Freshmen/Transfer Student-Athlete Athletic Trainer System (ATS) Profile Set-up and Insurance Verification Directions

Please use the following directions to complete paperwork for the athletic training department. If you have any questions over the summer, please contact Mark Landes, Interim Athletics Director. If you have questions during the academic year, please contact the athletic training staff. *This information is due by August 1, 2018. Failure to complete the paperwork in its entirety by August 1 may delay your participation in sport once you arrive to campus.*

Mark Landes: mark.landes@hesston.edu 620-327-8217

Megan Fowler: megan.fowler@hesston.edu 620-327-8317

Before you begin:

- This should be complete by the student-athlete. We only need a parent signature of the student-athlete is under 18 years-old. Please give yourself 30-45 minutes to complete this paperwork.
- Please use your Hesston College issued student ID number as your athlete ID number.
- Please have access to your health insurance cards and policy holder information.
- Yellow highlighted bars are required.
- Please have this information completed by August 1, 2018 as this will greatly expedite the process to get you out onto your sports field/court. If you enter your information after August 1, 2018, this may delay your immediate participation.

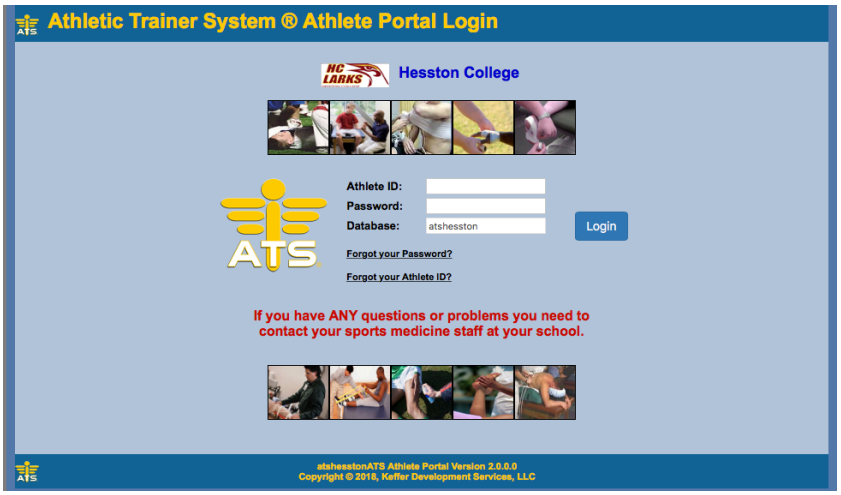
Hesston College New Athlete Import on ATS

MUST USE: Safari, Google Chrome, or Firefox for internet browser, NOT Internet Explorer

1. Copy and paste https://www.atsusers.com/ATSWeb/login.aspx?db=atshesston into your web browser so you can continue with your athlete entry.

2. In the boxes, use the following to log in:

Athlete ID: new
Password: new



3. You will see four tabs when you log in: General, Insurance, Contacts, and efiles. Under the "General" tab, you will need your STUDENT ID number. You must make your athlete ID number your student ID number. If you do not know your student ID number, contact your admissions counselor or your coach and they will be able to help you out.

4. Fill out the information that is highlighted in yellow. You will not be able to move on to the insurance section without completing the highlighted areas first. (Next page)

Yellow colored items are required to be filled out.

Select Organization:
Select Team 1:
Select Team 2:
Select Team 3:
Name (First) (MI) (Last)
Gender
DOB Format must be mm/dd/yyyy
Phone
Cell
Email
SSN #
Text Address (1234567890@domain.com) Cell Phone Carrier Domain Info
Twitter Tag
Address
City
State/Provin
Zip Code
Country
Additional Address
City
State/Provin
Zip Code
Country
Athlete ID
Upload Athlete Photo
Used to log into the ATS Athlete Portal and Kiosk.
Alternate ID
Password
Year
Blood Type
Driver #
Passport #
No Photo Available
(Suggested Size: 160x200 and < 1MB)
Choose File no file selected
Race
Ethnicity
Marital
Employed
Preferred Hospital Information
Family Physician Information
Medical Alerts (Size limit 200)
Allergies (Size limit 200)
Current Medications (Size limit 200)
Save Athlete Information

Please make sure this is the active and working cell phone number of the student athlete.

