

## Frequently asked Questions for Physicals and ATS:

1. Where do I find information onto how to complete physicals?  
***Answer:*** All instructions for physicals are on the district website, under the Athletics page. Please follow the instructions on the district website and in the “Cheat Sheet” for completing the Physical packet in ATS. The link to the ATS Log In page is on the district website and is listed in the Cheat Sheet.
2. How do I know if I have all my forms complete and I am cleared to participate?  
***Answer:*** After logging in, click on “Athlete Information.” Then click on the “Immunization/Paperwork” tab. This will bring up a list of all the forms, if the form is submitted then there will be a “Yes” under the Submitted column with the date submitted. The Athletic Training staff must verify each form once it is submitted, if the Verification column has a “Yes” next to the listed form, then the Athletic Training staff have verified the form is complete. Any forms that do not have a “Yes” in either column are not complete and/or verified. Once the Athletic Training staff have verified all forms, they will clear the athlete. If the athlete is cleared, the “Cleared to Play” and “Paperwork Completed” box will be checked off.
3. Can I just turn in paper/hard copies of the physical packet?  
***Answer:*** No, all forms should be completed and/or uploaded in ATS, unless otherwise noted in the “Cheat Sheet”
4. What if I cannot upload Section 7?  
***Answer:*** If you are unable to upload Section 7 into ATS then it should be turned into the High School Athletics Office, the Middle Main Office, or directly given to one of the Athletic Trainers. DO NOT turn forms into coaches.
5. What do I do if I forgot my password or athlete ID?  
***Answer:*** Simply click on the “Forgot your Password?” or the “Forgot your Athlete ID?” links. This will prompt you to enter your email address that is connected to ATS. ATS will then send you an email to reset your password or give you your Athlete ID.
6. How do I know if I have an account on ATS?  
***Answer:*** If you have played at sport at Cedar Crest in a previous season, then you have an ATS account. If you do not know your Athlete ID or password, follow the proper instructions on the log in screen. (See question 4)
7. Why is the section I am trying to complete not allowing me to open a new form?  
***Answer:*** The forms are only open during the dates the Athletic Training staff make them available. If you waited till after the due date to complete the forms, the forms will not be activated to be completed. You will have to wait till the Athletic Training staff reopens the forms and make them active to be completed.