

### **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.
- **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: [gfpsathletics.atsusers.com/familycom](https://gfpsathletics.atsusers.com/familycom)**
  - Login ID: NEW
  - Password: NEW
- Create your account, filling in the basic information.
- **Add student athlete.** When you get to the end of your profile, you will be prompted to add student. Be sure to fill in all the required yellow fields, and add them to all sports they plan to play.
- **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. **This is the cell phone number plus carrier domain info. For example, Verizon carrier is [406222222@vtext.com](mailto:406222222@vtext.com). For all other carriers click on cell phone carrier domain info inside the system to locate your carriers domain info. This is optional.**
- **Athlete ID:** Put in your student's school identification number here.
- **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. Physicals can be scanned and uploaded here, if taken a picture please crop out background, and make sure it is legible. **While on this tab You and your athlete will need to review the MHSA concussion information, this is a requirement that you will sign off on. Once you are done, head to the FORMS tab.**
- **Required Forms:** On the tabs at the top click on **FORMS**. **All forms under the FORM NAME pick down list are required to be signed. Read the instructions provided on the site.**
- **If adding more than one student: Was sent to nurse today with concussion-like symptoms. Will monitor and treat accordingly.** Once done with the first student (be sure to hit save), look back up at the top of your web browsers and click back to the window with your parent account. When you select athlete information you will see a button to add another 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 student ID 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 Download SWAY Medical App and use the following codes: Freshman (new athlete) Code: N6YGY Juniors E3BSF