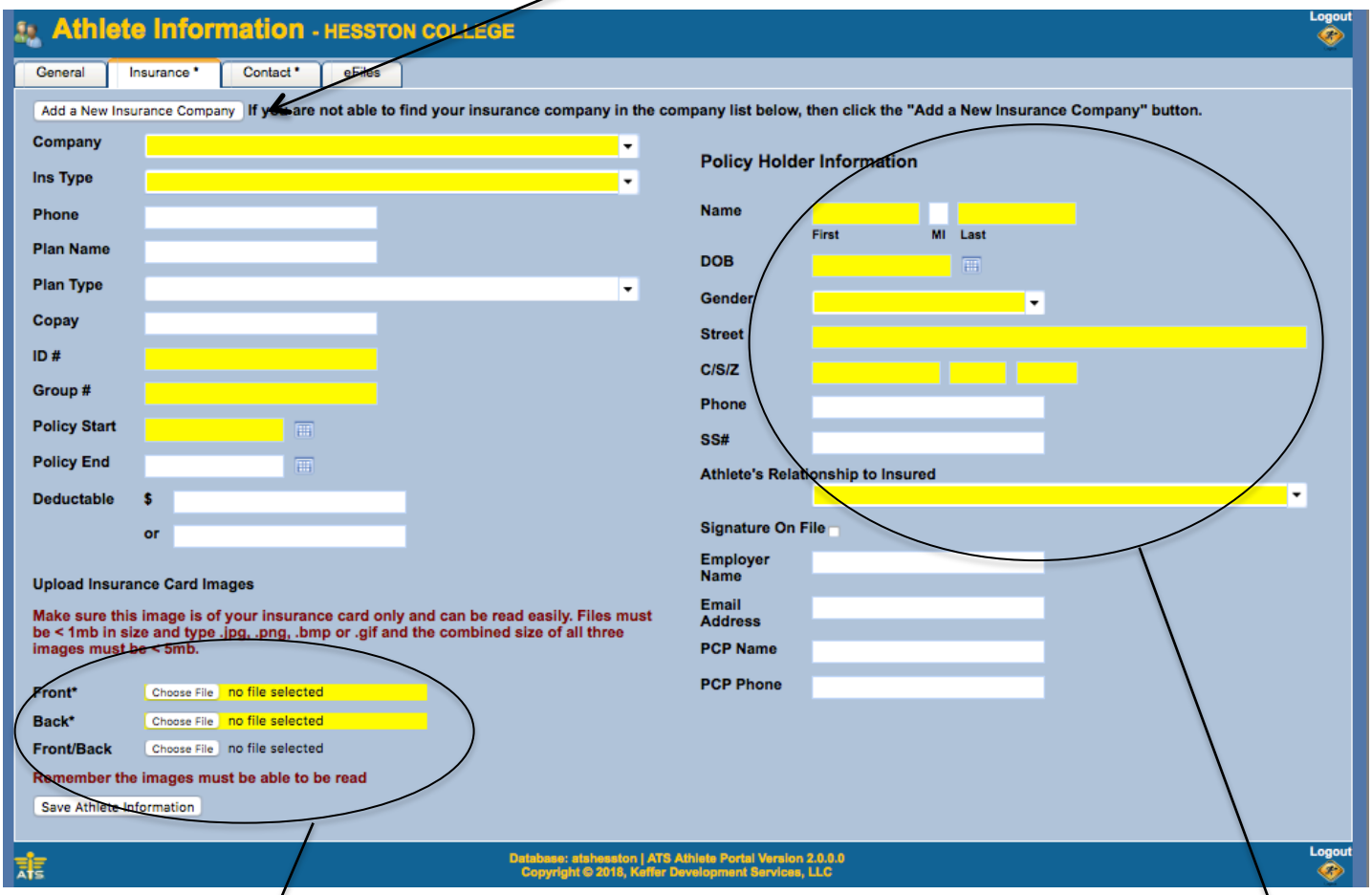
Use your student ID number only

Please be thorough on this list of medical alerts (i.e. high blood pressure, sickle cell trait, diabetes, etc.), allergies (medications, food, etc.) and medications (all prescriptions and vitamins taken regularly). If you have none, type NONE into the box.

