

UC Davis Sports Clubs Athletic Trainer System (ATS): Creating an Account

1. Enter the following website using Google Chrome, Safari, or Firefox as your internet browser: ucdavis2.atsusers.com
 • DO NOT SEARCH FOR THIS WEB ADDRESS. INPUT DIRECTLY INTO THE ADDRESS BAR

2. Create an ATS account: Use “new” as your Student ID and “new” as your password, then click the “Login” button.

Athletic ID: new

Password: new

Click on “Login”

The screenshot shows the login interface for the UC Davis Athletic Trainer System (ATS). The page title is "Athletic Trainer System ® Athlete Portal Login". The UC Davis logo is displayed at the top center. Below the logo is a row of five small images showing athletes and trainers. The login form includes the following fields and elements:

- Athlete ID:** A text input field containing "new".
- Password:** A password input field with three dots indicating the password is hidden.
- Database:** A dropdown menu with "atsucdavis" selected.
- Forgot your Password?** and **Forgot your Athlete ID?** links.
- Login** button: A blue button with the text "Login".

Annotations on the screenshot include:

- A red box containing the text "Athlete ID: new" and "Password: new" with arrows pointing to the respective input fields.
- A red box containing the text "Press Login" with an arrow pointing to the "Login" button.
- The "Athlete ID" and "Password" fields are circled in black.
- The "Login" button is also circled in black.

At the bottom of the page, there is a red text box that reads: "If you have ANY questions or problems you need to contact your sports medicine staff at your school." Below this text is another row of five small images showing athletes and trainers. The footer contains the text: "atsucdavisATS Athlete Portal Version 2.0.0.0 Copyright © 2017, Keffer Development Services, LLC".

General Tab: All yellow fields are required, but fill in as much information as possible.

*****Athlete ID is your Student ID Number/Aggie Card Number*****

*****Athlete ID and Password in the General Tab is YOUR Login information*****

Athlete Information - UC DAVIS USA/CA/DAVIS

Menu Logout

General | Medical History | Immunizations/Paperwork | Insurance | Contacts | Forms | eFiles

Yellow fields Items are required to be filled out.

Name
 (First) (MI) (Last)

Gender
 Phone Cell

DOB
 Format must be mm/dd/yyyy

Email
 SSN #

Text Address
 (1234567890@domain.com) Cell Phone Carrier Domain Info

Twitter Tag

Address

City
 State/Province

Zip Code
 Country

Additional Address

City
 State/Province

Zip Code
 Country

Athlete ID
 Upload Athlete Photo

Used to log into the ATS Athlete Portal and Kiosk.

Alternate ID

Password

Year

Blood Type

Driver #

Passport #

Race

Marital

Preferred Hospital Information

Family Physician Information

Medical Alerts (Size limit 200)

No PHOTO AVAILABLE

(Suggested Size: 160x200 and < 1MB)
 Browse...

Once all yellow fields are completed, click on the “Save Athlete Information” button at the bottom. This will save your information and grant you access to the Paperwork, Insurance, Contacts, Forms, and e-Files tabs.

Immunizations/Paperwork Tab: The paperwork tab keeps track of what paperwork has been completed. You do NOT have to do anything in this tab.

Insurance Tab: Click on the “Add” button to add an insurance policy.

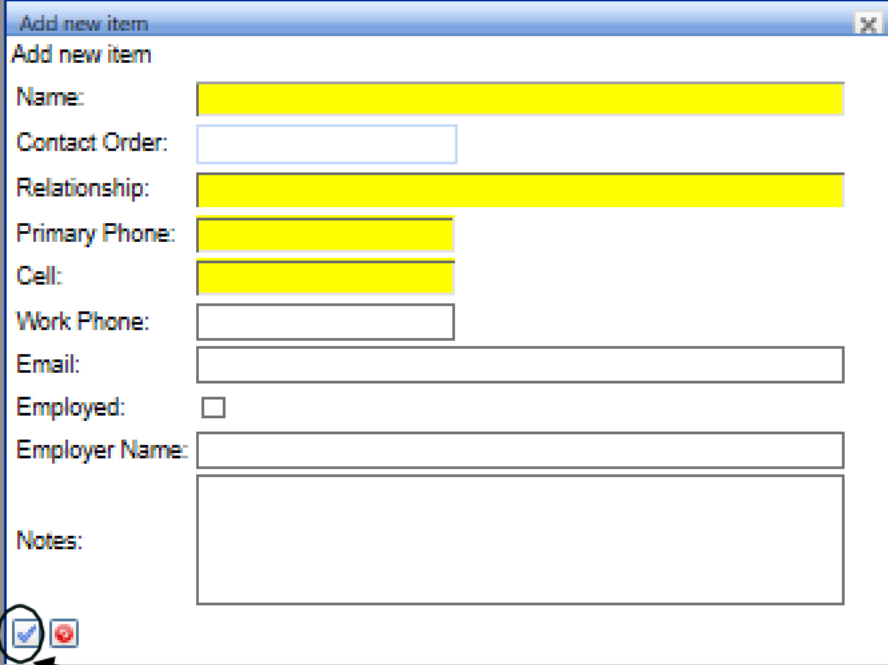
The screenshot shows the 'Athlete Information - UC DAVIS USA/CA/DAVIS' web application. At the top, there are navigation tabs: General, Medical History, Immunizations/Paperwork, **Insurance**, Contacts, Forms, and eFiles. The 'Insurance' tab is highlighted with a red box and labeled 'Insurance Tab'. Below the tabs, there are buttons for '+ Add', Edit, Delete, and Refresh. The '+ Add' button is circled in black, with an arrow pointing to a red box containing the text 'Use the “Add” button to add an insurance policy.' Below the buttons, there is a section for 'Payor# (1 = Primary)' and 'Plan Info & Physician (PCP)'. A message states 'No records found.' Below this, there are instructions: 'Add a New Insurance Company' and 'If you are not able to find your insurance company in the list, close the popup window. Then click the button above to add your company to the list.' There is also a 'Verify Insurance Information' button with the text 'I verify that the insurance information above is correct and up to date. This is only required if no changes have been made.' At the bottom, there is a footer with the text 'Database: atsucdavis | ATS Athlete Portal Version 2.0.0.0 Copyright © 2017, Keffer Development Services, LLC' and 'Menu Logout'.

