

Athletic Trainer System Athlete Portal Login

How to enter your information into the Athletic Trainer System for the first time:

**PLEASE! Follow these directions closely
so everything gets entered correctly.**

If you have any problems with this, please contact Jami Rogers, the Head Athletic Trainer.
jami.l.rogers@lawrence.edu

1. Go to <https://www.atsusers.com/atsweb/login.aspx?db=atslu>
If you cannot click on the link, copy and paste it into the browser's address bar.

You should bookmark this address for future use.

2. You should now see the page below, enter "new" for the Athlete ID and Password.
Then click "login".

Athletic Trainer System ® Athlete Portal Login

Athlete ID:

Password:



Database:

[Forgot your Password?](#)

Login

Database: atslu | ATS Athlete Portal Version 2.0.0.0
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3. Start entering your information starting with your team(s). If you participate with more than one team, start with the first team of the year and work your way through the seasons (i.e.: fall teams are first, winter second, spring third). If you participate on more than 3 teams, enter the first three and we will manually enter the extras in the Athletic Training room. Fill out the rest of the sheet as described on the next page and then click "Save Athlete Information." Your primary information has all been entered in the system now.

 **Athlete Information - LAWRENCE UNIVERSITY** Logout 

General

Tan colored items are required to be filled out.

Select Team 1:

Select Team 2:

Select Team 3:

Name:
(First) (MI) (Last)

Gender:

DOB: **Format must be mm/dd/yyyy**

Phone: Cell:

Email: SSN #:

Text Address:
(1234567890@domain.com) Cell Phone Carrier Domain Info

Twitter Tag:

Permanent Address:

City: State/Province:

Zip Code: Country:

LU Address:
Please include your SPC # AND building and room #

City: State/Province:

Zip Code: Country:

Athlete ID: Create a user name for this account you will remember

Used to log into the ATS Athlete Portal and Kiosk.

Alternate ID: LU ID # ...THIS IS REQUIRED!!!!

Password: Create your own password you can remember

At least 8 characters using numbers and letters

Year:

Blood Type:

Driver #:

Passport #:

(Suggested Size: 160x200)

No file chosen

Medical Alerts (Size limit 200)

Asthma,

Allergies (Size limit 200)

Nuts- With ingestion, have epi-pen

Current Medications (Size limit 200)

Pulmicort,

I verify that the information above is correct and up to date. This is only required if no changes have been made.

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Logout

No PHOTO AVAILABLE


You have the option to upload a photo, if you do, please make sure it is a decent head shot.

You may choose from the dropdown list, or write in your own for Medical Alerts, Allergies, and Medications.

For any allergies, please explain your reaction next to the allergy.

If you have no Alerts, Allergies, or Meds, write "none"

- After you click "Save Athlete Information", additional tabs will show up at the top of the screen. ***If they do not show up right away, logout, restart your browser, then log-in again. They all should be there now

 **Athlete Information** Menu Logout

5. Start with the “Medical History” tab. If you have had any **Surgeries**, list the details here. Click “+Add” and a pop-up will show for you to enter details. Repeat this step for each surgery you have had.