5. When you are finished with all of the yellow tabs, click “Save Athlete Information”. It might tell you that something is missing, which is ok, and then move on to the insurance tab.

6. Complete the highlighted fields for insurance.

If you don’t see your insurance company listed, click here to add a new insurance company.

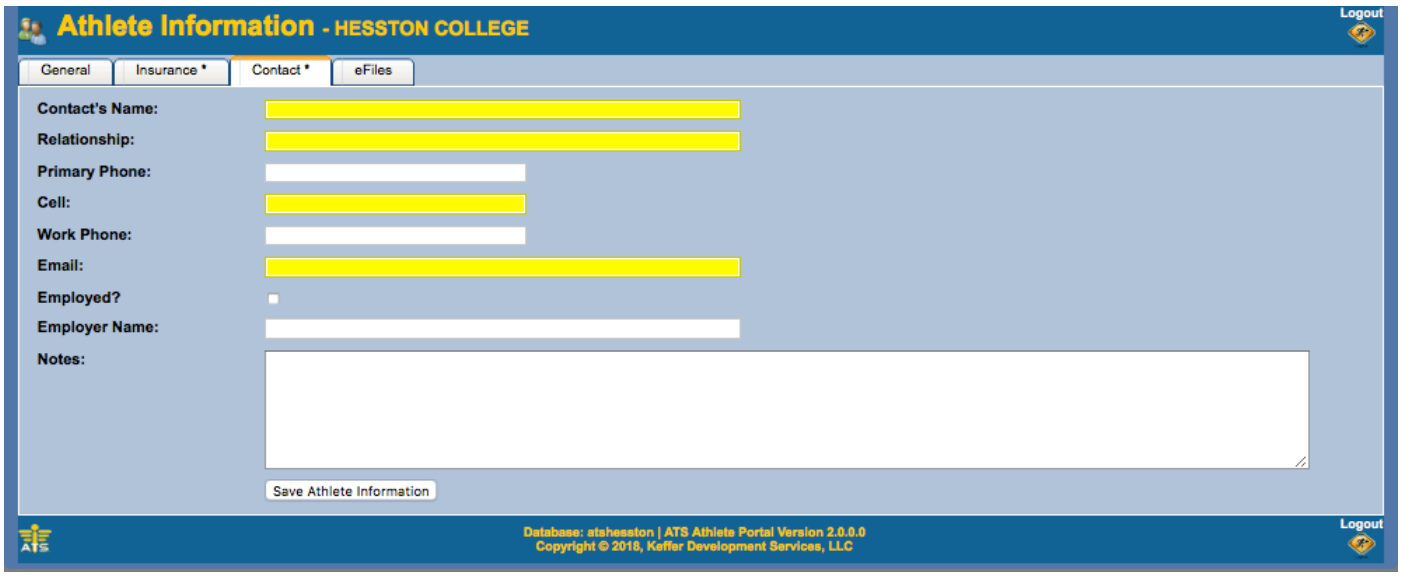


Clean and clear pictures of the front and back of your health insurance card must be uploaded.

