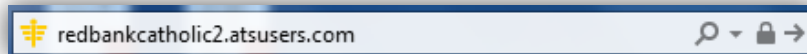


Instructions for the ATS Athlete Portal

To Get Started

1. Using **Internet Explorer or Safari**, go to redbankcatholic2.atsusers.com

- **Be sure not to enter "www." Or "Http://:"**
- **Example:**



***Please Note: This system supports other browsers, but it is recommended by the company that Internet Explorer or Safari be used. If Internet Explorer or Safari do not work for you, please use another browser.**

2. Log in using the following information:

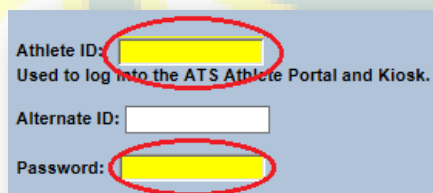
Athlete ID: new

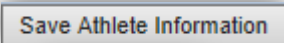
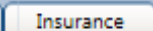
Password: new

Database: atsredbankcatholic

3. Once you are logged in, Click the icon Athlete Information and begin filling out the General Tab information.

- All of the highlighted yellow sections are **required**.
- **If you are an incoming freshman, please select "INCOMING FRESHMAN" as the "Year"**.
- Social Security Numbers **ARE NOT REQUIRED**.
- If you were assigned your Athlete ID and Password, verify that your demographic and medical information is correct.
- Select your team. You may select more than one if you are a multi-sport athlete at RBC.
- If you were assigned your Athlete ID and Password, the option to select your team will not be available. You will be added manually by the athletic office.
- Create your Athlete ID and password in the following sections:

A screenshot of a form titled "Athlete Information". It has three input fields: "Athlete ID:" with a yellow highlight and a red circle around it; "Alternate ID:" with a white highlight; and "Password:" with a yellow highlight and a red circle around it. Below the "Athlete ID:" field is the text "Used to log into the ATS Athlete Portal and Kiosk.".

- Please keep track of your Athlete ID and Password as you will need it for each season to update ATS Student Portal information.
- When you are finished filling out the page, click "Save Athlete Information" on the bottom left hand corner of the screen. → 
- Then click the "Insurance" tab → 

Insurance Tab



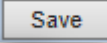
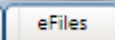
1. Begin by clicking on +Add →
2. Select your insurance company.
3. If you do not see your insurance company listed, click [Add New Insurance Company](#) to add the name of your insurance company
 - Click [Save Company](#) and [Close](#).
4. Select your insurance type.
5. Enter your payor# (1 = Primary)
6. Enter ID Number
 - Social Security Numbers **ARE NOT REQUIRED**.
7. Save insurance information by clicking the small blue check mark on the bottom left hand corner of the screen →
8. When you are finished filling out your insurance information, click the “Contacts” tab →

Contacts Tab

1. Begin by clicking on +Add →
2. You must list at least one parent/guardian of the student as one of the emergency contacts.
3. Fill in the required yellow sections.
 - Additional information may be entered if desired.
4. Click the small blue check mark on the bottom left of the box to save →
5. Repeat the above steps to add a second emergency contact. **TWO EMERGENCY CONTACTS ARE REQUIRED.**
 - More than two emergency contacts may be included if desired.
6. When you are finished click “Verify Emergency Contacts” →
7. Then click the “Forms” tab →

Athlete Forms Tab

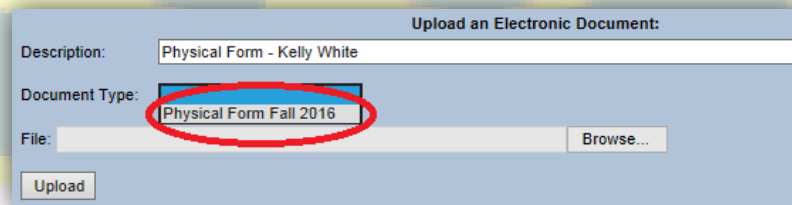
1. These forms are **REQUIRED for EACH season** an athlete wishes to participate in.
2. There are 9 forms that you must read, sign, date and/or fill out.
 - Athletic Participation and Consent Form
 - Health History Update Questionnaire
 - Private Transportation Form
 - NJSIAA Steroid Testing Consent Form
 - Concussion Parent/Guardian Acknowledgement Form
 - RBC Concussion Management Policy
 - Sudden Cardiac Death in Young Athletes
 - Sport Related Eye Injuries Info Sheet
 - Opioid Use and Misuse Educational Fact Sheet
3. Use the drop down menu to select a form. Then Click [New](#) →
 - **Make sure to click “save”** on the bottom left before you move on to the next form →
 - The RBC Concussion Management Policy, Sudden Cardiac Death in Young Athletes, Sport Related Eye Injuries Info Sheet and Opioid Use and Misuse Educational Fact Sheet forms all include a hyperlink to each form.
 - Read the forms and sign below each of them.
4. You must fill in all the required fields, sign, and date or they will not be accepted.

5. To sign them, Hold the left mouse button and move the mouse over the Athlete/Student Signature Box.
 - Ensure that the signature is accepted. The system will not accept signatures that resemble “wavy” lines.
6. Then Type your name into Signed By Box and Click Sign.
7. When you are finished Click Save → 
8. Then click on the “eFiles” tab → 

e-Files Tab

Note: If you do not have a scanner for the following section, please do not take a picture of the document. Contact the RBC Athletic Office for further assistance. Legible scans from scanning apps are accepted.

1. If you **do not** have a current Physical Form (365 days) on file, you must print the Pre-Participation Physical Form by clicking on the View button on the right side of the listed form.
 - This form is required if your physical has expired or you are trying out for a sport for the first time.
 - This form is to be filled out by your doctor at the time of your physical.
 - **All four pages are required.**
8. If you have any additional cardiac clearances or medication orders, they may be included with the Physical Forms.
9. Once completed, please scan and upload it back to your student portal and label it “Physical Form- First Last Name” ex: “Physical Form – Kelly White”.
10. Please make sure that forms are LEGIBLE when scanned. If they are not legible when they are reviewed, they will be returned.
11. Select the document type from the drop down menu.



Upload an Electronic Document

Description:

Document Type:

File:

*It is highly recommended that the detailed Instructional Video located on the RBC website under Quick Links and Athlete Forms be used in conjunction with these instructions to further explain this process step by step.

***Please direct all questions to the athletic trainer, Amanda Balarinni, MS, ATC, via email at balarinna@redbankcatholic.com.**