

Cedar Crest Athletics- *CHEAT SHEET* for completing Physical Forms:

Dear Parent/s, Guardian/s, and Student/s,

***Please read the directions carefully before proceeding.**

In accordance with PIAA regulations, each athlete must complete documentation and receive a physical in order to participate in athletics for the Cornwall-Lebanon School District. The CLSD Athletic Trainers are continuing with the same procedures for the 2021-2022 school year in regards to physicals. **The PIAA has changed some of the information and the order of the physical forms, so they will appear differently than last year.** Please follow the instructions below:

*****We are requiring the majority of the physical packet to be turned in electronically*****

All athletes for the 2021 Fall Sports Season must complete **Sections 1-7** of the PIAA CIPPE physical and our **Risk of Injury Form** online. In order to get started using the Athletic Training System (ATS) please follow these steps below.

USING THE ATS SYSTEM

Any New Athlete (athlete that has not participated in a sport while a Cedar Crest student in grade 7 or beyond) must email Mr. Seldomridge (cseldomridge@clsd.k12.pa.us) or Mr. Dougherty (sdougherty@clsd.k12.pa.us) with the following:

1. Name
2. Phone Number
3. Email of Person to Receive Your Login Information
4. Student ID Number
5. Birth Date
6. Grade
7. Sports that you anticipate trying out for this year.

***You will receive account information from the Athletic Trainers after sending the information. You will need to wait until you have this information to be able to sign into the site.** Once you receive the information, follow the Step 1 below for existing athletes.

Below you will find instructions on how you and your athlete will access the Athletic Training Software (ATS) website.

Step 1: Begin by going to the following website: atscchs2.atsusers.com.

EXISTING ATHLETES: (Athletes who played a sport at Cedar Crest prior to this season)

Step 2: Log into the Website

- If you cannot remember your Athlete ID or password, click the appropriate button on the screen to retrieve your information. You will need to use the email listed on the account to reset your password or Athlete ID. If you forget your athlete ID and change it, Change it to your school ID# nothing else!
- If you still run into an issue with your account information, please email cseldomridge@clsd.k12.pa.us and/or sdougherty@clsd.k12.pa.us

*****Continue to scroll down for step 3 on the next page*****

Step 3: After you are signed into the site, **update your account information.**

- Click on *“Athlete Information”* to change the account information. All of the boxes that are highlighted in yellow must be completed. Please also fill out any other information that relates to you, such as Medical Alerts, Current Medications, etc.
- *If you have not done so already*, please change your Athlete ID to your School ID Number (this is found on the student’s library card)
- Set the password to anything you choose (Your password must be at least 7 characters long and include a capital letter, number, and special character)
- **Make sure you remember this ID and password because this is how you will access the systems in the future.**

Step 4: Complete **Sections 1-6** and the **Risk of Injury Form** in ATS. After updating your account information, new tabs will appear.

- Click on the *“Forms”* tab (second to last tab listed)
- Then click on *“Show Forms,”* this will confirm each form as completed
- Next click on the pop down menu to access and start a new form
- Then click on each section that is required for online completion (**1-6 & Risk of Injury**).
- Please note that you will not be able to go to the next form until all information and signatures are complete.
- **Click the “Save” button after each document is completed**
- After completing the *“Forms”* section, you may then complete the information for the Insurance tab.

Step 5: Follow these instructions to get specific sections signed by a doctor. **Section 2 and 6 must be printed out after they are filled out online and taken with the athlete when they go to their doctor appointment.**

- **Section 7** must be downloaded from the *“efile”* tab on the site.
- Click on the *“efiles”* tab. Then click on *“Download”* in the *“PIAA Physical Section 7”* box.
- Open the document and then print it out.

Section 7: Must be completed, signed, & dated by a doctor and then scanned/uploaded to the *“efile”* tab. If you are unable to scan and upload these sections, please drop off your hard copies in the CCHS Athletic Office or Middle School Main Office.

Medication Form: The medication form is to be filled out yearly or when a medication changes for any athlete. **The medication form must be printed out, filled out, and signed by a doctor and parent for any athlete that may use or need any of the following:** (if you do not take/need any item below, you do not need to complete this form)

- Inhaler, Epi Pen, Insulin/Insulin Pump, Allergy Medication (Benadryl, Zyrtec, Claritin, etc.), Prescription or Over the Counter Medication, Any medication for emergency or nonemergency purpose, and/or Any Supplements.

To access the Medication Form, click on *“efiles,”* then click *“Download”* on the Medication Form box, and then print. Once the form is filled out and signed by the parent(s)/guardian(s) **and the doctor**, scan/upload the form on the efile tab. If you are unable to scan and upload these sections, please drop off your hard copies in the CCHS Athletic Office or Middle School Main Office.

By following the previous steps, you should have all of your online forms completed and submitted to the Athletic Trainers.

If you need to refer back to the site to see which forms you need to complete, **the “Paperwork” tab** allows you to see what is completed at any time. You do not necessarily need to fill out each section in one sitting – it will remember where you left off as long as you have clicked **SAVE**.

We are hoping that these instructions have helped you in completing the physical packet. We understand that this is still a new process for many, and we thank you for your patience as we use this website as one of our mitigation strategies during the COVID-19 pandemic. Please contact the athletic training staff with any questions or concerns.

Thank you,

Christopher A. Seldomridge, LAT, ATC, PES, CEAS, CPO, AASDN-NS
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