

## 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

# User Basic Guide Table of Contents:

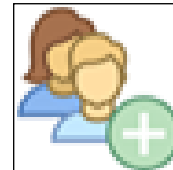
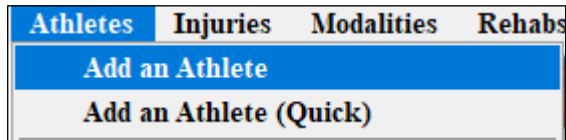
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## Adding an Athlete:

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.



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.**

## 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.



Injuries	Modalities	Rehabs	Limit
Add an Injury			
Injury+ Entry			
Quick Injury Entry			
Quick/Multiple Injury Entry			
Quick Update - Open Injuries			
Search Injuries			

Athlete - Dixon, Daryl

Name: Daryl Dixon (First, MI, Last) | Nickname: Squirrel | Phone: 123-121-1234 | Year: Senior | Gender: Male | DOB: 10/28/2001 | Email: ashley@kefferdevelopment.com | Age 19

CTP Status: 0 | Cleared to Play: 12/12/2019

Team/Sport/Event	Status	Position/Dis	As Of	CTP Date
Ashley U - South Men Baseball	Active			
Ashley U - East Men Football	Active		05/07/2020	
Ashley U - South Men Wrestling	Inactive			

Record: 1 of 3

Buttons: Mark for review, Paperwork Comp, Cognitive Concuss Complete, Card View

General | **Injury** | Medication | Notes/Staff/Msg | Concuss Evals | Medical History | Insurance | Emergency | eFiles/Docs/Dates | Additional Info | Strength

Injury Date	Status	Body Part	Injury Type	Side	Athletic Trainer	Report Date	Docs	Description
09/10/2020	Current	Ankle	Anterior Tibiofi...	Left	Ashley Sham	09/10/2020		
07/31/2020	Current	N/A	Maintenance	N/A	Ashley Sham	07/31/2020		Default Injury
07/15/2020	Current	N/A	Maintenance	N/A	Ashley Sham	07/15/2020		Default Injury
06/30/2020	Current	Thigh	Hamstring Te...	Left	Ashley Sham	06/30/2020	<input checked="" type="checkbox"/>	
05/13/2020	Current	Knee	Medial Collate...	Left	Ashley Sham	05/13/2020	<input checked="" type="checkbox"/>	notes
04/20/2020	Current	Ankle	Medial (Deltoid...	Left	Ashley Sham	04/20/2020		tripped

Record: 1 of 6

Buttons: Injuries, Resolve, **New**, Print, Details, Add Default, Show All, Card View

System: M: severe allergies ... | A: Latex, peanuts... | R: peanut... | Athlete ID: 12345

Buttons: Send Reg, New, Save, Remove, Search, Close

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.

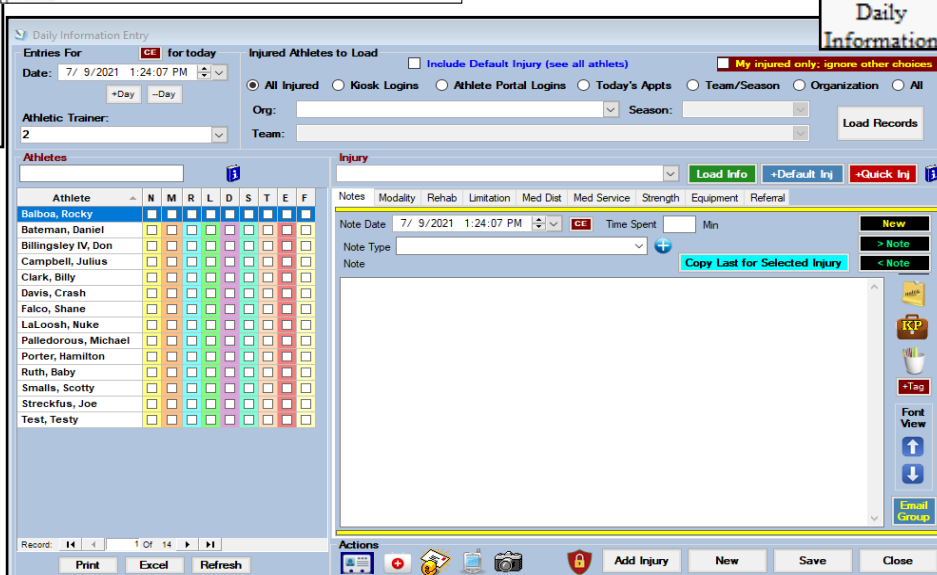
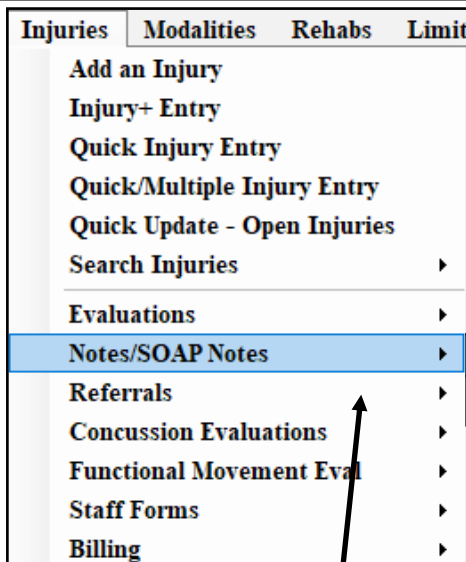
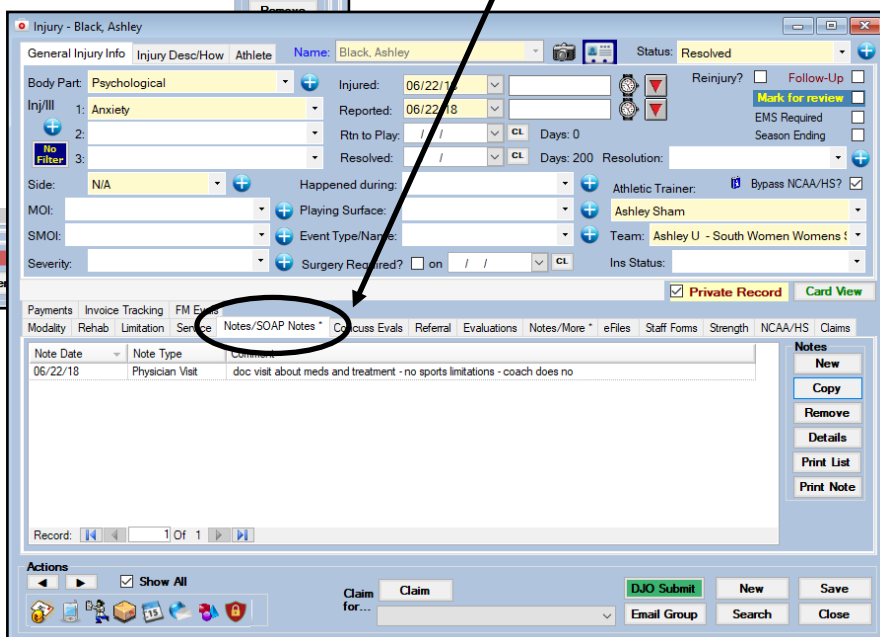
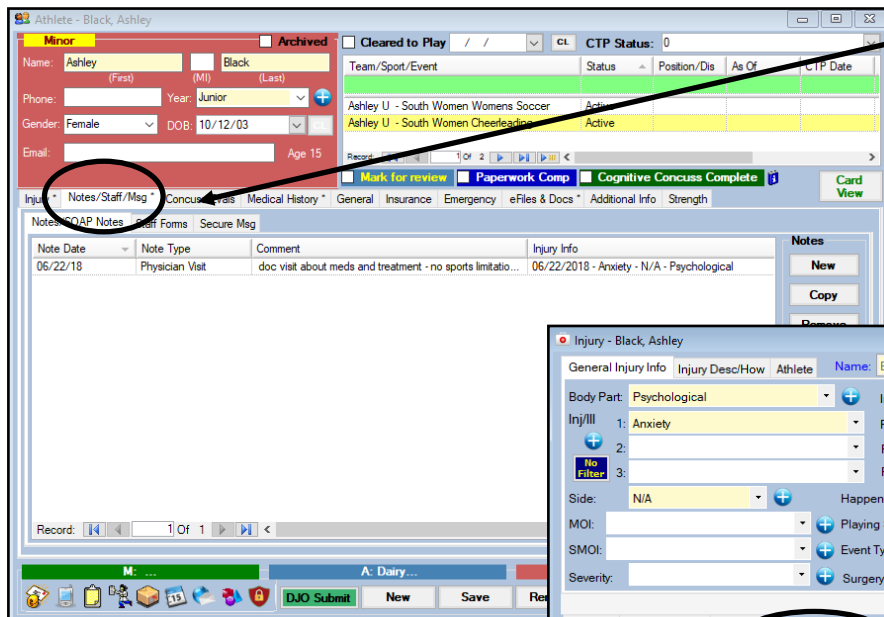
One of the boxes clients often struggle with is the status. This is used to indicate whether the injury is **Current**(open/active) or **Resolved**(closed/inactive). Not their status for practice or games; limitations is utilized to indicate activity status.