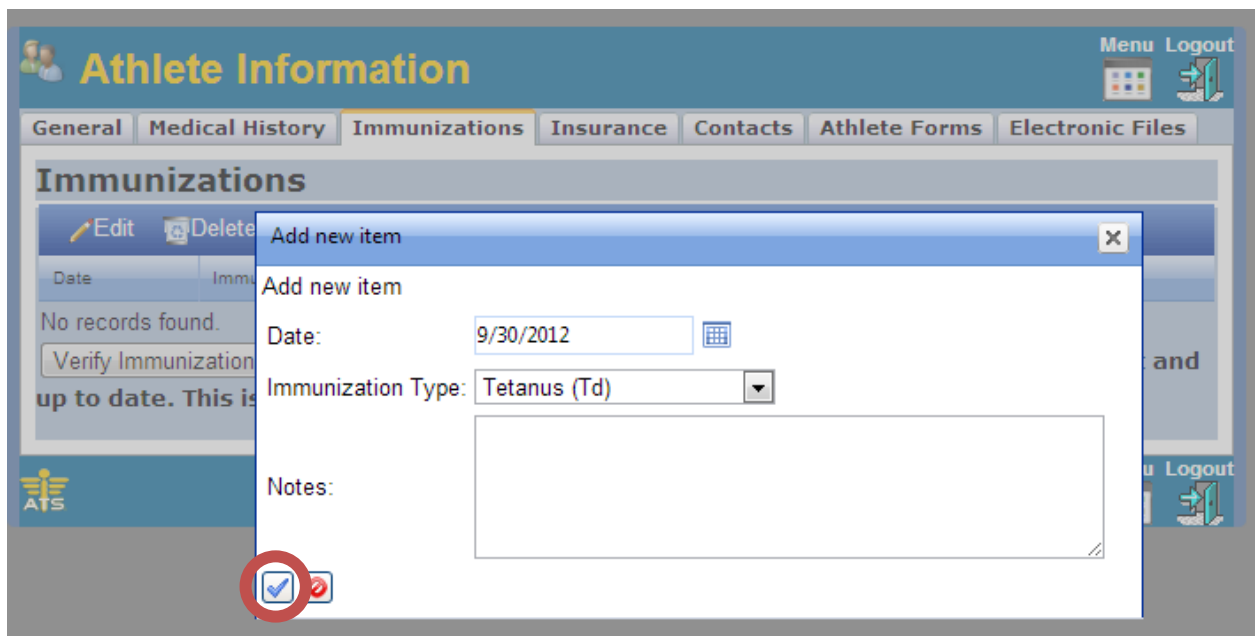
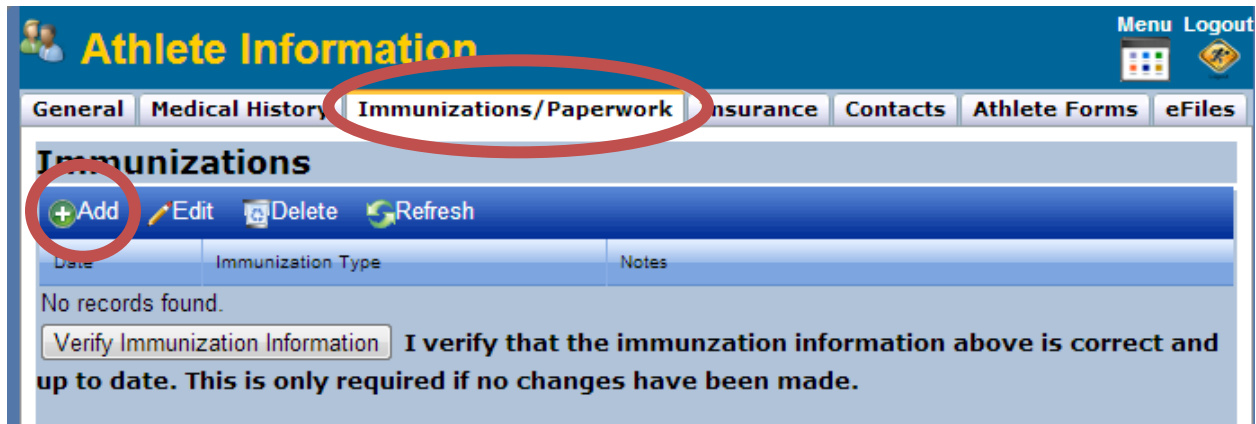
The screenshot shows the 'Athlete Information' form with the 'Medical History' tab selected. The 'Surgeries' section has a table with columns: Surgery Date, Therap Completed, Body Part, Doctor, Hospital & City, and Procedure & Notes. The '+Add' button is circled in red. Below the table, it says 'No records found.'

The screenshot shows the 'Athlete Information' form with the 'Medical History' tab selected. The 'Surgeries' section has a table with columns: Surgery Date, Therap Completed, Body Part, Doctor, Hospital & City, and Procedure & Notes. The '+Add' button is circled in red. A pop-up form titled 'Add new item' is displayed, with fields for Surgery Date, Therap Completed, Body Part, Doctor, Hospital & City, and Procedure & Notes. A red box on the right contains instructions: 'Enter the surgery date. If you have completed rehab for that surgery, enter the date it was completed, otherwise leave blank.', 'Enter the Body Part', 'Who performed the surgery?', 'Where was the surgery done?', 'What was done? Wisdom teeth removal, ACL reconstruction, etc.? Please be as detailed as you can.', and 'Click the check mark when finished.'

6. Next, below the surgeries, answer the **Medical Questions**. If you answer “YES” to any questions, please explain in the box provided.

