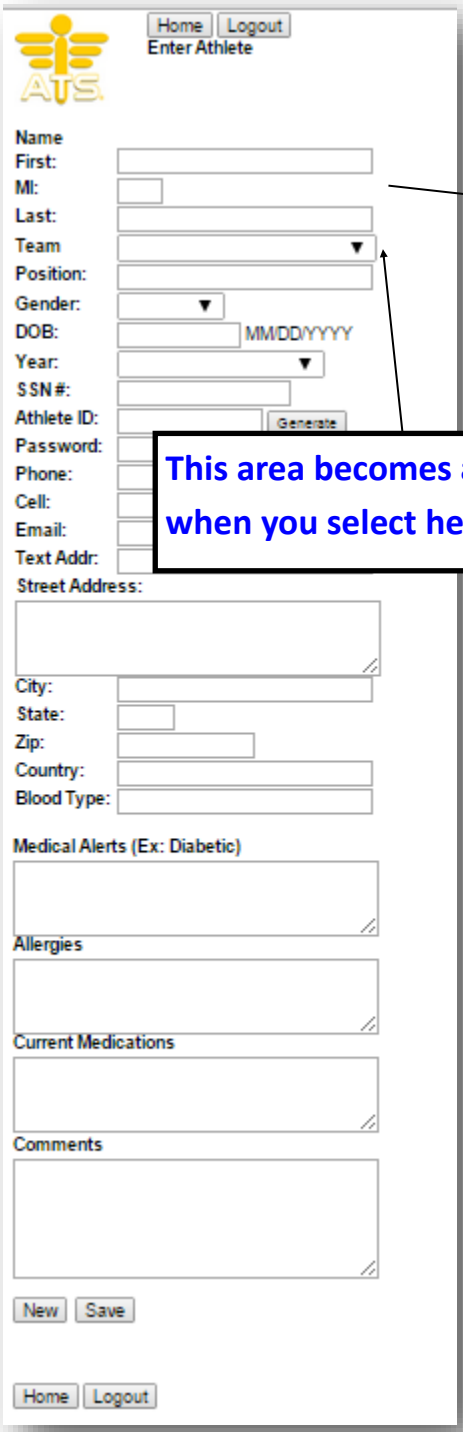
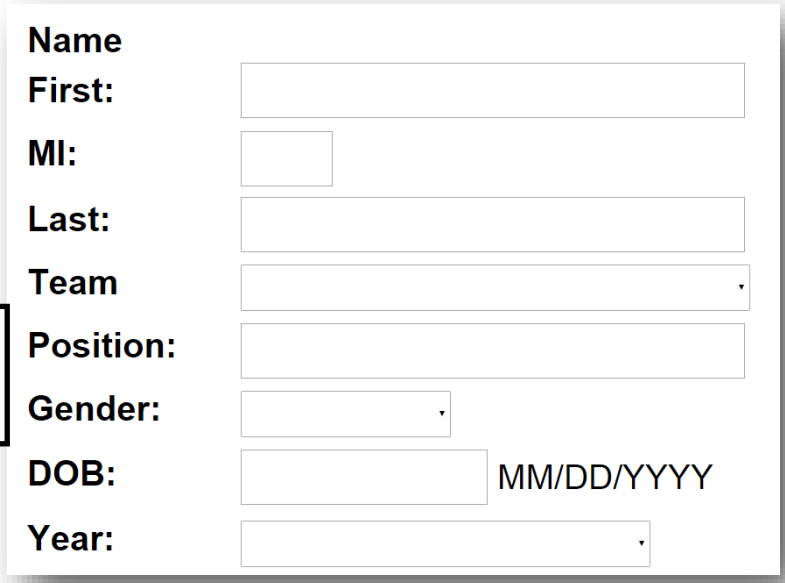
Adding an Athlete (Smart Phone):