**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.

## 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.

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.

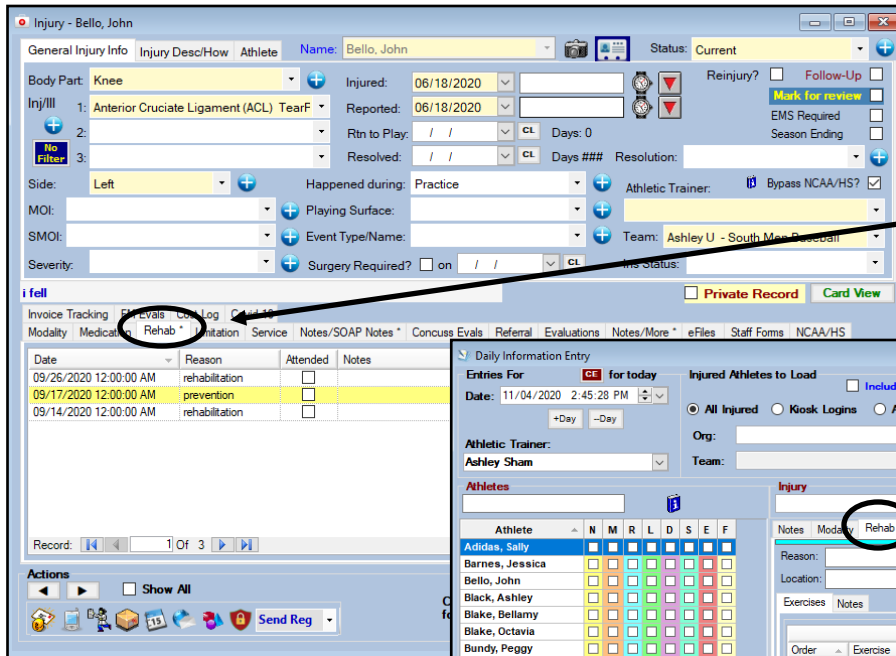
Once you have typed your note be sure to hit the Save button. You also have several other options in the note area:

- 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](#)

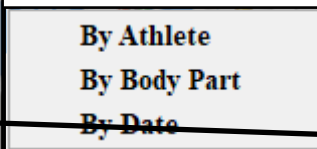
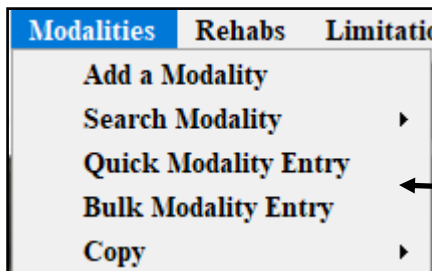
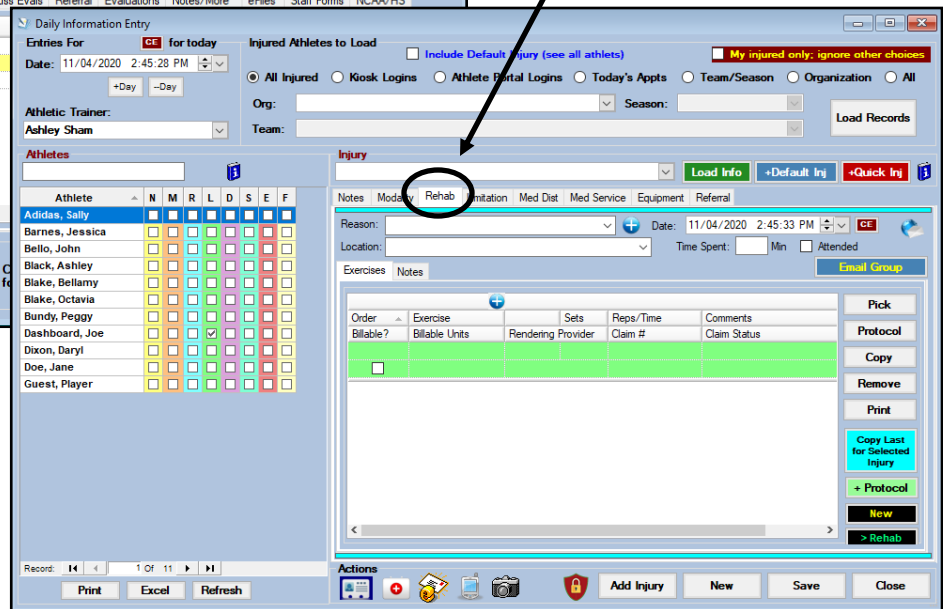


## Adding a Modality:

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](#).



