

Instructions for the ATS Athlete Portal

Getting Started:

1. Using Internet Explorer or Safari, go to redbankcatholic2.atsusers.com
-Be sure not to enter "www." OR Http://:"

***Please Note: This system supports other browsers, but it is recommended by the company that Internet Explorer or Safari be used. If Internet Explorer or Safari do not work for you, please use another browser.**

2. Log in using the following information:

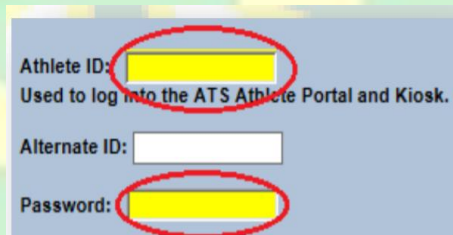
Athlete ID: new

Password: new

Database: atsredbankcatholic

3. Once you are logged in, click the icon Athlete Information and begin filling out the General Tab information

- All of the highlighted yellow sections are **required**
- **If you are an incoming freshman, please select "INCOMING FRESHMAN" as the "Year".**
- Social Security Numbers **ARE NOT REQUIRED.**
- Select your team. You may select more than one if you are a multi-sport athlete at RBC.
- **Create your own Athlete ID and password in the following sections:**

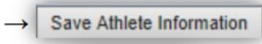


Athlete ID:

Used to log into the ATS Athlete Portal and Kiosk.

Alternate ID:

Password:

- Please keep track of your Athlete ID and Password as you will need it for each season to update ATS Student Portal information.
- When you are finished filling out the page, click "Save Athlete Information" on the bottom left hand corner of the screen. → 
- Then click the "Insurance" tab

Insurance Tab

1. Begin by clicking + Add
2. Select your insurance company
3. If you do not see your insurance company listed, click Add New Insurance Company to add the name of your insurance company
- Click Save Company and Close
4. Select your insurance type
5. Enter your payor# (1=Primary)
6. Enter ID Number
-Social Security Numbers **ARE NOT REQUIRED**
7. Save insurance information by clicking the small blue check mark on the bottom left hand corner of the screen
8. When you are finished filling out your insurance information, click the “**Contacts**” tab

Contacts Tab

1. Begin by clicking the +Add
2. You must list at least one parent/guardian of the student as one of the emergency contacts.
3. Then click the “**Forms**” tab

Athlete Forms Tab

1. These forms are **REQUIRED for EACH season** an athlete wishes to participate in.
2. There are 9 forms that you must read, sign, date and/or fill out.
 - Athletic Participation and Consent Form
 - Health History Update Questionnaire
 - Private Transportation Form
 - NJSIAA Steroid Testing Consent Form
 - Concussion Parent/Guardian Acknowledgement Form
 - RBC Concussion Management Policy
 - Sudden Cardiac Death in Young Athletes
 - Sport Related Eye Injuries Info Sheet
 - Opioid Use and Misuse Educational Fact Sheet
3. Use the drop down menu to select a form. Then Click **New**
 - **Make sure to click “save”** on the bottom left before you move on to the next form

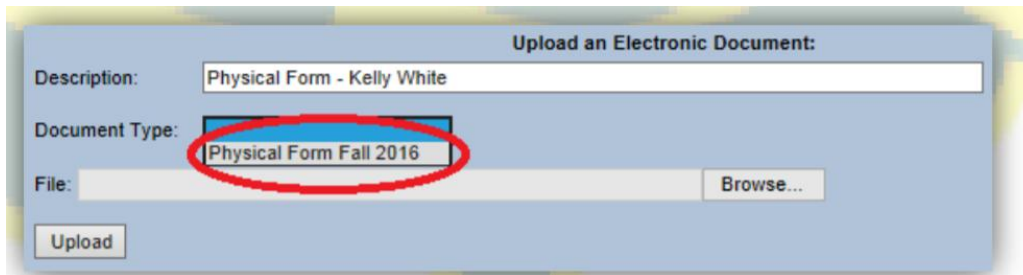
- The RBC Concussion Management Policy, Sudden Cardiac Death in Young Athletes, Sport Related Eye Injuries Info Sheet and Opioid Use and Misuse Educational Fact Sheet forms all include a hyperlink to each form.
 - Read the forms and sign below each of them.
4. You must fill in all the required fields, sign, and date or they will not be accepted.
 5. To sign them, Hold the left mouse button and move the mouse over the **Athlete/Student Signature Box.**
 - Ensure that the signature is accepted. The system will not accept signatures that resemble “wavy” lines.
 6. Then type your name into **Signed By Box** and Click **Sign**
 7. When you are finished Click **Save**
 8. Then click on the **“eFiles”** tab

e-Files Tab

Note: If you do not have a scanner for the following section, please do not take a picture of the document. Contact the RBC Athletic Office for further assistance. *Legible scans from scanning apps are accepted.*

1. If you **do not** have a current Physical Form (365 days) on file, you must print the **Pre-Participation Physical Form** by clicking on the **View** button on the right side of the listed form.
 - This form is required if your physical has expired or you are trying out for a sport for the first time.
 - This form is to be filled out by your doctor at the time of your physical.
 - **All four pages are required.**
2. If you have any additional cardiac clearances or medication orders, they may be included with the Physical Forms
3. Once completed, please scan and upload it back to your student portal and label it “Physical FormFirst Last Name” ex: “Physical Form – Kelly White”.
4. Please make sure that forms are LEGIBLE when scanned. If they are not legible when they are reviewed, they will be returned.

5. Select the document type from the drop down menu.



The screenshot shows a web form titled "Upload an Electronic Document:". It has the following fields and buttons:

- Description:** A text input field containing "Physical Form - Kelly White".
- Document Type:** A dropdown menu with "Physical Form Fall 2016" selected. This field is circled in red.
- File:** A text input field with a "Browse..." button to its right.
- Upload:** A button at the bottom left of the form.

*It is highly recommended that the detailed Instructional Video located on the RBC website under Quick Links and Athlete Forms be used in conjunction with these instructions to further explain this process step by step.

*Please direct all questions to the athletic trainer, Lauren Barry, MA, ATC, via email at barryl@redbankcatholic.com