

## Instructions for Creating Your Athlete Profile

1. Log onto <http://stmichael2.atsusers.com> (\*\*Do NOT put www\*\*)
2. Enter "New" as your athlete ID and "New" as your password (See figure below)

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Athletic Trainer System ® Web Portal Login

Athlete ID:

Password:

Database:

Login

[Forgot your Password?](#)

**Forgot your Password?**

Please enter your Athlete ID, Email Address and Database, if not entered above, and click Submit.

Athlete ID:

Email:

Database:

Please contact your medical staff if you do not know all the information above to request your password.

4. The Database should read "atsStMichael"
5. **\*\*You must hit SAVE on EVERY tab prior to moving on or your information will NOT be recorded.\*\*** (Make sure you are prompted that your information was saved BEFORE clicking on another tab.)
6. Fill in the **General History** Information
  - a. Please be thorough
  - b. Include ALL teams of which you are a member
  - c. Include your TEXT ADDRESS
    - i. Click on [Cell Phone Carrier Domain Info](#) to get layout for number
7. You will create a User Name and Password. Use a username and password you will remember, and write down your new ID and password (you will need it to sign into the athletic training room)

8. Fill out the following 5 tabs of information under your account
  - a. **Medical History** – General Medical Q's of importance
  - b. **Immunizations** – Shot record. I need these inputted NOT just on file in the office. Include ALL shots; **\*\*Shot year MUST be in #### format; do not abbreviate to 2 digits\*\***
  - c. **Insurance** – You DO NOT have to input the SSN of the policy holder if you do not wish to. This information is for referral purposes only.
  - d. **Emergency Contacts** – List as many people as you can to be contacted in case of an emergency and we are unable to locate parents, etc.
  - e. **Athlete Forms** -complete the following:
    - i. Click in the top blank white box and select Pre-Participation form
    - ii. Wait for the bottom box to say "Select Date"
    - iii. Click New
    - iv. Wait for the form to come up and fill in the information
    - v. Hit save and wait for the prompt box to inform you the data has been saved before proceeding.

Thank you for your time. You have just created your profile that will be used by the Sports Medicine Department to track your injuries, schedule your appointments and set your rehabilitation protocols. We will be using this software from now on, so if you have any questions or problems, please do not hesitate to ask. All information shall remain confidential (security information is available on the ATS website) and used only for official school use in treating your injuries. The athletic trainer, athletic director and school principal are the only parties who will have access to your information; no student will have access to, or use any of your information.

You will need your athlete ID and password EVERY time you come to the Athletic Training Room, so please commit them to memory. We will be implementing the use of your student ID in the future, and information will be available on that step soon.

Please log into your account to update any information as it becomes available. Also, you will be able to make appointments, see your rehabilitation schedule, etc. from your home screen when you log in. Please become familiar with this home screen and its navigation.

Thank you again for your time and attention in moving our Sports Medicine Department, and injury tracking forward.

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