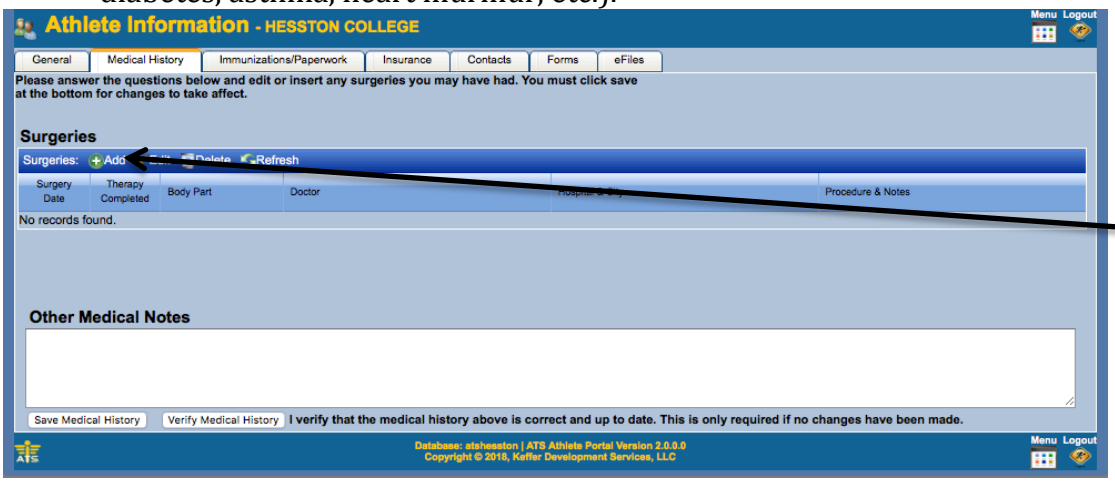
This is for the POLICY HOLDER, which may be different than the student-athlete.

Note: if you plan on registering for the student health insurance through Hesston College, please enter "Consolidated Health Plans" for the company, and the ID # and Group # will be entered as: 000-0000 for both of them. You will enter your own information for the policy holder information. For the pictures, simply write on a piece of paper "I plan to enroll in the student health-insurance plan" and sign your name. You will upload a picture of this piece of paper for both the front and the back. Once you are on campus and have enrolled in the plan, the athletic training staff will verify with the business office, then once you receive your actual insurance cards, you will be asked to go back and update your insurance information on your portal.

7. The final tab you must complete to create your profile is the emergency contacts tab.

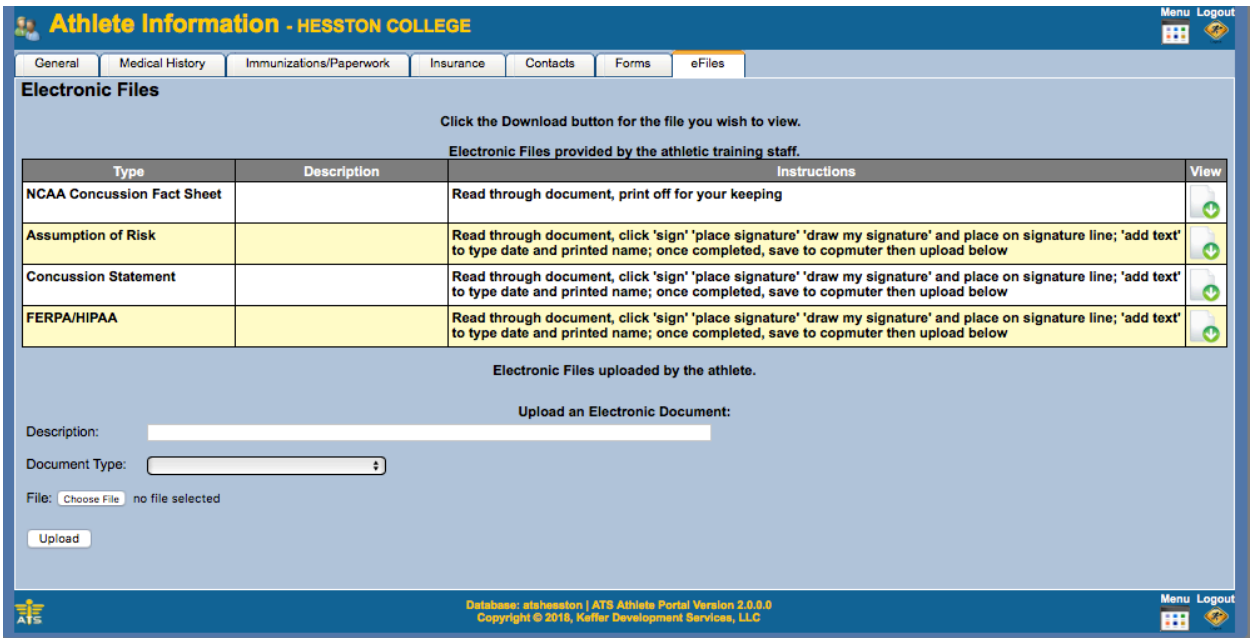


8. Once you have all of this completed, new tabs will pop-up. Go to the Medical History tab, and enter any surgeries and any other medical notes (i.e. sickle cell trait, type I diabetes, asthma, heart murmur, etc.).