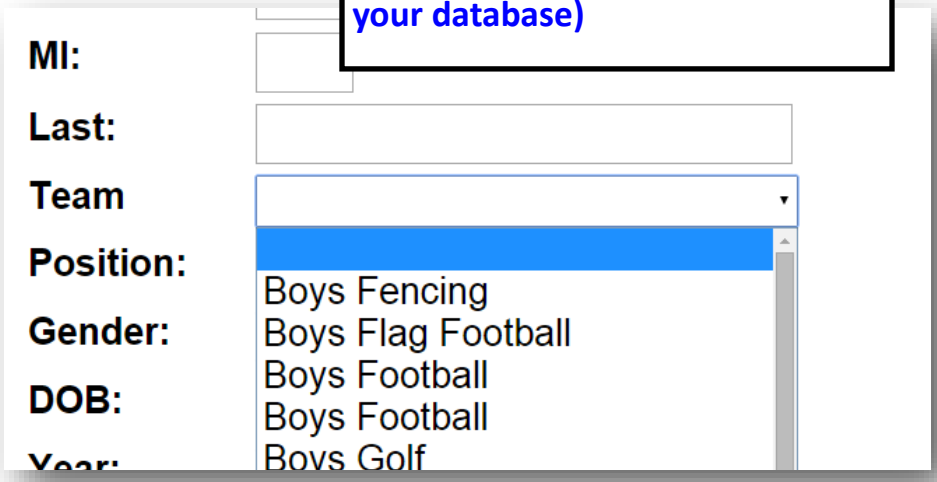
You need to add a First and Last Name, Gender, DOB, and Year. We also suggest a middle initial. In addition ALL athletes need to be active on at least one team



This area becomes a dropdown when you select here



Every athlete NEEDS to be on a team! Your administrator MUST create these