**ATS PIAA Electronic Physicals- RETURNING USERS**

**PIAA forms 1-5 and physical need to be completed each school year, after June 1st**

**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

**CLICK FORMS TAB**

* **New PIAA forms need to be completed each school year!**
  + Drop down box – PIAA form 1
    - Click new
      * Fill out all questions – **SIGN AND SAVE** when completed
  + Repeat for PIAA forms 2-4 – remember to **SIGN AND SAVE**
  + PIAA Form 5 (Health History)
    - Answer all questions
    - Make sure all **3 pages** are completed (to change page, click page 2 & page 3 at the bottom)
    - **SIGN AND SAVE**
    - **A confirmation email will be sent for each PIAA form (1-5) upon its 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.\*\*\*

**EFILES TAB**: view and print blank physical form to take to athlete’s physician for them to fill out/date/sign

To upload Section 6 completed (signed and dated) by an Authorized Medical Examiner

* Scan and save document to home computer OR take a picture with smart phone (file size must be less than 1MB)
  + Go to **EFiles** tab
    - Click document type – select “Physical signed”
      * Make sure physical is signed and dated by physician
    - Chose File
      * Upload

\*\*Contact the Athletic Trainers Kristen Gaucker ([kgaucker@umasd.org](mailto:kgaucker@umasd.org)) and Marissa Deighan ([mdeighan@umasd.org](mailto:mdeighan@umasd.org)) with any issues you are experiencing\*\*