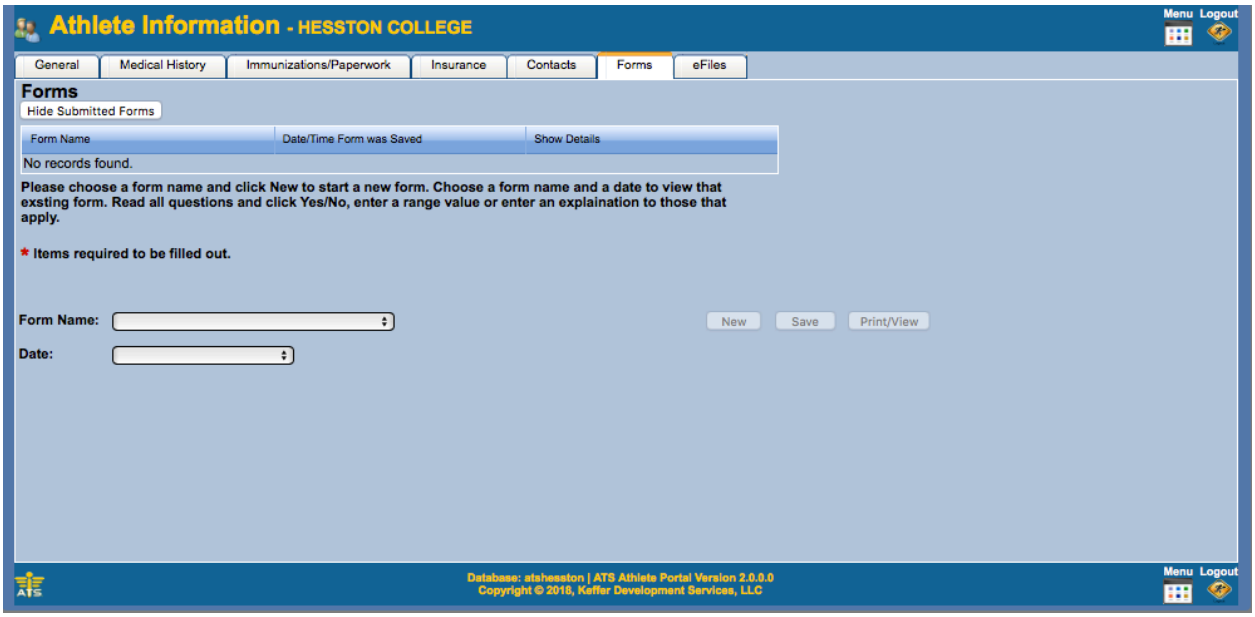


When you want to add a new surgery, click here.

9. Next, you will go to the efiles tab. There you will see 4 documents. Please read through each one of these, and understand the document.



