**ATS PIAA Electronic Physicals- NEW USERS**

 In order for an athlete to participate in in-season practices/scrimmages/games all paperwork needs to be filled out electronically in ATS. Paperwork includes: athlete information (general, insurance and emergency contact info), PIAA Forms 1-5, and a signed/uploaded PIAA physical from June 1st or later of this year.

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

**Login:**

* Athlete ID: new
* Password: new
* Database: ATSumasd

Begin filling out all information required in **YELLOW**

**General tab:**

* When selecting a team, make sure you select all sports that the athlete plans to participate in (fall, winter, and spring)
* Athlete ID: this is where you create your own athlete ID (suggestion: child’s first initial and last name, ex: kgaucker)
* Password: this is where you create your own password
* Preferred Hospital: please choose one of the following: Bryn Mawr, CHOP, Einstein, Paoli,

**Insurance tab**: fill out required fields in **YELLOW**, if the athlete does not have insurance please select the box at the top of the page (NO PRIMARY INSURANCE)

**Contact tab:** fill out required fields in **YELLOW**

**\*\*CLICK “SAVE ATHLETE’S INFORMATION\*\***

After the information is saved, a **FORMS TAB** will appear in the toolbar.

* **CLICK FORMS TAB**
	+ 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 after each form is submitted properly (5 separate emails will be sent.**

\*\*\*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 7 completed (signed and dated, after June 1st of this year) 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) and Marissa Deighan (mdeighhan@umasd.org ) with any issues you are experiencing\*\*