

DO NOT ATTEMPT TO DO THIS ON YOUR PHONE!

New Athletes -ATS User Instructions 2022-2023

- 1) In a new browser, insert this website in the URL, not the search engine: **lasierra2.atsusers.com**
(Note no http: or www.)
- 2) The Athlete ID you will use is “new”.
(Please change this to your La Sierra ID # (999999). **NOT** your last name and ID. We just need your full La Sierra **student ID #**)
- 3) The Password you will use is “new”. (Please change this password once you get into the system)
 - a. If the database has nothing in it, then the link was entered incorrectly.
- 4) Click Login
- 5) Click on Athlete Information
- 6) Please fill out all required information in the yellow General Information, Insurance and Contact tabs located in the upper left corner. (**DO NOT FORGET TO CHANGE YOUR PASSWORD**). The



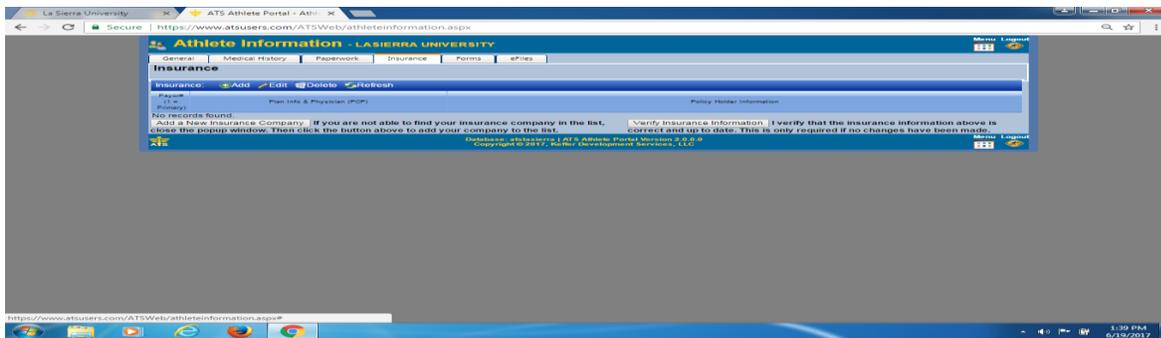
following sections are NOT in yellow, but are still required should they apply: medications, alerts, allergies, or any current medications.

7) Press the “save” button to save your Athlete information or your information will **NOT SAVE**.

- 8) Next tab is labeled Medical History and answer the 2 questions, then press “save” to save the Medical History.
- 9) Next Tab is labeled Screen/Test/Vacc
 - a. Click on “Add New Vaccination”
 - b. Provide the “date(s)” of your vaccine doses.
 - c. Upload your CoVID Vaccine Card
 - o Keep your phone vertical when taking the picture...do not turn it to fit card.
 - o Go to your settings and crop the picture so the box fully encloses the card....upload.
 - o When the card is uploaded correctly, it should fit fully in the box. **
 - If you cannot read it, we cannot read it and your clearance will be held until done right. Please make sure you press “save” to save your information.

10) Click **the Insurance tab**. Please click “+ add in the blue heading” and fill out the appropriate tabs. If your insurance company is not listed, then please close the popup window, then click the button above “add a new insurance company (gray box)” to add your company to the list. Also, please provide a copy of your insurance card (front and back please) and load that up into the system as well.

- **How to upload** your insurance card:
 - Keep your phone vertical when taking the picture...do not turn it to fit card.
 - Go to your settings and crop the picture so the box fully encloses the card....upload.
 - When the card is uploaded correctly, it should fit fully in the box. **
 - **If you cannot read it, we cannot read it and your clearance will be held until done right. Please make sure you press “save” to save your information.**



11) Click on the tab labeled Forms:

