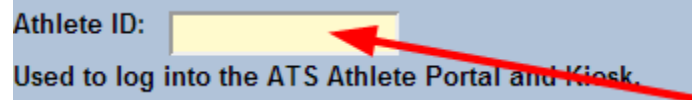


New Athlete ATS INSTRUCTIONS

If you are having trouble please contact Rick Loutsch: rloutsch@nwcsiowa.edu

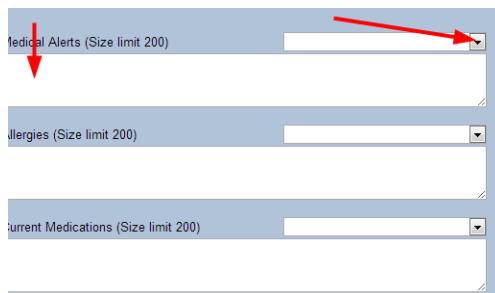
1. Go to nwcsiowa2.atsusers.com
2. Athlete ID= new
3. Password = new
4. Fill out your information (highlighted boxes are required)
 - a. Select Northwestern College
 - b. Select your sport as team #1 (if playing multiple sports select sport that competes first as team #1)
 - c. Select any additional sports you are participating in for teams 2 and 3
 - d. **IMPORTANT:**

Your Athlete ID must be your NWC ID#

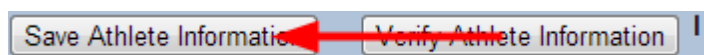


NWC ID # Goes Here

- e. Choose whatever password you want but make sure you are able to remember it for this fall!
5. Make sure you add any Medical Alerts, Allergies, or Current Medications you have. Select from the dropdown box. If not listed then type in the large white box.

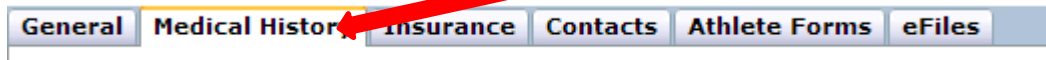


6. Click Save Athlete Information



(instructions continue on next page)

7. Click on the Medical History Tab



8. Click new to add any surgeries



9. Answer all yes/no questions

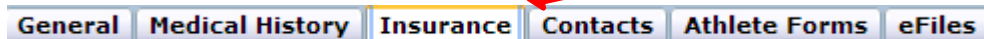
Medical Questions
For new profiles you must answer Yes or No. Please read all questions and click Yes or No to those that apply.

Question	Applies	Family	Other Information
Do you have Asthma?	<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>	<input type="text"/>
Have you developed diabetes?	<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>	<input type="text"/>
Have you developed epilepsy/convulsions?	<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>	<input type="text"/>

10. Click Save Medical History



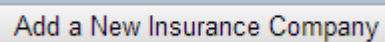
11. Click on the Insurance Tab



12. Click Add to complete insurance information



- a. If your Insurance company is not listed click Add New Insurance Company

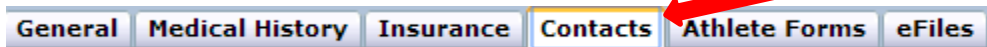


- b. Make sure to enter your parents info also if they are the policy holder

13. Click Check Mark



14. Click Contacts Tab



15. Click Add to create Emergency Contacts

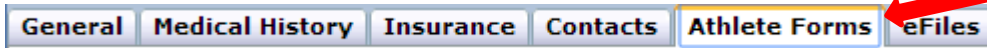


a. Fill out information

16. Click Check Mark



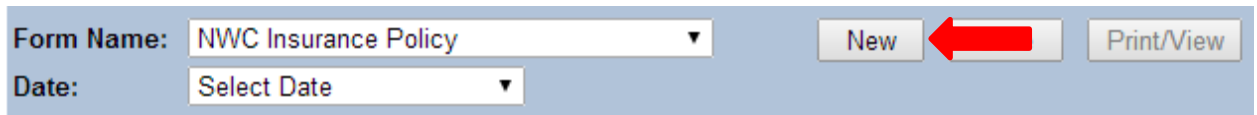
17. Click Athlete Forms Tab



18. Select NWC Insurance Policy from pull down tab



19. Click New



20. Complete ALL questions

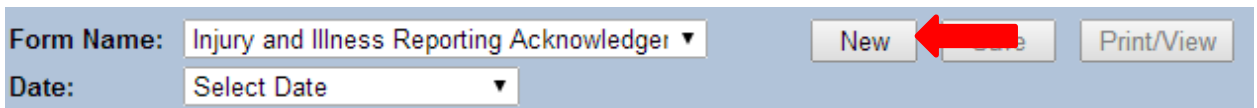
21. Click Save



22. Select Injury and Illness Reporting Acknowledgement

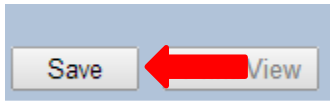


23. Click New

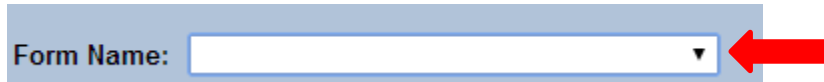


24. Complete ALL questions

25. Click Save



26. FOOTBALL PLAYERS ONLY*** Select Football Helmet



27. Click New



28. Complete ALL questions

29. Click Save



30. ALL ATHLETES*** Select Physical Form



31. Click New

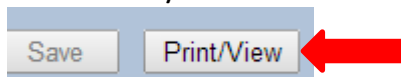


32. Complete ALL questions (3 PAGES)

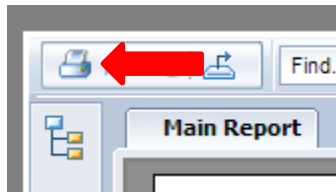
33. Click Save



34. Click Print/View



35. Click Print



36. Click Return



37. Bring Physical Form to Doctors office when you are completing your physical to have them sign.

38. Once all information is completed log out