teams AND give you (and themselves) permission to see these teams. (You may have to pick an organization if more than one organizations shares your database)



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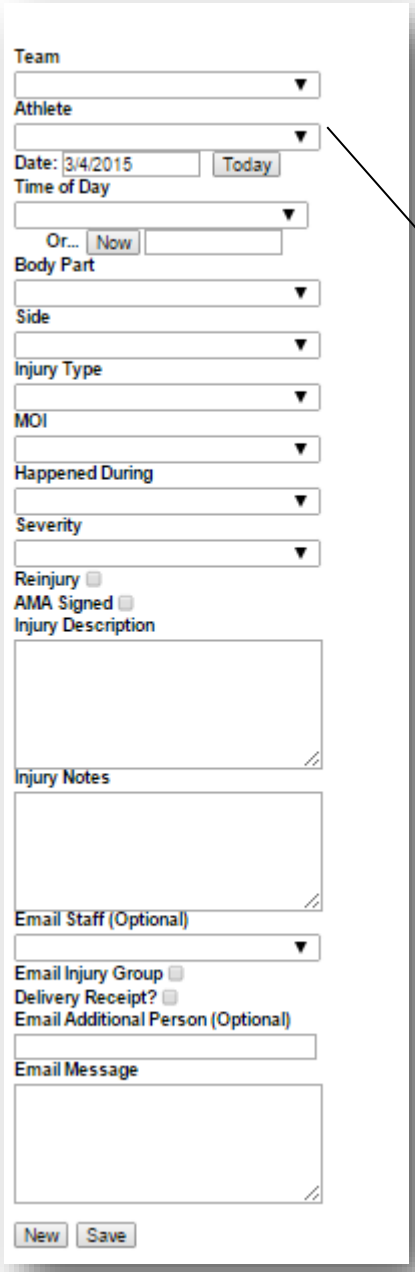
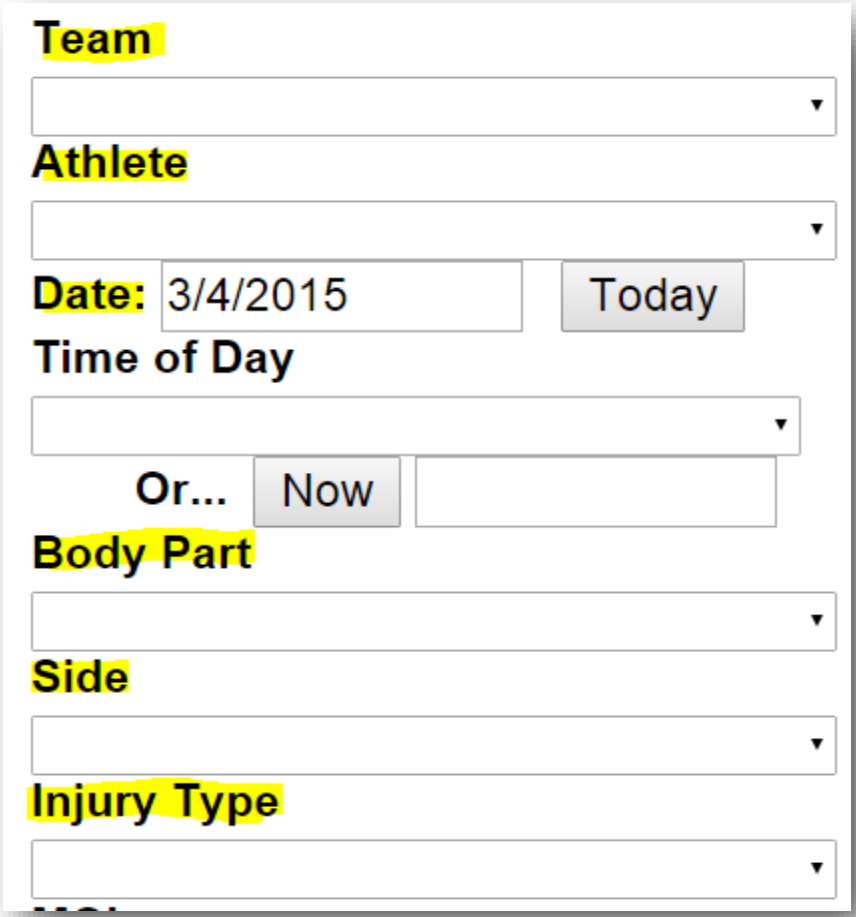
Adding an Injury (Smart Phone):