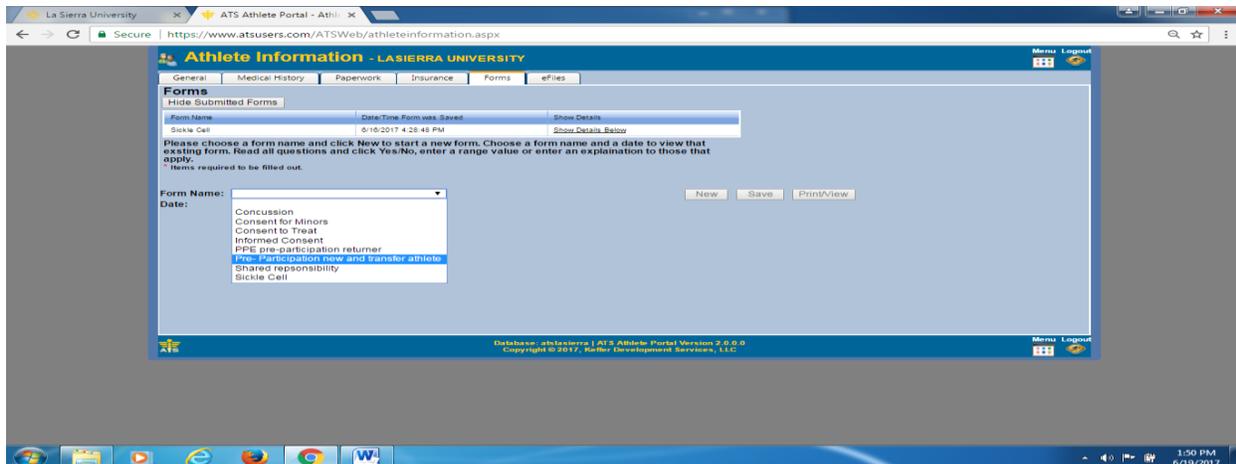
- a. **(New) Concussion**. Make sure to select the appropriate form under “Form Name”, and read all of the information and answer the questions properly. Also, click the links for the concussion videos provided at the bottom of the page. Note: if under the age of 18, parents must sign the form. Then press “save document” at the bottom of the page. All questions with a red * need an answer. Especially, if you answer, please provide the information needed for that question. **Form will not save if * is left unanswered.**
- b. **(New) Consent Forms for minors**. ONLY those under the age of 18 must read, sign and have a parent sign the forms. Make sure to save the form by pressing the “save” button at the bottom of this section. All questions with a red * need an answer. Form will not save if * is left unanswered.
- c. Fill out the **(New) Consent to Treat form**, please sign this page as well, and make sure to save it by clicking “save” button on the bottom of the page. All questions with a red * need an answer. **Form will not save if * is left unanswered**
- d. Fill out the **(New) Informed Consent** form, by clicking “new” and filling out the appropriate boxes, along with signing the page and clicking “save” to continue. All questions with a red * need an answer. **Form will not save if * is left unanswered.**

- e. Fill out the **(New) Shared Responsibility Form**. Please read, sign and save the form. **All questions with a red * need an answer. Form will not save if * is left unanswered.**
- f. Be sure to fill out the **(New) Sickle Cell Form** after you have read the form and watched the videos. After you have read and understood the information, please sign and save the form. **All questions with a red * need an answer. Form will not save if * is left unanswered.** (Also, please indicate in an email to me, which option you chose, as I don't receive this).

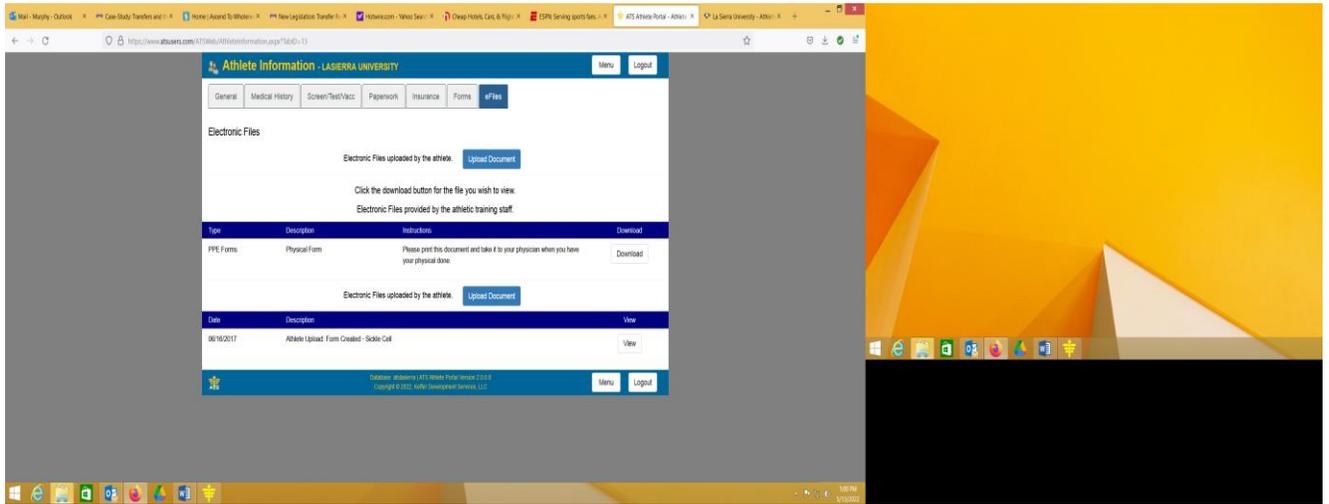


12) Please choose **(New) Pre-Participation new and transfer athlete form** to fill out, sign and save this questionnaire form. **After completion of this form, you will PRINT OUT ALL 5-6 pages of this FORM ONLY! You will then save it and as stated prior, you will print out ALL of these pages(from this form ONLY) and bring them WITH YOU to your physical. The physical must be completed and signed off by an MD or DO only. Other medical signatures (NP, PA, PA-C, DC, etc.) WILL NOT be accepted.**

All questions with a red * need an answer. Form will not save if left unanswered.