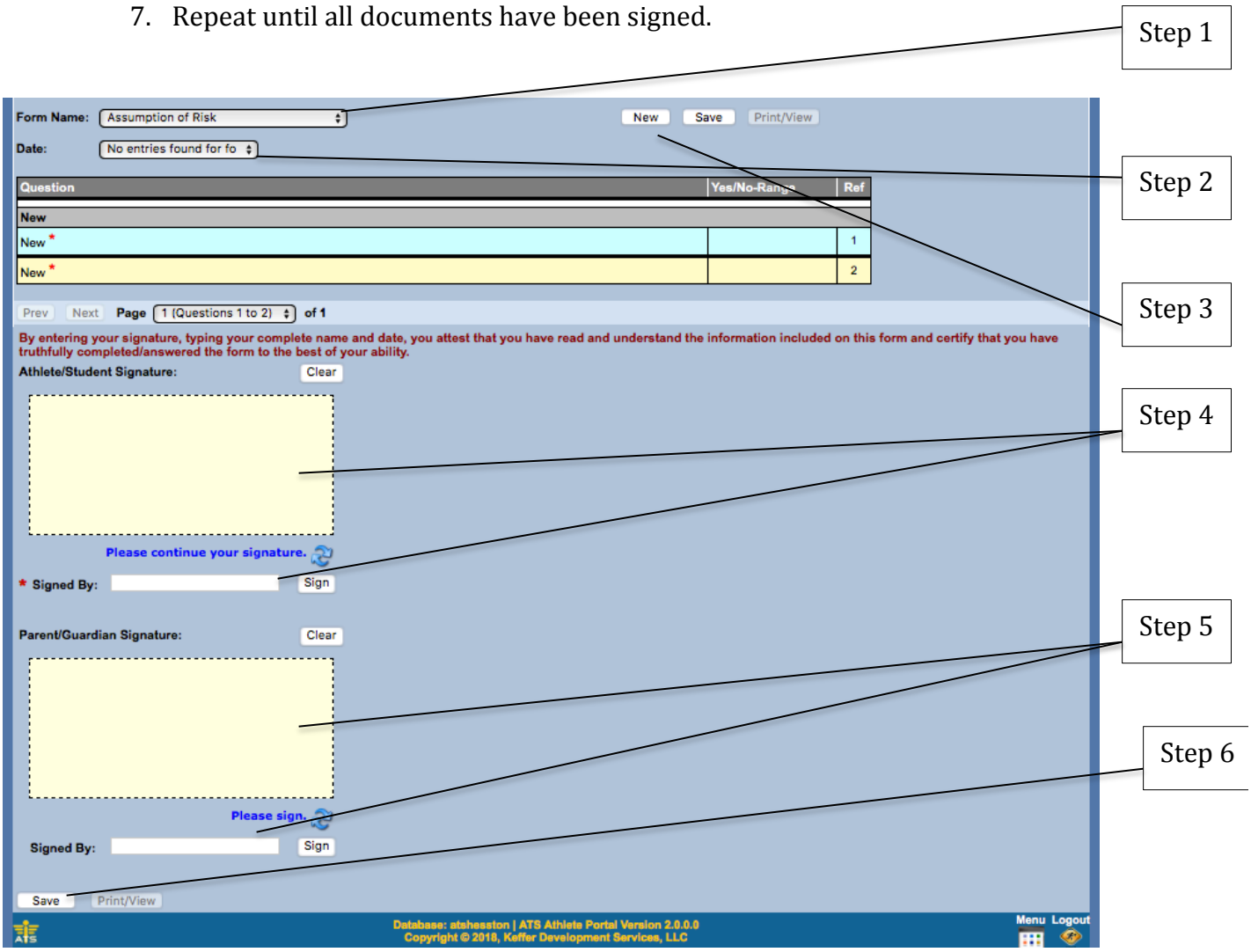
10. Once you have read through these documents, you will go to the Forms tab. Here you will provide your electronic signature. If you are under the age of 18, there is a signature pane for your parent or guardian to sign in addition to your signature.



Steps to electronically sign a document:

