

### GFPS High School Student Athlete Pre-Participation paperwork process 2024-25.

- Parents and athletes, we have a new electronic medical record system, Athletic Trainer System. This will allow for proper documentation and secure storage of athlete medical information and injuries. As with all new systems, we will be working through the install process, and asking for patience on all fronts.
- **With a new system, we will need a parent/guardian of all athletes to register in the system, and then create accounts for your son or daughters from within the Family Communications Center.** From there you can complete their electronic paperwork process, as well as upload this year's physical.
- **To get started copy and paste to a web browser the following link: (recommend to do this on a desktop or laptop computer) [gfpsathletics.atsusers.com/familycom](https://gfpsathletics.atsusers.com/familycom)**
  - Login ID: NEW
  - Password: NEW
- Create your account, filling in the basic information. **If you want to be able to receive txt messages from athletic trainers and/or coaches, please add a text address (cell phone number plus carrier domain info) Click on cell phone carrier domain info inside the system to locate your carriers domain info.** This is not required.
- **Add student athlete.** Create a student profile, filling in all required information in yellow. Be sure to add them to all sports they are planning to play this year.
- **Health information:** Please provide all important health alerts, coaches and athletic trainers will have access to these during the season. If you do not have any alerts, allergies, or current medications, please put NA in the boxes as they are required fields.
- **Athletes text message #:** **Strongly recommend** this for our athletes so coaches and athletic trainers can send team related messages to them. If they don't have a cell phone or you don't know how to set it up, you can leave it blank. **This is the cell phone number plus carrier domain info. For example, Verizon carrier is [4062222222@vtext.com](mailto:4062222222@vtext.com). For all other carriers click on cell phone carrier domain info inside the system to locate your carriers domain info.**
- **Athlete ID:** Please use something they will remember to sign in for treatment and to access the student portal in the future. (Student ID number, nick name, etc.) **Password expectations are tricky, think outside of sports items, names, etc.**
- **Insurance.** We don't ask for much, but if your son or daughter is injured on the road, this is helpful information to have. If you don't see your company in the pick list, click add new insurance. If you don't have insurance or don't care to provide the information click no primary insurance.
- **Physicals and Concussion Information:** Click on the **E-files** tab next. Physicals can be scanned and uploaded here. **You may provide a hard copy physical to your coach or athletic trainer as well. If you already turned in a physical this summer, you do not need to upload it.** You and your athlete will need to review the MHSa concussion information from this tab as well, this is a requirement that you will sign off on. **Once you are done, head back to the FORMS tab.**
- **Required Forms:** On the tabs at the top click on **FORMS.** **All forms under the FORMS NAME pick down list are required to be signed. There are further instructions on the bottom of the forms page.**
- **If adding more than one student:** Be sure to save and close out the current student and then click to add a new student.
- **Student Athlete Portal:** As the parent you will be able to access your student through the family center link you just used. You can report injuries, upload doctors notes, schedule appointments outside of open hours, etc. If your student would like to login to their account directly they can use the following link, with their user name and password you created: [gfpsathletics.atsusers.com/athleteportal](https://gfpsathletics.atsusers.com/athleteportal)
- **CMR Athletes ONLY:** Remember all Freshman, new athletes, and Juniors need to complete your SWAY test before Aug 15<sup>th</sup>. Download SWAY Medical App and use the following codes: Freshman (new athlete) Code: N6YGY Juniors E3BSF
- **GFH Athletes:** Work with Judi Rowe and coaches to complete your SWAY testing.

For all questions please contact Randy Logan at [rlogan@alluvionhealth.org](mailto:rlogan@alluvionhealth.org)

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