It is required by ATS that you enter a Body Part, Injury/Illness, team ,Side, and Date of Injury,.





NOTE! There are several other areas than can be entered (MOI, Severity, Happen During, Playing Surface, Event Type/Name, Insurance Status. and Injury description). Verify with your Administration which of these areas needs populated . If any of these dropdown areas appear to need additional choices please contact your system Administrator.

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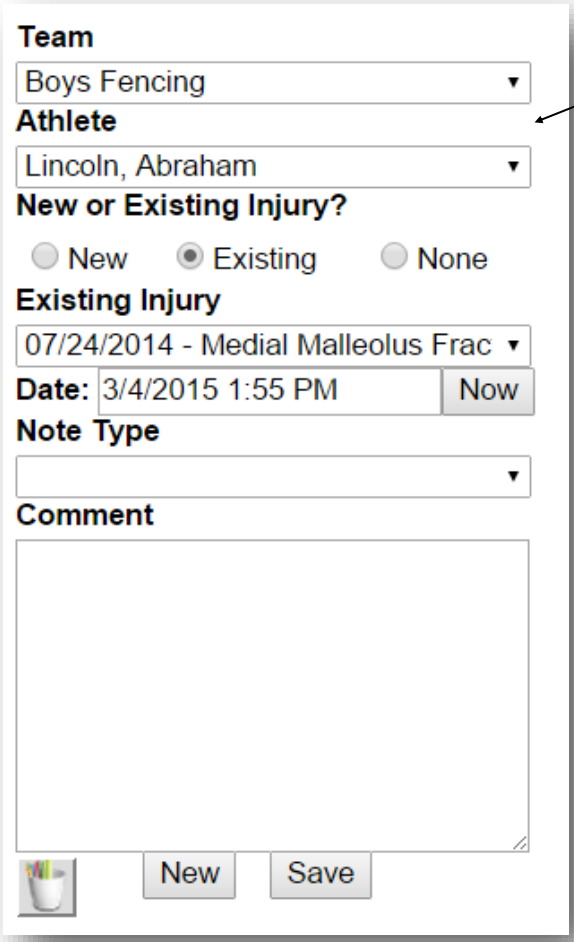
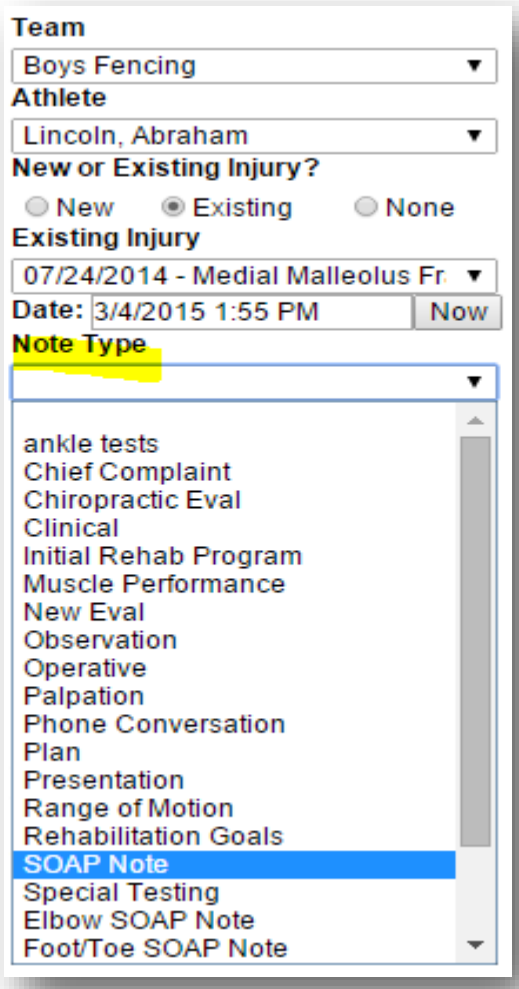
Adding a Note (Smartphone):

There are several places to add a note in ATS. In the Athletes Record, Injury Record, Modalities, Adding a Note– There are several places to add a note in ATS. In the Athletes Record, Injury Record, Modalities, Rehabs, Referrals , Concussions and more….. For quick entry into an Athletes Record and other functions, try the Injury Plus Icon. **(*See page 25)**



Enter the top information to get into either the Athletes record, or the Athletes Injury Record.



Select a note type (perhaps a premade template) and type into the text area.