Once you click “Add”, the following screen will pop up. All yellow fields are required but fill out as much information as possible.

The screenshot shows the 'Insurance - LOS RIOS COMMUNITY COLLEGE DISTRICT' web application. The form is titled 'Add a New Insurance Company' and includes the instruction: 'If you are not able to find your insurance company in the company list below, then click the “Add a New Insurance Company” button.' The form is divided into two main sections: 'Payor #' and 'Policy Holder Information'. The 'Payor #' section includes fields for Company, Ins Type, Plan Name, Plan Type, Copay, ID #, Group #, Policy Start, Policy End, and Deductible. The 'Policy Holder Information' section includes fields for Name (First, MI, Last), DOB, Gender, Street, C/S/Z, Phone, SS#, Athlete's Relationship to Insured, Signature On File, Employer Name, Email, Address, PCP Name, and PCP Phone. There is an 'Upload Card Images' section with three 'Browse...' buttons for Card Front, Card Back, and Card Front/Back. A red box highlights the 'Save' button at the bottom left, with an arrow pointing to a red box containing the text 'Save information.' Another red box highlights the 'Upload Card Images' section, with an arrow pointing to a red box containing the text 'Upload a picture of the front and back of your insurance card. Make sure you reduce the resolution of your camera so that each picture is 1 mb or smaller!' At the bottom, there is a footer with the text 'Database: atsucdavis | ATS Athlete Portal Version 2.0.0.0 Copyright © 2017, Keffer Development Services, LLC' and 'Menu Logout'.

Contacts Tab: Use the “Add” button to add a new emergency contact. ****Two contacts is highly recommended****

Once you click the “Add” button, the following screen will pop up:




The screenshot shows a window titled "Add new item" with a close button in the top right corner. The form contains the following fields and controls:

- Name: [Yellow highlighted text box]
- Contact Order: [Empty text box]
- Relationship: [Yellow highlighted text box]
- Primary Phone: [Yellow highlighted text box]
- Cell: [Yellow highlighted text box]
- Work Phone: [Empty text box]
- Email: [Empty text box]
- Employed:
- Employer Name: [Empty text box]
- Notes: [Empty text area]

At the bottom left of the form, there are two buttons: a blue button with a white checkmark and a red button with a white 'X'. A red box highlights the blue checkmark button, with an arrow pointing to it from a text box below.

Save information

Yellow fields are required but fill in as much information as possible. When complete click on the “” button to save your information.

Forms Tab: Select “Pre Participation” in the Form Name drop down box. Then Click “New”.

1. Forms Tab

2. Select Pre Participation

3. Select

Form Name: Pre Participation

Date: [NO entries found for form]

New Save Print/View

Question	Yes/No-Range	Ref
Personal History		
The following questions ask for information regarding your personal background		
What is your primary sport? *		1
Explain:		
Are you participating in other Sport Clubs (including competitively)? *	<input type="radio"/> Yes <input type="radio"/> No	2
Explain:		
What is your ethnic origin? *		3
Explain:		
Do you have any religious convictions that could affect your medical treatment? *	<input type="radio"/> Yes <input type="radio"/> No	4
Explain:		

The Pre Participation Form is MANDATORY! Please fill out to your best understanding.

*****Notice that not all questions are required. Only questions marked with a “*” are required to be filled out*****

Next select “Concussion Statement” in the Form Name drop down box. Then Click “New”. THIS FORM IS ALSO MANDATORY!

****You should have 2 forms completed under the Forms Tab****

Once these two forms have been completed, Click “Save Athlete Information” and “Verify Athlete Information” at the bottom of the page.

You may now logout from ATS.

**IF YOU HAVE ANY QUESTIONS PLEASE EMAIL YOUR ATHLETIC TRAINER:
slowe@ucdavis.edu**