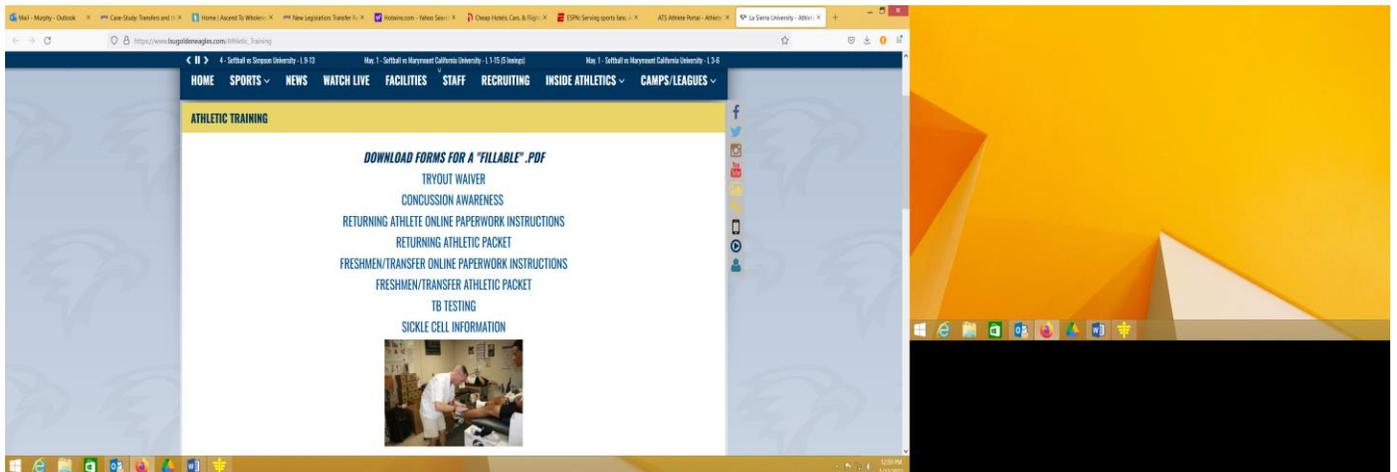


13) Please go to the eFiles tab. Click the download icon under "view" and **PRINT this form out.** This form **MUST GO** with the papers you printed in the previous step (12).



14) In a separate window, go to [https://www.lsgoldeneagles.com/Athletic Training](https://www.lsgoldeneagles.com/Athletic_Training) and find the appropriate form (Freshmen/Transfer Athletic Packet). **Please PRINT out pages 1-5 listed within this packet and DO the FOLLOWING:**

- Page 1 goes with the Pre-participation form (5-6pgs.) and E-files (1pg.) form (both from ATS) to your Physical exam to be completed by MD or DO only. (7-8 pages total from all 3 forms). **Other medical signatures (NP, PA, PA-C, DC, etc.) WILL NOT be accepted.**
- Page 2-3 is for your parents
- Page 4-5 is to be filled out and signed by your parents (Policy Holder)



CHECKLIST:

- Create ATS profile
- Fill out Athlete Information under the General Tab
- Fill out Medical History tab
- Complete Insurance Tab with Insurance Card loaded also
- Complete Forms tab
 - 6 completed Forms total if over the age of 18
 - 7 completed Forms total if NOT over the age of 18
 - **Print Pre-participation form (about 5-6 pages)**
 - **Print Physical Form from E-files Tab (1 page)**
 - **Print Freshman/Transfer Athletic Packet (5 pages)**
 - **Page 1 goes to physical with the other docs from ATS.**
 - **Page 4-5 (Insurance) is to be filled out and signed by the Policy Holder.(2pages)**
- **LAST STEP!** Schedule physical Exam with MD or DO ONLY!
 - Take only those printed forms (mentioned above and throughout this document to your Physical.
 - Completed and signed off by an MD or DO only.
 - **Other medical signatures (NP, PA, PA-C, DC, etc.)**
WILL NOT be accepted.

WHAT TO TURN IN TO THE ATC by the DUE DATE indicated by your coach. NO PHYSICAL PAPERWORK, NO PRACTICE! NO EXCPTIONS.

- 1) Actual Physical packet--- 7-8 pages total from the form(s) as stated above (in red) on this page and mentioned during the forms section.
- 2) Insurance info (policyholder) --- 2 pages

*** A copy of the physical packet needs to be submitted to the Wellness Center as well.