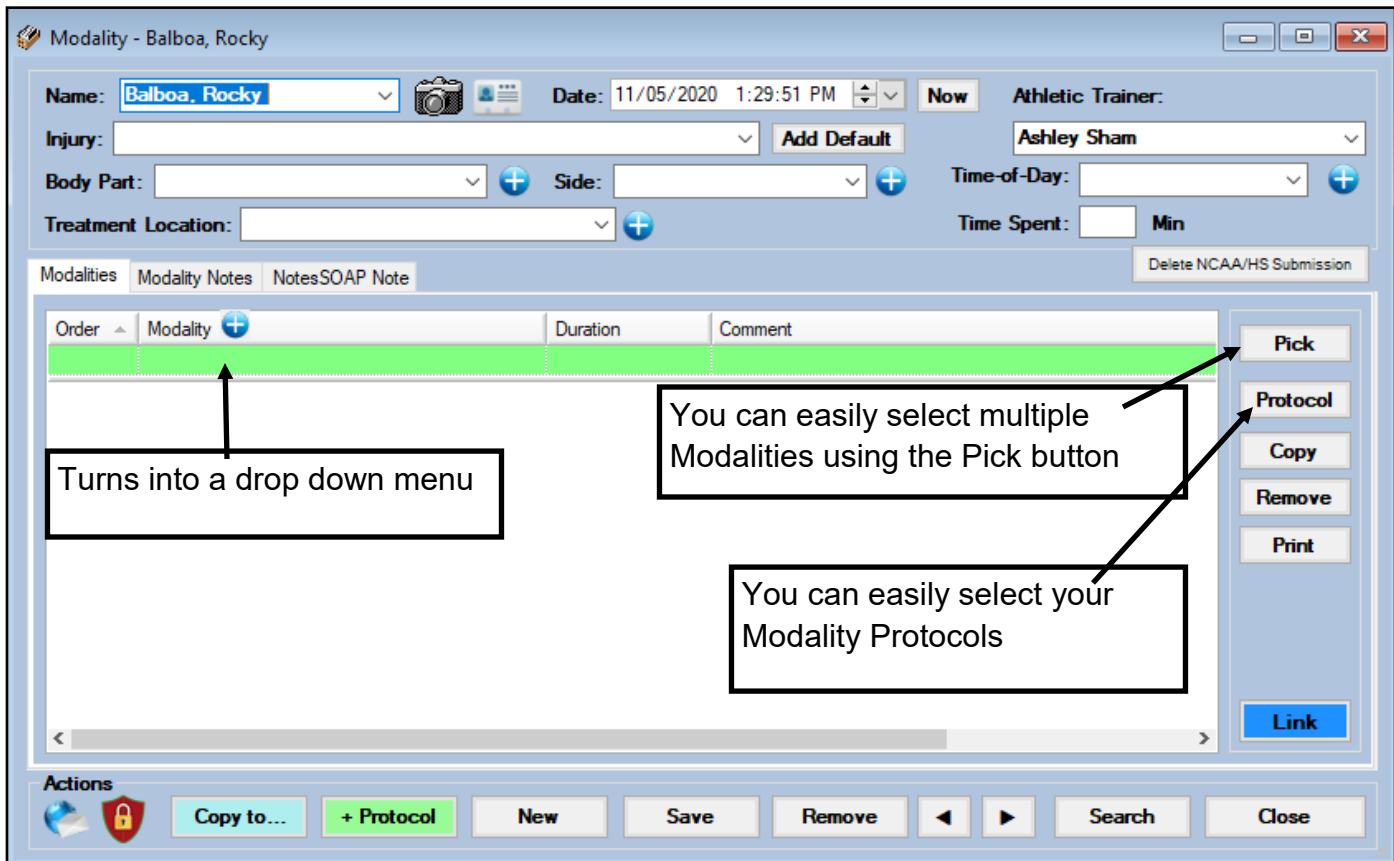
You can find the Rehab tab in both the Injury Profile and the Daily Information Screen.



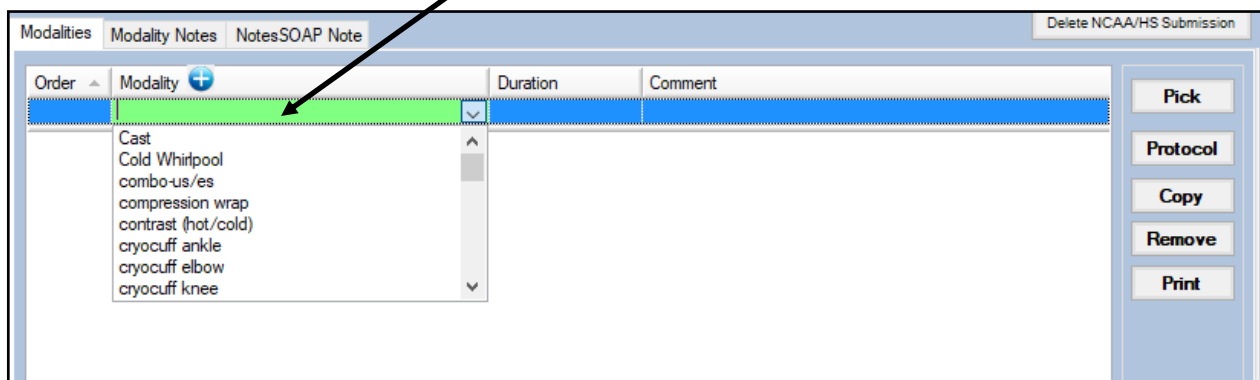
You can also add a New modality or search for an existing Modality record through the drop down menu. Go to Modalities—> and either Add or Search.

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.



## 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.

**Entries For**  
 Date: 10/15/2021 1:24:08 PM Athletic Trainer: Joe Streckfus

**Injured Athletes to Load**  
 All Injured  Kiosk Logins  Team/Season  Web Portal Logins  
 Team: Season: **Load Records**