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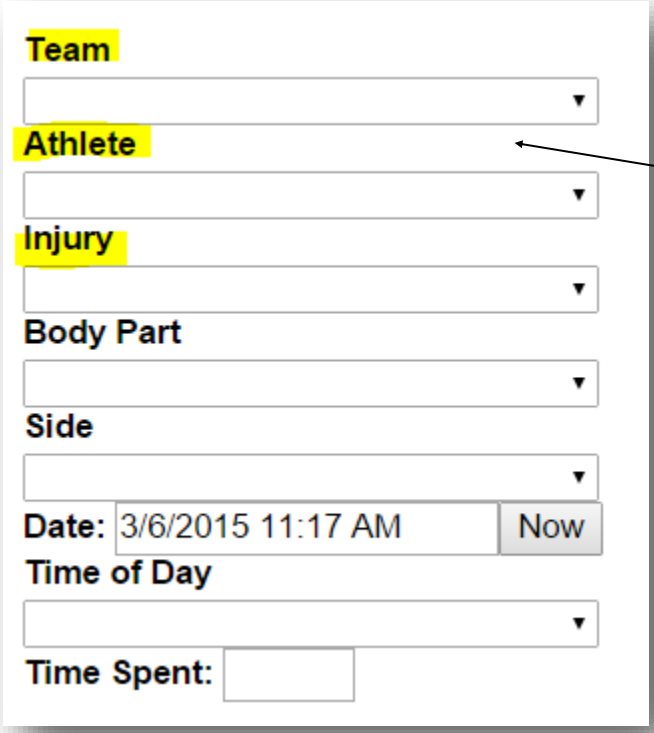
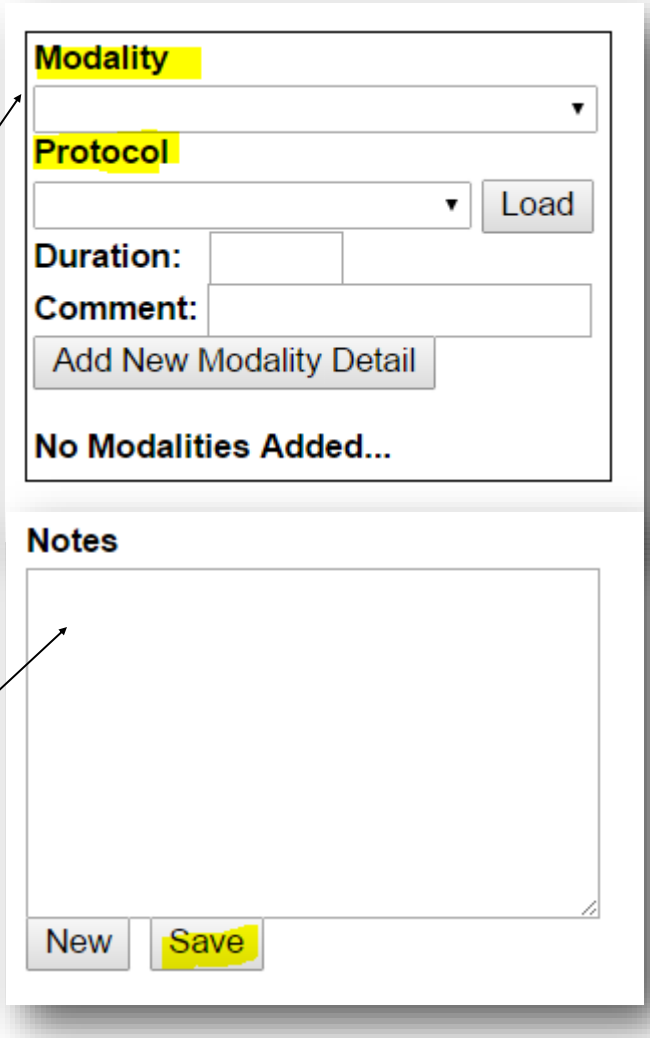
Adding a Modality (Smart Phone):

NOTE! There are several other ways to enter Modalities; within an Athletes Record, within an Injury Record, with a Quick or Bulk Function or even the Daily Information Screen. Below is the most basic method for entry.



Use the top area to select the Athlete and Injury You want to work with.

Use the Middle area to enter the Modality or Modality Protocol . (additional information if needed)



Enter a note if necessary and be sure to hit save.

