

## **HASD Sports Physical Paperwork Electronic Paperwork System (ATS) Directions**

Go to the ATS Website: [hasd2.atsusers.com](http://hasd2.atsusers.com) **or** scan the QR Code at the bottom of page.

1. Enter Your Student ID (Lunch Pin #) number for ATHLETE ID
2. Password: cougars (You will be able to change to a personal password once you log in.)
  - i. **Class of 2031 password: Cougs#01**
3. Database: atshasd
4. Click on Athlete Information Icon
  - a. Tabs: (Upon completion of each tab, select “save athlete information” and “Verify Information” at the bottom of each section)
    - i. General Tab- Fill out the Yellow Sections (make sure to add your team you will be trying out for) **MUST ADD AN EMAIL ADDRESS**
    - ii. Paperwork Tab: You do not have to do this section.
    - iii. Insurance Tab: Add personal insurance information.
    - iv. Contacts: Add emergency contact (parent/guardian)
    - v. Forms: Click on drop down arrow to select specific form.
5. You and your parent/ guardian must fill out sections 1-5 of the PIAA physical (section 6 will be completed later).
  - a. Select each form CIPPE sections 1-5, hit the button that says “NEW”. The form will show on the webpage. Some sections will have more than one page, please be sure to complete all of the pages.
  - b. Each Section will have an “electronic signature verification. All Sections with a **RED \*** must be completed.
  - c. Make sure your hit “SAVE” once the individual page is complete.
    - i. LVHN Consent to Treat Form must be “Read and Signed by both the student and parent/guardian” (**This can be found under the eFiles tab**). Once the file is read, go to the “**Forms**” tab to electronically sign.
    - ii. Student Athlete Drug and Alcohol Policy must be “Read and Signed by both the student and parent/guardian” (**This can be found under the eFiles tab**). Once the file is read, go to the “**Forms**” tab to electronically sign.
- d. PIAA Section 6
  - i. eFiles: This is where you can download and print Section 6 for the doctor to complete. Once the doctor completes section 6, it can be uploaded to ATS. The easiest way to do this is to take a picture with your phone and upload it to your account via the blue “**UPLOAD DOCUMENT**” icon.
  - ii. When you upload your completed section 6. The File name will be your name and CIPPE 6. (ex: MikeTestCIPPE6)
6. Once your paperwork is complete, one of the HAHs Athletic Trainers will review and approve that your paperwork is complete in the system. You will be notified only if it is incomplete.

