<u>ATS Web Portal – Entering a New Athlete Copyright © by Keffer Development Services, LLC</u> Start your internet browser (Internet Explorer or Firefox are fine) Enter the address https://delran2.atsusers.com **DO NOT use www.** 

## SELECT ATS ATHLETE PORTAL

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ENTER "NEW" FOR ATHLETE ID, "NEW" FOR PASSWORD AND "ATSDELRAN FOR DATABASE.

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## CLICK ON THE "ATHLETE INFORMATION" ICON.



After registering you will be able use all the other icons. For example when you "Report Injury" Mr. Caplin receives an email with the information you enter and will make arrangements to see you during the school day.

**SELECT DHS FOR "ORGANIZATION".** Make sure to choose your team(s), enter you first name, last name, gender, birth date and email address. For "Athlete ID" enter your DHS ID. Create a password of at least 6 characters. You must complete all tan areas. If there are no "Medical Alerts" to declare "none".

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**ONCE YOU HAVE COMPLETED ENTERING YOU INFORMATION, CLICK THE "SAVE ATHLETE INFORMATION" BUTTON.** Keep your ID and password handy as you will need them for check-in a the Athletic Training Room, to make appointments, enter injury information and update information each competition season.

**AFTER SAVING YOU'LL SEE THIS SCREEN.** You must complete to following Tabs: Insurance, Contacts and Athletic Forms.

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**THERE ARE FIVE (5) SEPARATE FORMS** under Athletic Forms in the dropbox to complete. Select a form and click "New". You will be taken to the page requiring completion. After signing and typing your name you need to click "Sign" and "Save".



## THEN SCROLL TO THE TOP AND SELECT THE NEXT FORM FROM THE DROPBOX.

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