**Order of Injury Search**  
 Default Injury 1st  Current Injury 1st

**Enter Modality Info**  
 Time-of-Day: Treatment Loc: Time Spent:

Order	Modality	Duration	Comment
0			
0			
0			
0			
0			
0			
0			
0			
0			
0			

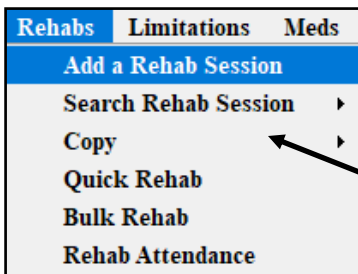
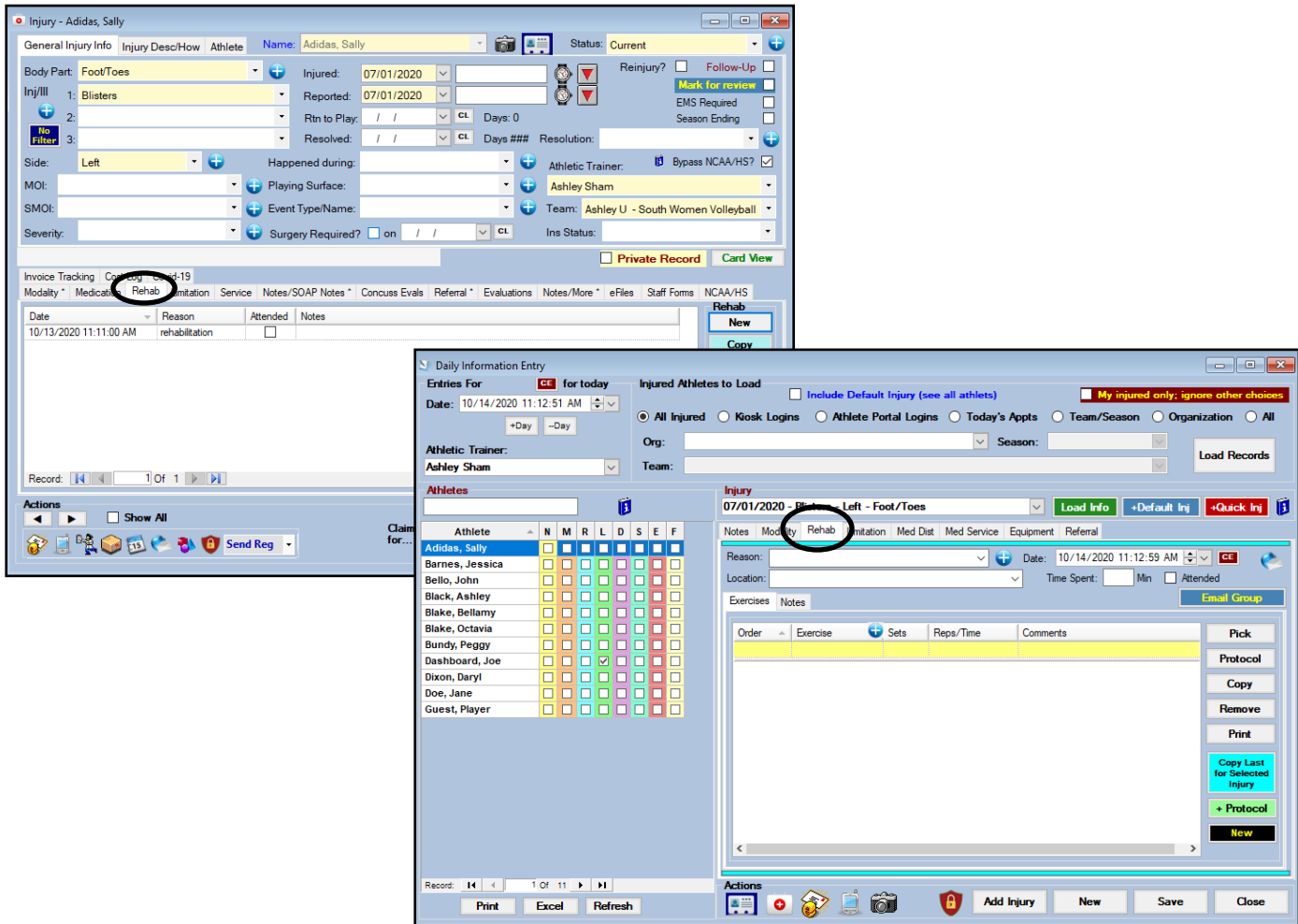
**Select Athletes**  
 Allen, Shannon  
 Balboa, Rocky  
 Bateman, Daniel  
 Billingsley IV, Don  
 Brown, Barry  
 Campbell, Julius  
 Clark, Billy  
 Davis, Crash  
 Engelland, Ashley  
 Falco, Shane  
 Franklin, Clifford  
 Grant, Kierra  
 Gruff, Nigel  
 Hinson, Dottie  
 Hooch, Marla  
 Jefferies, Jamal  
 Keller, Kit  
 LaLoosh, Nuke  
 Michaels, Shawn  
 Miles, Boobie  
 Murphy, Doris  
 O'Riley, Heather  
 Palledorous, Michael  
 Porter, Hamilton  
 Rodriguez, Benny

**Actions**

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](#).

## Adding a Rehab:

ATS gives you the ability to keep track of the Rehab sessions. Rehab sessions 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.

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.

Rehab - Adidas, Sally

Name: Adidas, Sally Date: 10/14/2020 11:15:47 AM   Attended

Injury: 07/01/2020 - Blisters - Left - Foot/Toes  Time Spent:  Min

Reason:   Treatment Location:

Athletic Trainer: Ashley Sham

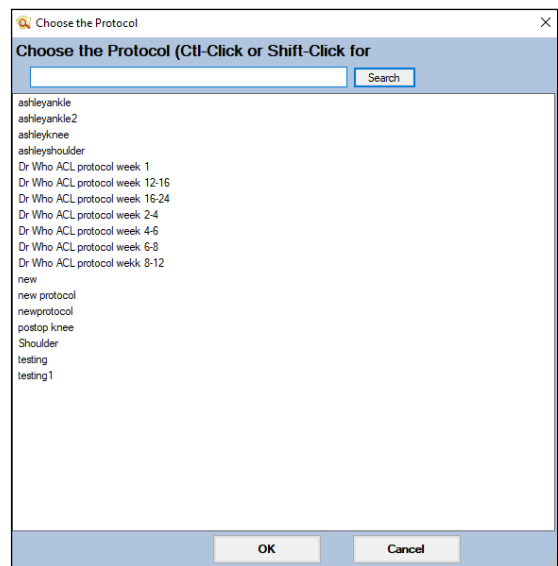
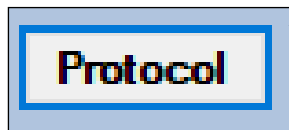
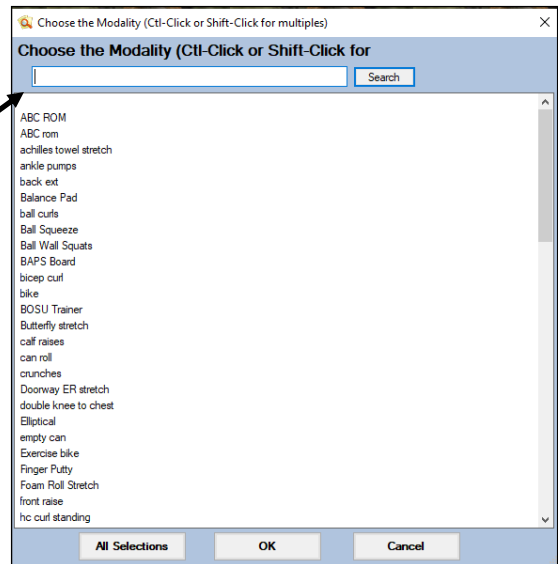
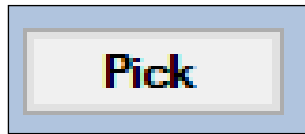
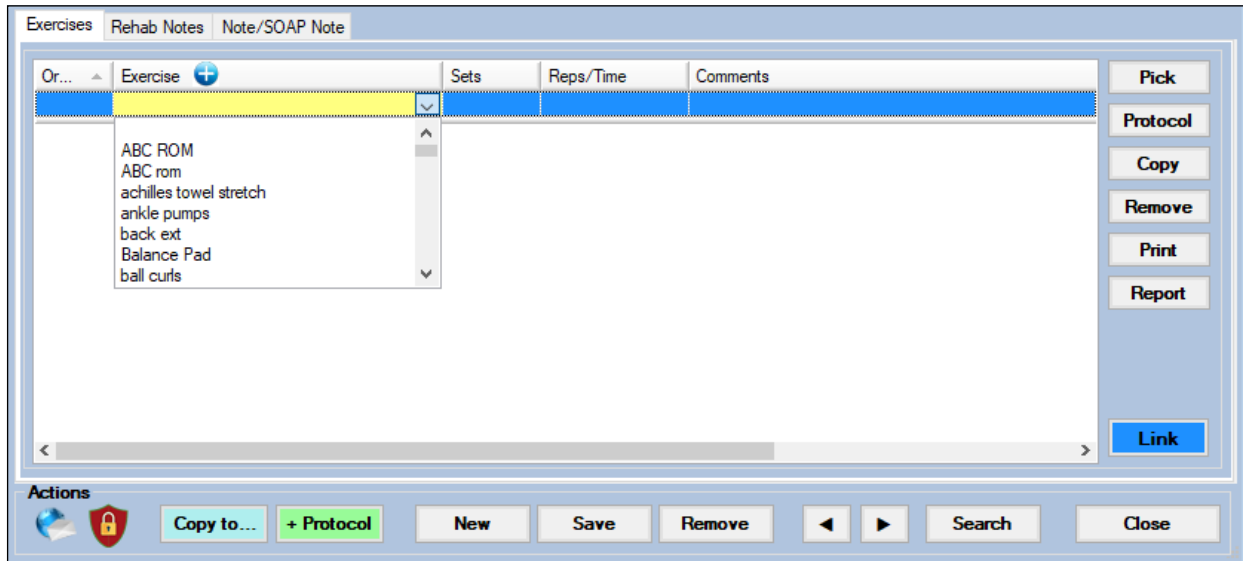
Exercises | Rehab Notes | Note/SOAP Note

Or...	Exercise <input type="button" value="+"/>	Sets	Reps/Time	Comments

Actions

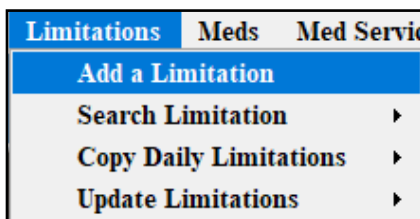
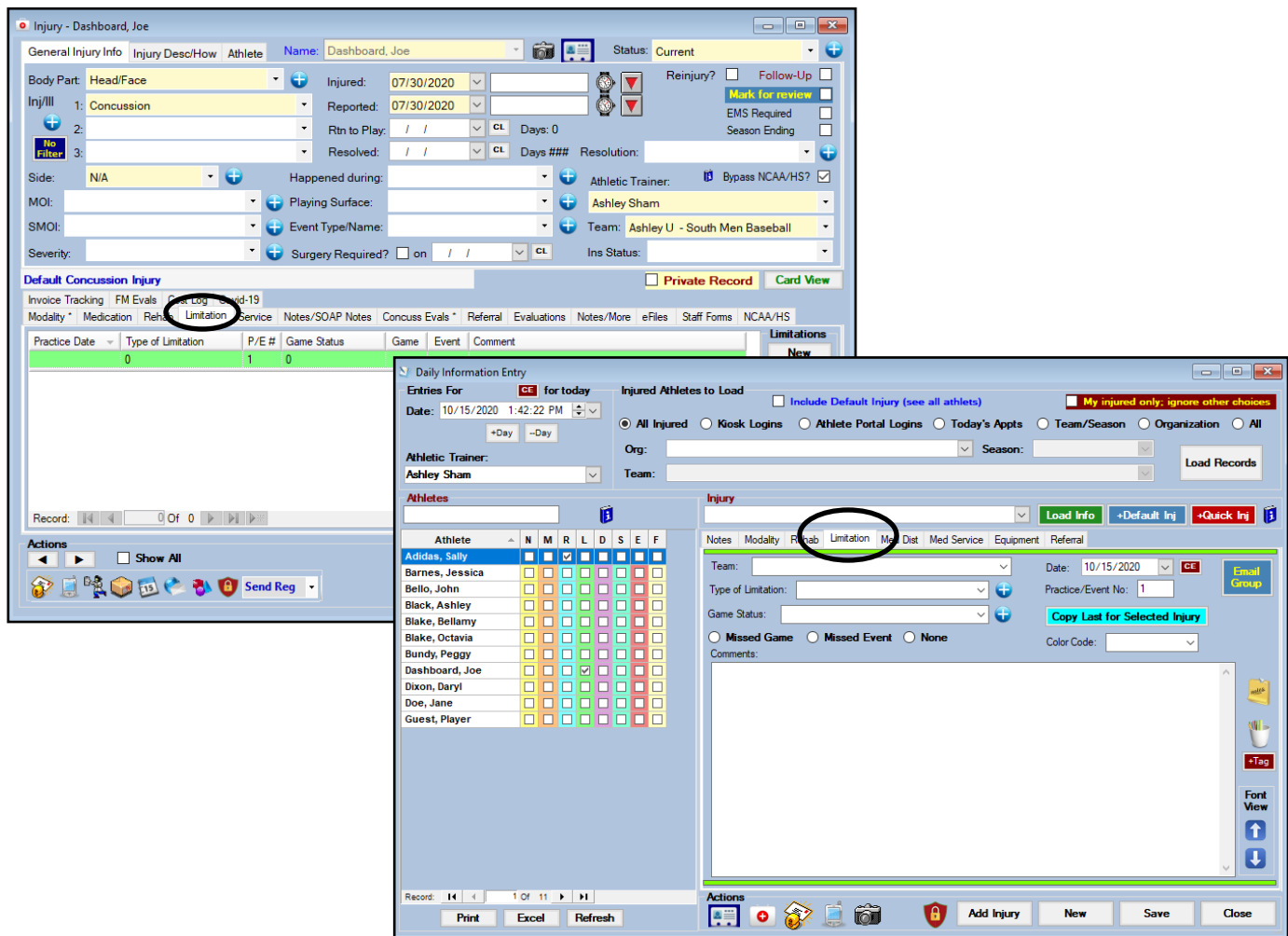
You can select your rehab from the drop down that appears in the box or from the “Pick” button. If you are going to utilize a protocol, click the “protocol” button and make the appropriate choice. You may copy or remove individual rehab entries using the designated buttons on the right.

