



RETURNING STUDENT-ATHLETE ATHLETIC PARTICIPATION CLEARANCE REQUIREMENTS

Welcome Back!

Each year you need to complete the ATS portal paperwork and update your insurance information. If you did not complete a physical prior to going home for summer you will need to provide your own physical (if you are unsure reach out to your athletic trainer). ALL requirements need to be completed and verified by Catawba College Sports Medicine Staff prior to participation in ANY team activities. NO EXEPTIONS will be made.

To follow are written direction outlining how to complete all requirements. If you would like additional clarification on how to do the ATS portal, a video can be found at:

<http://gocatawbaindians.com/page.asp?articleID=6603>

Please complete the following steps for athletic participation clearance:

1. Get a Physical from Doctor (ONLY if not completed on Campus)

- MUST be completed no earlier than **June 1st**
- MUST on Catawba Sports Medicine Form, NOT the health center form
 - The form can be found at <http://gocatawbaindians.com/page.asp?articleID=8692>

2. Login and complete ATS Portal paperwork

- Go to <https://www.atsusers.com/atsweb/login.aspx?db=atscatawba>
 - **DO NOT** create a new account make sure you check your email from Brandon with login information or contact your athletic trainer for your login information.
 - Database should be: atscatawba

Once logged in - From the main screen, click on **Athlete Information**

- **General Tab:**
 - Reminders:
 - Your name should be your legal name, put under nickname the name you prefer
 - Make sure to use your Catawba Email where it asks for email
 - Alternate ID is your Catawba ID# (C#)
 - Make sure the phone is accurate and your number
 - **Make sure to update your year!**
- **Screening/Tests Tab**
 - If you have been vaccinated for COVID-19, select add new vaccination
 - Complete all fields



- **Immunizations/Paperwork Tab**
 - This tab is where you can see what paperwork still needs to be submitted
 - You can upload immunizations you have had but NOT required
- **Insurance Tab**
 - Update your insurance information, if necessary, make sure your card and information matches
 - If you don't have new insurance information and card is correct click verify button (bottom right of the screen)
 - If your information is not correct upload new card and insurance information
 - If you see a Payor #2 plan – AG Administrators. This is the school's secondary insurance information. (Please ignore, do not edit)
- **Contacts Tab**
 - Update Emergency contacts, if needed
 - Include Names of individuals (not just mom for example give the name)
 - Order is the order they will be called so please list who you would like called first and so on
 - **Make sure there is a working phone number**
- **Forms Tab**
 - Click Hide Forms (this will hide last year's forms, makes things easier to see)
 - Select a form from the dropdown menu (you must complete all 14 forms)
 - Then Select NEW
 - Read and/or answer any and all questions
 - Select you agree, sign/type your name then hit sign button
 - If under the age of 18 parents must sign ALL forms
 - Parent signature required for Concussion Form and Insurance Form
 - Once completed make sure to SAVE the form
 - Repeat for each of the following forms:
 - Baseline Graded Symptom Check Sheet
 - Code of Conduct
 - Drug Testing Policy
 - Health Center Form
 - Helmet Warning (Football and Lacrosse ONLY)
 - HIPAA
 - Insurance Medical Expense Policy



CATAWBA COLLEGE
SPORTS MEDICINE
704-637-4350

- NCAA Concussion Fact Sheet
- Nutritional Supplements
- PHQ-9 Symptom Checklist
- Pre-Participation Health History
- Prescription Medication Form
- Risk Liability Form
- Sickle Cell Testing
- **E-Files Tab**
 - Upload a Copy of your Current Physical if needed
 - Must have been completed on Catawba Sports Medicine Form and not before June 1st
 - Upload Vaccine Card, if you have submitted to AT staff you should see your card in your e-files
 - If you have had surgery or believe there is any other medical documents what will be needed or help in order for you participate in athletics please upload it to the E-Files Tab

Deadline to complete all ATS Information: August 1st

ADD/ADHD Requirements

If you are being treated with prescription medications for ADD/ADHD you MUST provide documentation of diagnose and treatment plan. Please make sure we have all the up-to-date information. If you have not submitted a new form since the last semester you should think about getting up-to-date information from your physician.

IF YOU HAVE ANY QUESTIONS REGARDING THE REGISTRATION PROCESS, PLEASE CONTACT

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