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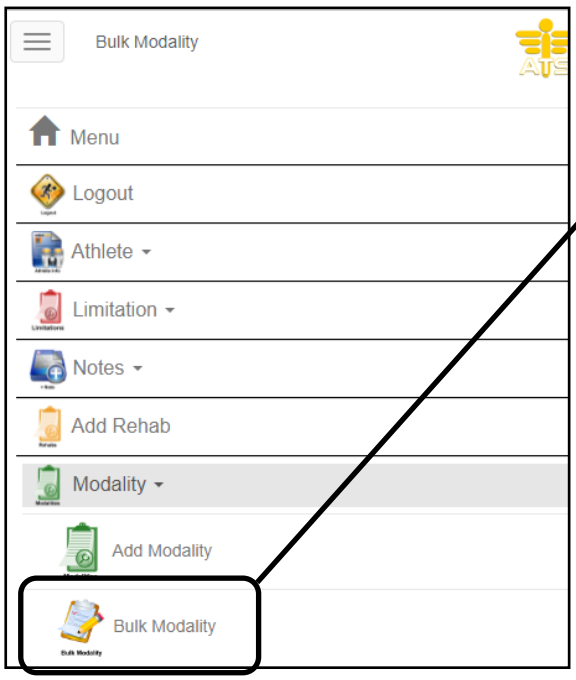
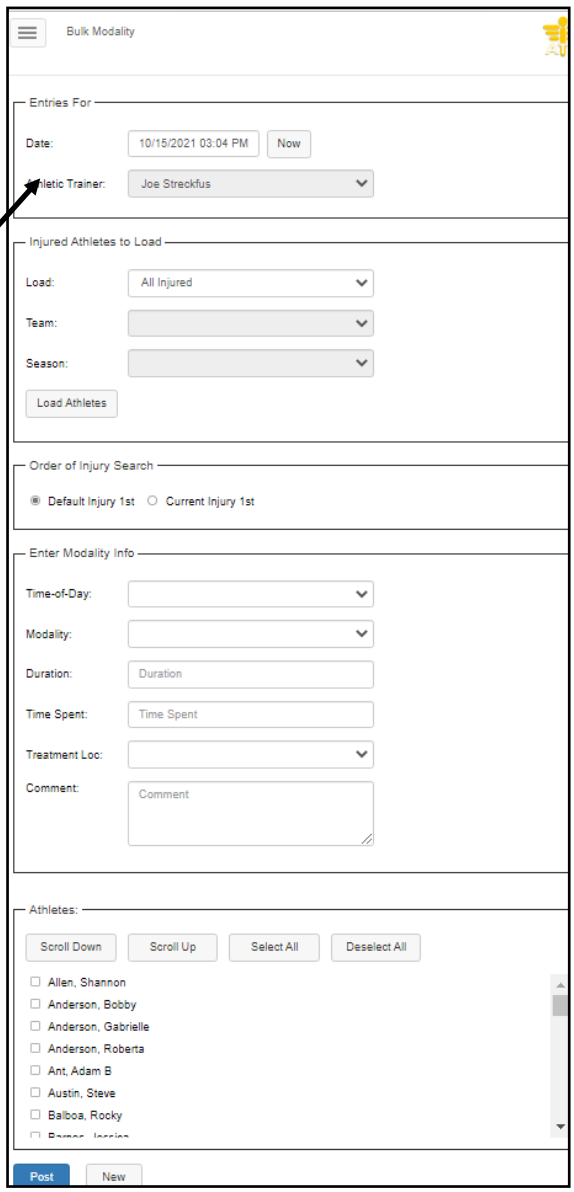
Bulk Modalities:

As in the desktop and staff portal, you are able to add a bulk modality from your ATS Smartphone Log in as well. You can set the bulk modality as one of your default icons, or use the menu to get to it. Those can be configured for each user by using either the my user settings in the desktop or portal, or going to the general tab in the phone and selecting smart phone icons.





Use the screen to the right to enter your bulk modality treatments post practice, from the field. Complete the top portion of the screen and then you are able to post the treatment for your athletes.

For full details on how the bulk modality works from the phone, please check out the bottom portion of the Bulk Modality help doc.

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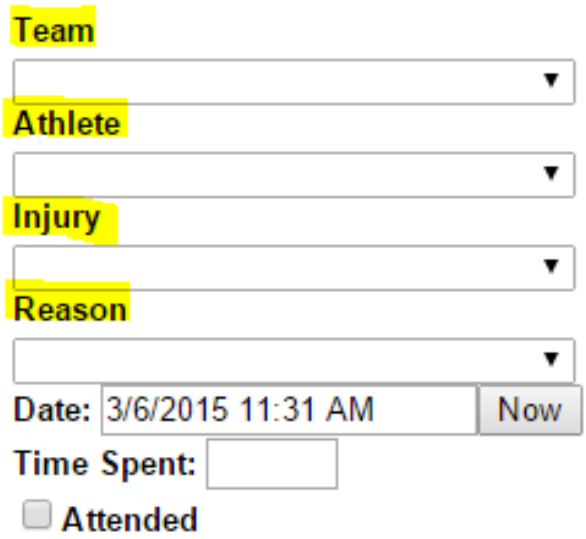
Adding a Rehab (Smart Phone):

