

### **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.  
**When working through this process, it is important to not let the site time out, you will get a warning before this happens, be sure to click to extend your time!**
- **One parent/guardian of all athletes will need 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: [gfspathletics.atsusers.com/familycom](https://gfspathletics.atsusers.com/familycom)**
  - Login ID: NEW
  - Password: NEW
- **Create your account.** By completing the basic information about yourself (parent or guardian) and **creating a username and password (write this down for future use).**
- **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 at CMR.**
- **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 students 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. This is an optional field, but its helpful.****
- **Athlete ID:** Provide your student's school identification number here.
- **Insurance.** 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. Adding a photo of your insurance card is optional.
- **Physicals and Concussion Information:** Click on the **E-files** tab. Physicals can be scanned and uploaded here.  
**If taking a picture of the physical with your phone, 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:** Complete all of your first students' information (hit save when done), and sign all required forms. Once completed, look back up at the top of your web browser and click on the open window with your parent account. You may have to sign back in, or refresh, then select athlete information and under the name of your first student you will see a button to add another 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: [gfspathletics.atsusers.com/athleteportal](https://gfspathletics.atsusers.com/athleteportal)
- **SWAY TESTING!!** Remember all Freshman, new athletes, and Juniors need to complete the SWAY baseline test. Download SWAY Medical App and use the following codes: Freshman (new athletes) Code: N6YGY Juniors E3BSF

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