7. If you have any other important medical information we need to know about, please tell us in the **Other Medical Notes** section.
8. Next we will enter your immunizations, click on the **Immunizations/Paperwork** tab at the top. Then, click "+Add" to add an immunization and date. The following immunizations must be recorded, please list the most recent date of shot. For immunizations that require multiple doses, please select the imm/dose # under type and record dates for all required doses.

Tetanus (Td or Tdap), Polio, Measles, Mumps, Rubella, Hepatitis B
Other immunizations are optional and may be recorded if you wish.



9. After you have entered the immunization, click on the check mark to save your information. **Repeat steps 8 and 9 until all immunizations have been entered.**

10. Next we will enter your insurance information. Click on the **Insurance** tab at the top. Then, click “+Add” to add an insurance policy.

The screenshot shows the 'Athlete Information' portal with the 'Insurance' tab selected. The 'Add' button is circled in red. A red box labeled 'B' points to the 'Add a New Insurance Company' button. The page also includes a 'Verify Insurance Information' section and a footer with database and copyright information.

If your insurance company is in the list (A), proceed to Step 11.




If you are not able to find your insurance company in the list (A), close the popup window. Then click “Add a New Insurance Company” (B) to add your company to the list. Then go back and click “+Add”. Your insurance company should now be in the dropdown box.

The screenshot shows the 'Add Insurance Information' popup window. The 'Company' field is circled in red and labeled 'A'. The window also includes fields for 'Ins. Type' and a close button (X) in the top right corner.

11. Fill in your insurance information. Please try to fill all of the blanks as described on the next page. Blanks with an ★ are required. We require copies of the insurance cards front and back for all policies, in this step, there is the opportunity to upload images directly to your account (if you don't do this, we still need a copy on file). Click the check box at the end to save your information.

Repeat steps 10-11 for **ALL** insurance policies (primary, secondary, dental, vision, etc)



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Select

Select

Select

If you are on your own policy, choose **SELF**

Or together

Primary Policy =1
Secondary Policy=2

12. Next you will enter your emergency contact information. Click on the **Contacts** tab. Then click “+Add” to add a new emergency contact.



Athlete Information Menu Logout

General Medical History Immunizations Insurance **Contacts** Athlete Forms Electronic Files

Emergency Contacts

Emergency Contacts: **+Add** Edit Delete Refresh

Contact Order	Contact Name / Relationship / Email / Employment	Phone #s	Notes
No records found.			

I verify that the emergency contact information above is correct and up to date. This is only required if no changes have been made.

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13. Enter the Emergency Contact Information. Please try to fill all of the blanks. Repeat steps 12-13 to add additional contacts. **At least two contacts are required** but you can put as many as you would like.



Athlete Information Menu Logout

General Medical History Immunizations Insurance **Contacts** Athlete Forms Electronic Files

Emergency Contacts

Emergency Contact: **Add new item**

Contact Order	Contact Name
No records found.	

correct and up to date

Add new item

Name:

Contact Order: This is the order in which we will contact your contacts. Enter a number (1, 2, 3).

Relationship:

Primary Phone:

Cell:

Work Phone:

Email:

Employed: ☐

Employer Name:

Notes:

☐ ☐

Please put the Emergency Contact's address here.

14. Next, there are some Athlete Forms you need to fill out. Click the **Athlete Forms** tab on the top. Then click the box for “Form Name”. There will be a few forms that you can choose from. Click the form name you wish to work on and then click “New”. The form will then be shown below. Complete the form and then click “Save”. This form has now been completed and is saved to your profile. Repeat this step for all forms listed on the checklist.


The screenshot shows the 'Athlete Information' web application. The top navigation bar includes 'Menu' and 'Logout'. Below it, a series of tabs are visible: 'General', 'Medical History', 'Immunizations/Paperwork', 'Insurance', 'Contacts', 'Athlete Forms', and 'eFiles'. The 'Athlete Forms' tab is highlighted with a red circle. The main content area is titled 'Athlete Forms' and contains a button 'Show Submitted Forms'. Below this, instructions state: 'Please choose a form name and click New to start a new form. Choose a form name and a date to view that existing form. Read all questions and click Yes/No, enter a range value or enter an explanation to those that apply.' A red asterisk indicates '* Items required to be filled out.' There are two input fields: 'Form Name:' and 'Date:'. The 'Form Name' field has a dropdown arrow highlighted with a red circle. To the right of these fields are buttons for 'New', 'Save', and 'Print/View'. At the bottom left, there are buttons for 'Save' and 'Print/View'.

