**ATS PIAA 7 Recertification Form Instructions**

**Go to: umasd2.atsusers.com**

**Login**

* Athlete ID: The one you created
* Password: The one you created
* Database: **ATSumasd**
	+ A reminder email is sent to, the email address listed in your account, prior to each season with your Athlete ID and Password
	+ If you didn’t receive the email, please check the email account associated with the ATS account.

**Click *Athlete Information***

* Go to **General Information Tab**
* If the sport you are trying out for is not listed as one of your teams, please add it now.
* Review/update information as needed.
* Repeat for Insurance Tab and Contact Tab
* Click Save Athlete Information if changes were made or Verify Athlete Information for no changes

**\* Go to the Forms Tab**

Select *PIAA 7* (recertification form) from the drop down box

* Click *new*
* Fill out form (both pages)
* Student signs name – click *sign*
* Student types name in box
* Parent/Guardian signs name – click *sign*
* Parent/Guardian types name in box
* **CLICK *SAVE***
* A confirmation email will be sent upon completion**.**

**\*\*If a question is not filled out entirely or yes/no weren’t clicked, a pop-up message will appear and tell you what needs to be completed. Please complete required information and click save again\*\***

**Email the Athletic Trainers; Kristen Gaucker (****kgaucker@umasd.org****) and Marissa Deighan (****mdeighan@umasd.org****) with any problems you are experiencing**