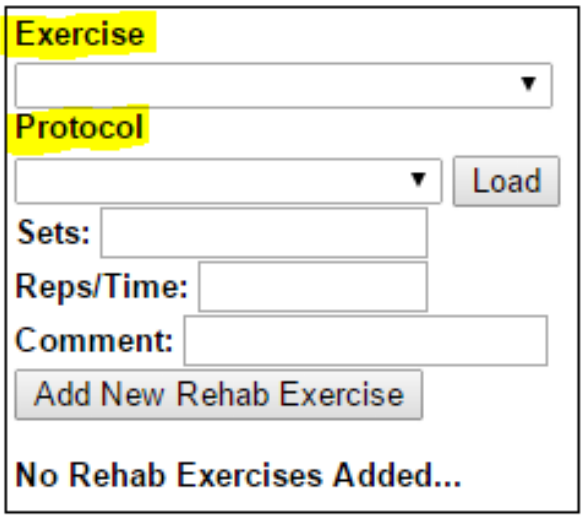
Adding a Rehab (Smart phone)

NOTE! There are several other ways to enter rehabs; within an Athletes Record, within an Injury Record, with a Quick Function or even the Daily Information Screen. Below is the most basic method for entry.

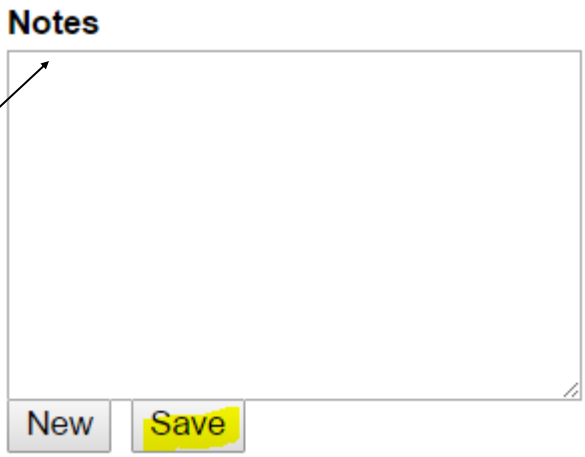


Use the top area to select the Athlete and Injury You want to work with. Be sure to enter a reason.

Use the Middle area to enter the Rehab or Rehab Protocol . (additional information if needed)



Enter a note if necessary and be sure to hit save.



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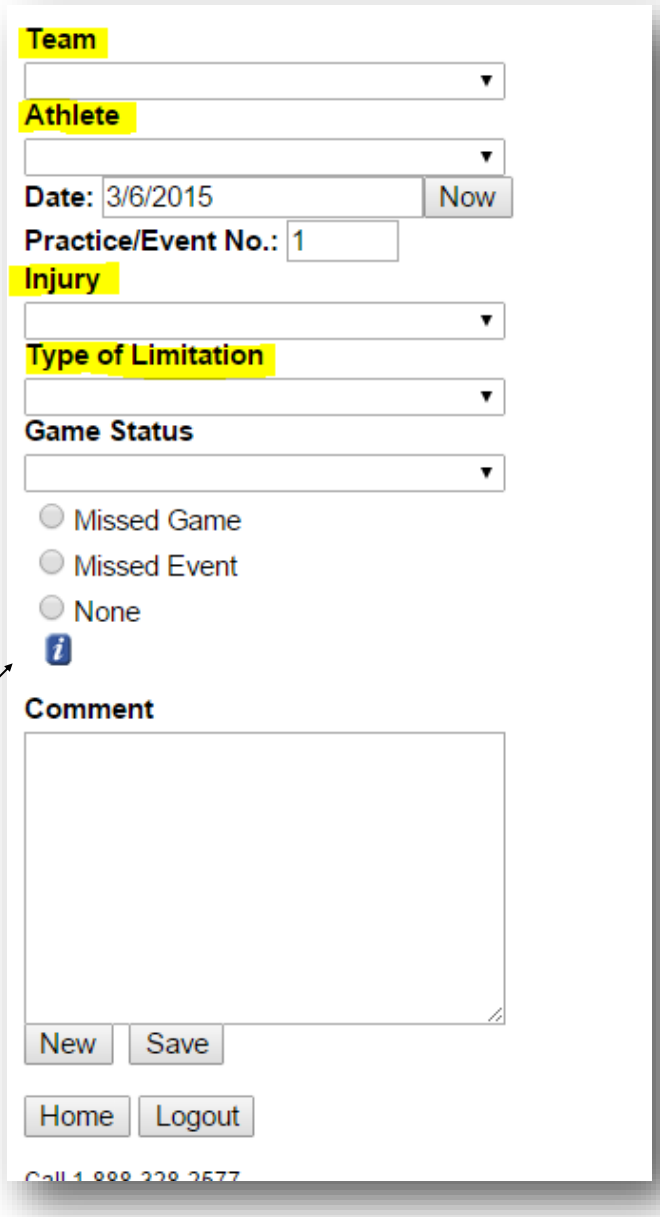
Adding a Limitation (Smart Phone):