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



## 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.

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.*



## 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 screenshot shows the 'Daily Information Entry' interface. On the left, there is a table of athletes with columns for days of the week (N, M, R, L, D, S, T, E, F). Each cell contains a colored square and a checkmark. The 'Injury' section on the right includes a date selector (10/14/2021 2:45:35 PM), a 'Time Spent' field, and a 'Private Record' checkbox. Below these are tabs for 'Notes', 'Modality', 'Rehab', 'Limitation', 'Med Dist', 'Med Service', 'Strength', 'Equipment', and 'Referral'. A 'Copy Last for Selected Injury' button is also visible.

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.

This close-up shows the 'Athletes' table. The columns are labeled with letters: N, M, R, L, D, S, T, E, F. A red box highlights these headers. The rows list athletes such as Balboa, Rocky; Bateman, Daniel; Billingsley IV, Don; Brown, Barry; Campbell, Julius; Clark, Billy; Davis, Crash; Falco, Shane; Franklin, Clifford; LaLoosh, Nuke; Michaels, Shawn; Palledorous, Michael; Porter, Hamilton; Ruth, Baby; Smalls, Scotty; Streckfus, Joe; Test, Testy; and Winchell, Mike. Each cell contains a colored square and a checkmark.

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.

This close-up shows the 'Injury' entry form. A red box highlights the tabs: 'Notes', 'Modality', 'Rehab', 'Limitation', 'Med Dist', 'Med Service', 'Strength', 'Equipment', and 'Referral'. Below the tabs are fields for 'Note Date' (10/14/2021 2:45:35 PM), 'Time Spent', and 'Private Record'. There are also buttons for 'New', '> Note', 'Copy Last for Selected Injury', and '< Note'.

## 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](#).

## Adding a Patient/Athlete (Staff Portal):

<b>MENU</b>	
Utilities	▶
<b>Athletes</b>	▶ <b>Add New Athlete</b>
Injuries	▶ Quick Athlete Add
Notes	▶ Search For Athlete
Modalities	▶ Athletes Multi-Function
Rehabs	▶ Physician/Staff Review

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.

### Enter Athlete

Athlete	Teams	Address	Other	Communications	Additional Info	Academic Eligibility	Photo	Medical	Comments
---------	-------	---------	-------	----------------	-----------------	----------------------	-------	---------	----------

Name: First Name (First) MI (Middle) Last Name (Last) Suffix

Nickname:  Pronouns:

PreferName:

Phone:  Year:

Gender:  DOB:

Email:

Student ID n:

Password:

Mark for Review?

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

### Enter Athlete

Athlete	Teams	Address	Other	Communications	Additional Info	Academic Eligibility
---------	-------	---------	-------	----------------	-----------------	----------------------

Cleared to Play  mm/dd/yyyy CTP Status:

Organization:

Select Team 1:

Select Team 2:

Select Team 3:

### Enter Athlete

Athlete	Teams	Address	Other	Communications	Additional Info	Academic Eligibility	Photo	Medical	Comments
---------	-------	---------	-------	----------------	-----------------	----------------------	-------	---------	----------

**Home Address**

Country:  Languages:

Street:

Address:

City:  State:  Zip:

**School Address**

Country:  Phone:

Street:

Address:

City:  State:  Zip:

**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.

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.

**Athlete - Davis, Crash dinger**

Buttons: Athlete, Teams, Addr., Other, Communications, Addit. Info, Acad. Eligibility, Med Hist, **Injury\***, Modality\*, Meds\*

Buttons: Rehab\*, Limit\*, Service\*, Notes/Staff/Msg\*, Concuss\*, Ref\*, Insure\*, Emer\*, eFiles, Strength\*, Comments\*

Buttons: Add, Edit, Resolve, Refresh, Scroll Down, Scroll Up

Injury Date	Status	Body Part	Injury Type	Side	Athletic Trainer	Report Date
08/31/2021	Current	Ankle	Anterior Tibiofibular Syndesmosis (High)	Left	Joe Streckfus	08/31/2021

Selecting the athlete *from the athlete screen.*

**Enter Injury**

Buttons: **Injury**, Injury Desc/How, Notes, Email, NCAA/HS

Team: -- Select --

Name: -- Select --

Body Part: -- Select --

Bypass body part filter for injIII?

InjIII 1: -- Select --

InjIII 2: -- Select --

InjIII 3: -- Select --

Side: -- Select --

Inj Date: 9/2/2021 Today

Inj Time: -- Select -- or Time Now

Rpt Date: 9/2/2021 Today

Rpt Time: -- Select -- or Time Now

Rtrn Play: mm/dd/yyyy Days: 0

Resolved: mm/dd/yyyy Days: 0

Status: Current

Athletic Trainer: -- Select --

MOI: -- Select --

SMOI: -- Select --

Severity: -- Select --

Happened During: -- Select --

Playing Surface: -- Select --

Insurance Status: -- Select --

Event Type/Name: -- Select --

Resolution: -- Select --

Reinjury?  EMS Required?  Season Ending?

AMA Signed?  Paper Copy?  Follow Up?

Mark for Review?

Surgery Required? on: mm/dd/yyyy

Save

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.

## 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](#)".

**Athlete - Test, Testy**

Athlete Teams Addr. Other Communications Addit. Info Acad. Eligibility Med Hist. Injury\* Modality Rehab Limit

Notes/Staff/Msg Concuss Ref Insure Emer eFiles\* Comments

Notes/SOAP Add Refresh

Selecting the athlete *from the athlete screen.*

**Injury - 10/2/2013 - Test, Testy - Sprain - Left - Back, Lumbar**

General Info Injury Desc/How Contacts Modality Rehab Limit Notes/Staff Forms Evaluations Concussion Referral

eFiles Notes COVID-19 Email

Notes/SOAP Add Refresh

Note in the Athlete screen, after selecting an injury

**Notes/SOAP**

Team: Men Football

Athlete: Test, Testy

Trainer:

New or Existing Injury?  
 New  Existing  None

Existing Injury: 10/02/2013 - Sprain - Left - Back, Lumba

Date: 9/3/2021 10:44 AM Now

Time Spent: mins Min

Note:

Note Type:

**Daily Information Entry**

Entries for  
 Date: 9/3/2021 10:39 AM  
 Athletic Trainer:

Injured Athletes to Load  Include Default Inj  
 Filter: All Injured Load Records

Athletes  
 Scroll Down Scroll Up  
 N M R L D S T E F  
 Bob, Jim  
 Test, Testy  
 End of Athlete List

Injury  
 Load Info

Notes  
 Referral Modality Rehab Limitation

Date: 9/3/2021 Type: Time Spent:

Note: Scroll Down Scroll Up +Tag

Team:

Actions  
 Save New View Ath. View Inj.