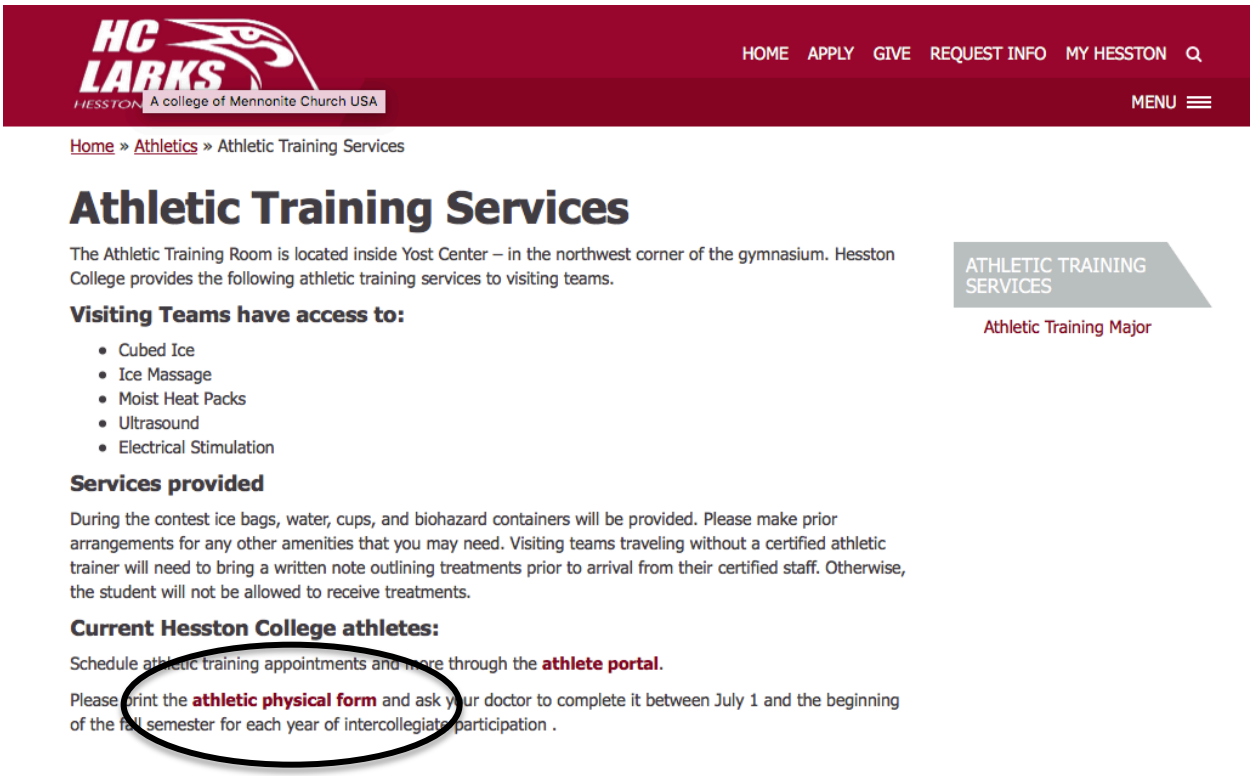
1. Click on the dropdown menu for the document.
2. The date will be prompted that there are no entries found.
3. Click on New.
4. Sign in the window prompted for the student-athlete, then type your signature below in the text box.

5. This will also need to be repeated for minors, for the parent or guardian to sign and print the name.
6. Save.
7. Repeat until all documents have been signed.



11. When you are complete with signing your forms, you will see them at the top of the Forms page, and you will also see them as completed under Paperwork/Immunizations. Since you are turning your immunizations into the student life office, you DO NOT need to enter them in ATS.

12. You are done with ATS! The final piece is your physical. Please have your physical completed before July 12 (to allow any follow-up work to be completed if prescribed by your primary care physician or the practitioner who signed your physical) and sent to Rob Ramseyer at the college. You'll find the form here: (note you can also access the link to your athlete portal here also)
    Hesston.edu -> Menu -> Athletics -> Athletic Training Services



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HOME APPLY GIVE REQUEST INFO MY HESSTON

MENU

Home » Athletics » Athletic Training Services

Athletic Training Services

The Athletic Training Room is located inside Yost Center – in the northwest corner of the gymnasium. Hesston College provides the following athletic training services to visiting teams.

Visiting Teams have access to:

- Cubed Ice
- Ice Massage
- Moist Heat Packs
- Ultrasound
- Electrical Stimulation

Services provided

During the contest ice bags, water, cups, and biohazard containers will be provided. Please make prior arrangements for any other amenities that you may need. Visiting teams traveling without a certified athletic trainer will need to bring a written note outlining treatments prior to arrival from their certified staff. Otherwise, the student will not be allowed to receive treatments.

Current Hesston College athletes:

Schedule athletic training appointments and more through the **athlete portal**.

Please print the **athletic physical form** and ask your doctor to complete it between July 1 and the beginning of the fall semester for each year of intercollegiate participation .

ATHLETIC TRAINING SERVICES

Athletic Training Major