It is required by ATS that you enter/select an injury (or a maintenance injury), team, and a type of limitation.



There are several other options including Game status, Missed game or Event, may be noted and notes may be added, if desired

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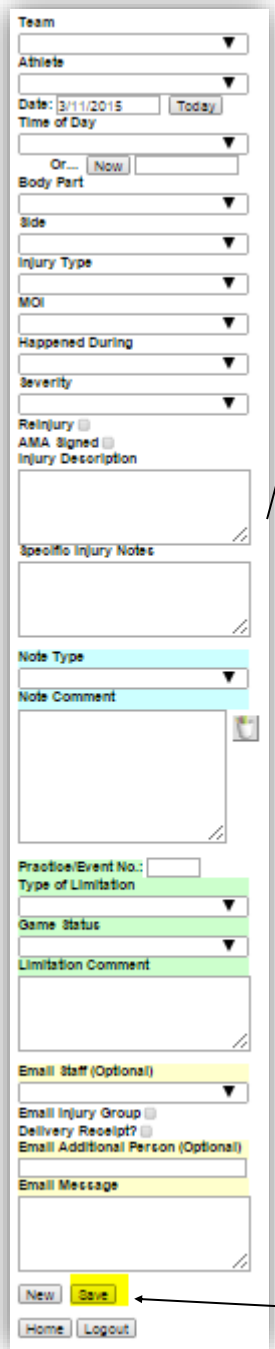
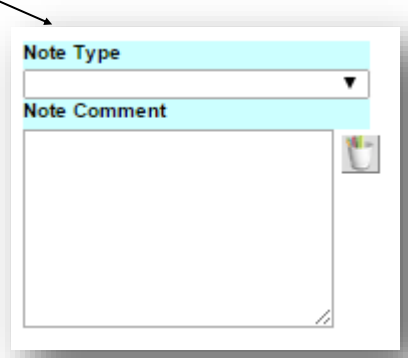
Injury Plus (Smart Phone):

Injury Plus is a selection that allows an Athletic Trainer to perform several functions all from one screen all at once.

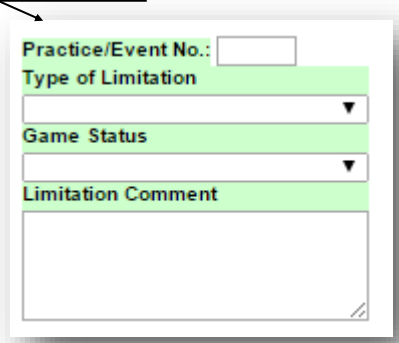


Enter The Injury

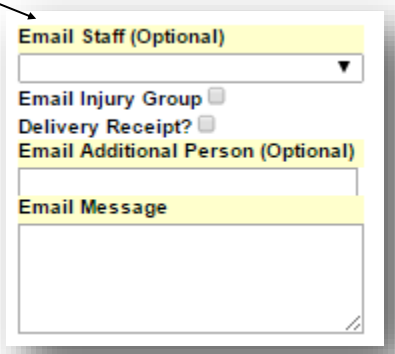
Enter a Note



Enter the limitation.



Email your staff



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