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.

[Return to Injury](#) **Notes/SOAP**

Team:

Athlete:

Trainer:

**New or Existing Injury?**  
 New  Existing  None

Existing Injury:

Date:

Time Spent:  mins  Min

Note:

Note Type:

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](#)

## 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.

Athlete	Teams	Addr.	Other	Communications	Addit. Info	Acad. Eligibility	Med Hist.*	<b>Injury*</b>	<b>Modality*</b>	Meds*	
Rehab*	Limit*	Service*	Notes/Staff/Msg*	Concuss*	Ref*	Insure*	Emer*	eFiles*	FM Evals	Strength*	Comments*

Injury Date	Status	Body Part	Injury Type	Side	Athletic Trainer	Report Date
08/31/2021	Current	Ankle	Anterior Tibiofibular Syndesmosis (High Ankle) Sprain Partial or Complete	Left	Joe Streckfus	08/31/2021

[Return to Injury](#) **Modalities**

Name:  Athletic Trainer:

Date:

Injury:

Body Part:  Side:

Time-of-Day:

Treat Location:  Time Spent:

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.

✔ Your Modality has been created. ✕

[Return to Injury](#) **Modalities**

Name:  Athletic Trainer:

Date:

Injury:

Body Part:  Side:

Time-of-Day:

Treat Location:  Time Spent:

Time Spent:

---

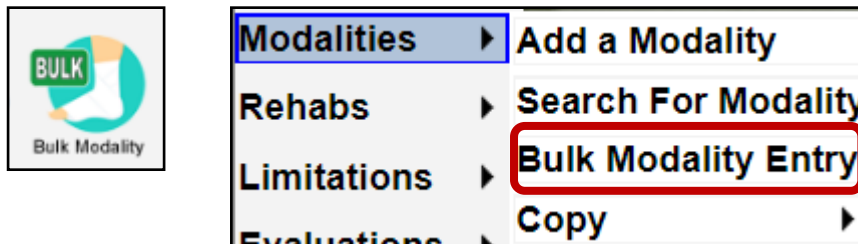
s "Add Modality", "Pick" or "Protocol".

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

## 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.



A screenshot of the 'Bulk Modality Entry' form. It includes fields for 'Date' (9/20/2021 12:57 PM), 'Athletic Trainer' (Joe Streckfus), 'Injured Athletes to Load' (Team/Season, Joe Tech Men Baseball), 'Order of Injury Search' (Default Injury 1st), and 'Enter Modality Info' (Time-of-Day: Late Afternoon, Modality: Ice, Duration, Time Spent, Treatment Loc: Practice Field, Comment). The 'Post' button is highlighted with a red box.

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.





## 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.

**Daily Information Entry**

Entries for: Date: 9/13/2021 03:35 PM, Athletic Trainer: Joe Streckfus

Injured Athletes to Load:  Include Default Injuries, Filter: All Injured, Load Records

Athletes: Balboa, Rocky; Bateman, Daniel; Billingsley, Don; Campbell, Julius; Clark, Billy; **Davis, Crash**; Falco, Shane; Franklin, Clifford

Injury: 08/31/2021 - Anterior Tibiofibular Syn, Load Info, + Def Injury

Notes, Modality, **Rehab**, Limitation, Med Dist

Med Service, Strength, Equipment, Referral

Reason: [Dropdown], Date: 9/13/2021 03:35 PM

Time Spent: #,  Attended

Save Top Info, Copy Last for Selected Injury

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.

**Daily Information Entry**

✓ Your Rehab has been created! Please list the Exercises done in the grid below.

Entries for: Date: 9/13/2021 03:35 PM, Athletic Trainer: Joe Streckfus

Injured Athletes to Load:  Include Default Injuries, Filter: All Injured, Load Records

Athletes: Balboa, Rocky; Bateman, Daniel; Billingsley, Don; Campbell, Julius; Clark, Billy; **Davis, Crash**; Falco, Shane; Franklin, Clifford; LaLoosh, Nuke; Palleodoros, Michael; Porter, Hamilton; Ruth, Baby; Smalls, Scotty

Injury: 08/31/2021 - Anterior Tibiofibular Syn, Load Info, + Def Injury

Notes, Modality, **Rehab**, Limitation, Med Dist

Med Service, Strength, Equipment, Referral

Reason: Post-acute management, Date: 9/13/2021 03:35 PM

Time Spent: #,  Attended

Save Top Info, Copy Last for Selected Injury

Exercises, Notes

Add Exercise, Pick, Protocol, Refresh

Please add rehab details by using the buttons "Add Exercise", "Pick" or "Protocol".

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 spreadsheet and allow you to edit sets, reps and any comments later.

**Add New Exercise**

Order #

Exercise \*

Sets

Reps/Time

Comments

Billable?

Billable Units #

Rendering Provider

Save Close

**Rehab Pick List**

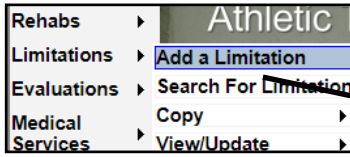
Choose the Rehab Exercise  
(Ctl-Click or Shift-Click for multiples)

- NeuroMuscular Re-Education
- Therapeutic Exercise
- Therapeutic Modalities
- Vasopneumatic
- ABC's (ankle)
- Ace Wrap
- Achilles towel stretch
- Active Motion
- ankle pump
- back ext
- ball squats
- ball squeeze
- BAPS Board
- bicep curl
- bike
- BOSU balance
- butterfly stretch

OK Select All Cancel

## 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).

### Limitation

Team:

Athlete:

Injury:

Date:   Practice/Event No:

Type of Limitation:

Game Status:

Color Code:

Practice Sequence #:  Event #:

Event Name:

Missed Game
  Missed Event
  None
 ?

Comments:  Note Type:

Comments and notes

Email Limitation Group
  Delivery Receipt?

Email Message:

### Limitation

Team:

False:

Injury:

Date:   Practice/Event No:

Type of Limitation:

Game Status:

Color Code:

Practice Sequence #:  Event #:

Event Name:

Missed Game
  Missed Event
  None
 ?

Comments:  Note Type:

Comments and notes

Email Limitation Group
  Delivery Receipt?