15. Next there are some Electronic Files for you to download. Click the **eFiles** tab on the top. There will be a list of several documents we have uploaded for you. To view them, click the icon in the View column. You now have the option to save or print the PDF file. Refer to your checklist for the forms that need to be filled out and returned.

The screenshot shows the 'Athlete Information' web application with the 'eFiles' tab highlighted by a red circle. The main content area is titled 'Electronic Files' and includes instructions: 'Click the Download button for the file you wish to view.' and 'Electronic Files provided by the athletic training staff.' Below this is a table with four columns: 'Type', 'Description', 'Instructions', and 'View'.

Type	Description	Instructions	View
Liability Waiver	2013-14 Liability Waiver PDF	Please read and sign the waiver. If the student-athlete is under 18, a parent or legal guardian also needs to sign this waiver. This form needs to be submitted each year.	

16. At the bottom of this page there is an area for uploads. You can return these eFiles and any other documents by uploading them here after they have been completed. After you upload them, they will remain in the portal at the bottom of this page.





 **Athlete Information** Menu Logout

General Medical History Immunizations/Paperwork Insurance Contacts Athlete Forms **eFiles**

Electronic Files

Click the Download button for the file you wish to view.

Electronic Files provided by the athletic training staff.


Type	Description	Instructions	View
Liability Waiver	2013-14 Liability Waiver PDF	Please read and sign the waiver. If the student-athlete is under 18, a parent or legal guardian also needs to sign this waiver. This form needs to be submitted each year.	
Authorization for Disclosure	2013-14 Authorization for Disclosure PDF	Please read and sign the authorization. If the student-athlete is under 18, a parent or legal guardian also needs to sign. This form needs to be submitted each year.	
Conditions of Participation (Insurance Waiver)	2013-14 Conditions of Participation PDF	Please read and sign the waiver. The policyholder on the student-athlete's insurance must sign this form. This form needs to be submitted each year or when an insurance policy change takes place.	
Banned Substance Exception	Banned Substance Exception Attachment PDF	This form is for your review and education. If you are taking any banned substances, please follow the directions and submit the proper documentation.	

Electronic Files uploaded by the athlete.

Upload an Electronic Document:

Description:

File: No file chosen

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17. Next, you can check your paperwork status at any time. Go to the **Immunizations/Paperwork** tab. Below the immunizations is an area that will show your “paperwork” that has been turned in and reviewed by staff. Use the arrows at the bottom to scroll through the different pages of paperwork. Your paperwork status will be updated after the Athletic Training Staff has had time to review your paperwork. Read the comments, this will provide you with information regarding missing or incomplete documents.

The screenshot displays the 'Athlete Information' portal. The 'Immunizations/Paperwork' tab is selected and circled in red. Below the tab, the 'Immunizations' section shows 'No records found.' and a 'Verify Immunization Information' button. The 'Paperwork' section contains a table with columns for 'Paperwork', 'Submitted', and 'Comment'. The table lists five items: 'Athlete Medical Access (Form)', 'Authorization for Disclosure (e-File)', 'Conditions of Participation Waiver', 'Insurance Card Copy', and 'Liability Waiver (e-File)'. Each item has a checkbox in the 'Submitted' column. A red circle highlights the 'Change Page' navigation controls at the bottom of the table, which include arrows for navigating between pages. A tooltip 'Drag to group or reorder' is visible over the table header. The footer of the portal includes the ATS logo, database information, and version details.

Paperwork	Submitted	Comment
Athlete Medical Access (Form)	<input type="checkbox"/>	
Authorization for Disclosure (e-File)	<input type="checkbox"/>	
Conditions of Participation Waiver	<input type="checkbox"/>	
Insurance Card Copy	<input type="checkbox"/>	
Liability Waiver (e-File)	<input type="checkbox"/>	

Change Page: [Navigation Arrows] Page 1 of 3, items 1 to 5 of 15.

18. You have now completed the initial set-up. Just double check to make sure all your information is correct, then you can return to the main **Menu** and explore of features of the Athlete Portal. When you are through, make sure you **Log Out**. You can return to this portal at any time to make changes to your information, upload new documents, check your paperwork status, request and appointment, or report and injury.