Email Message:

**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.

## 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.

### Daily Information Entry

**Entries for**

Date:

Athletic Trainer:

Injured Athletes to Load  Include Default Injuries

Filter:

**Athletes**

Scroll Down   Scroll Up

N M R L D S T E F

Balboa, Rocky									
Baleman, Daniel									
Billingsley, Don									
Brown, Barry									
Campbell, Julius									
Clark, Billy									
Davis, Crash									
Falco, Shane									
Franklin, Clifford									
LaLoosh, Nuke									
Michaels, Shawn									
Palledorous, Michael									
Porter, Hamilton									
Duff, Brian									

**Injury**

Notes	Modality	Rehab	Limitation	Med Dist
Med Service	Strength	Equipment	Referral	

Date:  Type:  Time Spent:

Note:      Private Record

Team:

Email Note Group?  Delivery Receipt?

**Actions**

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

## 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.

**Athletes Multi-Function** Action: [Save](#) [Athlete Details](#)

Organization:  Team:

Athlete	Year	Cleared	Position	Birthdate	Gender	Email	Phone #	Web Date	Kiosk Date
Brown, Barry	Freshman	False		07/14/2000	Male	joe@athletictraine	+40735290726	07/06/2021	
Clark, Billy	Grad 2019	False		05/19/1998	Male	joe@kefferdev.com			04/09/2021
Davis, Crash	Senior	False		01/14/1998	PND	joe@kefferdevelo	123456789	10/06/2021	10/01/2021
LaLoosh, Nuke	Grad 2019	False		05/14/1999	Male	joe@atsusers.com		08/06/2021	

**Athletes Multi-Function** Action: [Save](#) [Athlete Details](#)

Organization:  Team:

Athlete	Year	Cleared	Position	Birthdate	Gender	Email	Phone #	Web Date	Kiosk Date
Brown, Barry	Freshman	False		07/14/2000	Male	joe@athletictraine	+40735290726	07/06/2021	
Clark, Billy	Grad 2019	False		05/19/1998	Male	joe@kefferdev.com			04/09/2021
Davis, Crash	Senior	False		01/14/1998	PND	joe@kefferdevelo	123456789	10/06/2021	10/01/2021
LaLoosh, Nuke	Grad 2019	False		05/14/1999	Male	joe@atsusers.com		08/06/2021	

Athlete	Addr.	Other	Communications	Addit. Info	Acad. Eligibility	Med Hist.*	Injury*	Modality*	Meds*	Rehab*
Limit*	Service*	Notes/Staff/Msg*	Concuss*	Ref*	Insure*	Emer*	eFiles*	FM Evals	Strength*	Comments*

Archived?

Name:  (First)  (Middle)  (Last)  (Suffix)

Nickname:  Pronouns:

PreferName:

Phone:  Year:

Gender:  DOB:  Age 23

Email:

Kiosk: 10/1/2021 Portal: 10/6/2021

Student ID n:

Password:

Force Password Change?  Last PW Chg:

No Photo Available

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.



## 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)



## Adding an Injury (Smart Phone):

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


Team  
 Athlete  
 Date: 3/4/2015 Today  
 Time of Day  
 Or... Now  
 Body Part  
 Side  
 Injury Type  
 MOI  
 Happened During  
 Severity  
 Reinjury   
 AMA Signed   
 Injury Description  
 Injury Notes  
 Email Staff (Optional)  
 Email Injury Group   
 Delivery Receipt?   
 Email Additional Person (Optional)  
 Email Message  
 New Save

**Team**  
**Athlete**  
**Date:** 3/4/2015 Today  
**Time of Day**  
 Or... Now  
**Body Part**  
**Side**  
**Injury Type**  
 MOI

**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.



## 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)

**Team**  
Boys Fencing ▼

**Athlete**  
Lincoln, Abraham ▼


**New or Existing Injury?**  
 New    Existing    None

**Existing Injury**  
07/24/2014 - Medial Malleolus Frac ▼

**Date:** 3/4/2015 1:55 PM   **Now**

**Note Type**  
▼

**Comment**

   **New**   **Save**

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

**Team**  
Boys Fencing ▼

**Athlete**  
Lincoln, Abraham ▼

**New or Existing Injury?**  
 New    Existing    None

**Existing Injury**  
07/24/2014 - Medial Malleolus Fr ▼

**Date:** 3/4/2015 1:55 PM   **Now**

**Note Type**  
▼

- ankle tests
- Chief Complaint
- Chiropractic Eval
- Clinical
- Initial Rehab Program
- Muscle Performance
- New Eval
- Observation
- Operative
- Palpation
- Phone Conversation
- Plan
- Presentation
- Range of Motion
- Rehabilitation Goals
- SOAP Note**
- Special Testing
- Elbow SOAP Note
- Foot/Toe SOAP Note

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



## 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.

**Team**

**Athlete**

**Injury**

**Body Part**

**Side**

**Date:** 3/6/2015 11:17 AM

**Time of Day**

**Time Spent:**

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)

**Modality**

**Protocol**

**Duration:**

**Comment:**

No Modalities Added...

**Notes**

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



## 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.

The image displays two screenshots of the ATS mobile application interface. The left screenshot shows the 'Bulk Modality' menu with the 'Bulk Modality' option highlighted. The right screenshot shows the 'Bulk Modality' form with fields for Date, Athletic Trainer, Injured Athletes to Load, and a list of athletes.

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.



Rehabs

## 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.

**Team**

**Athlete**

**Injury**

**Reason**

Date: 3/6/2015 11:31 AM

Now

Time Spent:

Attended

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)

**Exercise**

**Protocol**

Load

Sets:

Reps/Time:

Comment:

Add New Rehab Exercise

No Rehab Exercises Added...

**Notes**

New

Save

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



Limitations

## 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.

**Team**

**Athlete**

**Date:** 3/6/2015

**Practice/Event No.:**

**Injury**

**Type of Limitation**

**Game Status**

Missed Game  
 Missed Event  
 None

**Comment**

Call 1 888 338 2577

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



## 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.

Team  
 Athlete  
 Date: 3/11/2015 Today  
 Time of Day  
 Or... Now  
 Body Part  
 Side  
 Injury Type  
 MOI  
 Happened During  
 Severity  
 Reinjury   
 AMA Signed   
 Injury Description  
 Specific Injury Notes  
 Note Type  
 Note Comment  
 Practice/Event No.:  
 Type of Limitation  
 Game Status  
 Limitation Comment  
 Email Staff (Optional)  
 Email Injury Group   
 Delivery Receipt?   
 Email Additional Person (Optional)  
 Email Message  
 New Save  
 Home Logout

Enter The Injury

Team  
 Athlete  
 Date: 3/11/2015 Today  
 Time of Day  
 Or... Now  
 Body Part  
 Side  
 Injury Type  
 MOI  
 Happened During  
 Severity  
 Reinjury   
 AMA Signed   
 Injury Description  
 Specific Injury Notes

Enter a Note

Note Type  
 Note Comment

Enter the limitation.

Practice/Event No.:  
 Type of Limitation  
 Game Status  
 Limitation Comment

Email your staff

Email Staff (Optional)  
 Email Injury Group   
 Delivery Receipt?   
 Email Additional Person (Optional)  
 Email Message