

Tucson Unified School District Interscholastics

Instructions for ATS Student Activities/Athletics Registration Portal

- ATS will open for registration on **July 1st** of the current school year. Any information entered prior to July 1st of the current school year will not transfer into the current school year.
- The BrainBook educational online concussion training should be completed prior to registration in ATS.
- Click on the Link provided on the [TUSD Athletic Training](#) webpage.

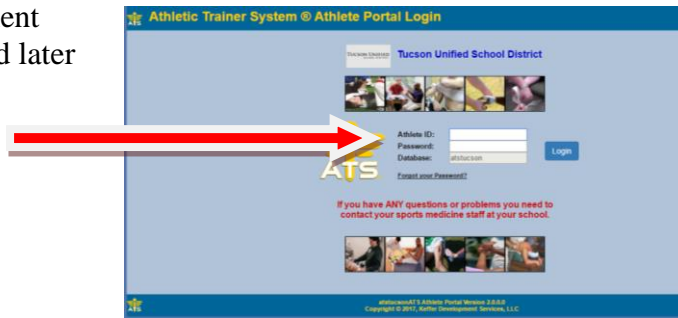
Or go to tucson2.atsusers.com (make sure **not** to enter www or http.)

(Preferred Browsers include Google Chrome, Fire Fox, and Safari)

- If you are a first time, enter the word “**new**” for Athlete ID *and* password.
- If you are a returning user, enter in your Athlete ID- this should be your Matric. Your password has been reset to the word “**new**”.

- Users will set your permanent Athlete ID and/or password later in the process.

Athlete ID: new
Password: new

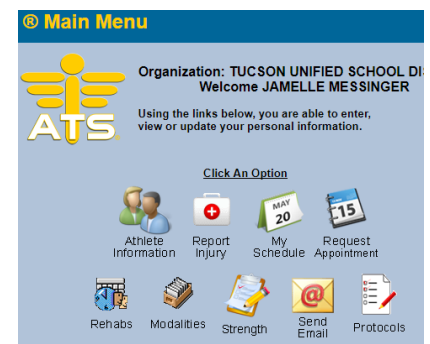


For the first time registration type in the word “new” as Athlete ID and Password

- First Time Users:
 - Once you are logged in, begin filling out the **General tab** information.
 - All of the yellow colored highlighted sections are required- see page 2.
 - From the dropdown menu select up to three teams/sports/activities that you are interested in participating with during the school year. If you are participating in more than 3 sports/activities you will need to fill out the Additional Sports/Activities form available in the Activities Office.
 - See the directions/pictures on PAGE 2 for additional information.

Please complete the required fields with the Student’s, NOT the Parent’s, Information including phone number, email, etc. There is an additional section to enter in the parents contact information.

- Returning Users:
 - Select Athlete Information icon.
 - Verify all information
 - Update/Complete all yellow fields
 - Select Save Athlete Information when done
 - Verify sports selected for the current year when turning in your physical paperwork! You will not select sports at this time.



Trouble shooting:

If you are logged out of the system or have to pause your registration- when resuming your registration start from the tucson2.atsusers.com and enter the Athlete ID and Password you created. **DO NOT** resume from the page that logged you off- it will not direct you to the correct Database.

If you have forgotten your password, you may contact your school’s Activities Office to retrieve it.

General Contact *

Yellow colored items are required to be filled out.

Select Team 1: [Yellow]
 Select Team 2: [Yellow]
 Select Team 3: [Yellow]

Name: [Yellow] (First) (MI) (Last)
 Gender: [Yellow] DOB: [Yellow] Format must be mm/dd/yyyy

Phone: [Yellow] Cell: [Yellow]
 Email: [Yellow]
 Text Address: [Yellow] Cell Phone Carrier Domain Info
 (1234567890@domain.com)

Twitter Tag: [Yellow]

Address: [Yellow]
 City: [Yellow] State/Province: [Yellow]
 Zip Code: [Yellow] Country: [Yellow]

Additional Address: [Yellow]
 City: [Yellow] State/Province: [Yellow]
 Zip Code: [Yellow] Country: [Yellow]

Athlete ID: [Yellow] Used to log into the ATS Athlete Portal and Kiosk.
 Alternate ID: [Yellow]
 Password: [Yellow]
 Year: [Yellow]
 Blood Type: [Yellow]

Driver #: [Yellow] (Suggested Size: 160x200 and < 1MB)
 Passport #: [Yellow] Choose File No file chosen

Race: [Yellow] Ethnicity: [Yellow]
 Marital: [Yellow] Employed: [Yellow]

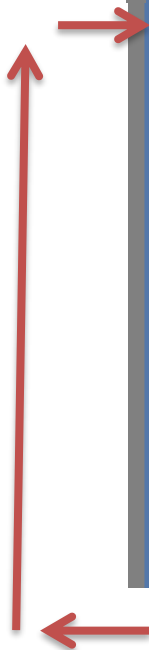
Medical Alerts (Size limit 200) [Yellow]
 Allergies (Size limit 200) [Yellow]
 Current Medications (Size limit 200) [Yellow]

Save Athlete Information

Database: atlaswebz | ATS Athlete Portal Version 2.0.0.0
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You must fill in all yellow highlighted areas.

All other areas are optional.




- **Your ATHLETE ID is your TUSD Matric #**

Athlete Student ID: [Yellow]
Used to log into the ATS Athlete Portal and Kiosk.

- **Select a password you, the Student, will remember (you can use your matric # here too if you wish)**

Password: [Yellow]

- Ensure that you  click the button before you move on
- Be sure to enter in the school you attended for the last 12 consecutive months and BrainBook code if available.
- After the information has been saved and recorded; more tabs will appear at the top.

Contacts Tab

This will serve as your students' emergency contact information in the event of an emergency.

Athlete Information - TUCSON UNIFIED SCHOOL DISTRICT

General | Medical History | Immunizations/Paperwork | Insurance | **Contacts** | Forms | eFiles


Emergency Contacts

+ Add | Edit | Delete | Refresh

Order	Contact Name / Relationship / Email / Employment	Phone #s	Notes
1	Mommy mommy 123@gmail.com Employed at TUSD	Primary: 1234567890 Cell: 2345678901 Work: 3456789012	
2	Daddy Daddy 234@gmail.com Employed at TUSD	Primary: 1234567890 Cell: 2345678901 Work: 3456789012	

Verify Emergency Contact Information | I verify that the emergency contact information above is correct and up to date. This is only required if no changes have been made.

Database: atucson | ATS Athlete Portal Version 2.0.0.0
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- Click ADD to list emergency contact information 
- You will see the initial contact that you added when you created your account. Please add another parent/guardian and/or another emergency contact by clicking the “ADD” button. Each student-athlete should have a minimum of **two contacts** with all required contact information including two phone numbers. More can be entered if you wish.
- Once you are finished, Click Verify Emergency Contact Information at the bottom of the screen.

Forms Tab

- There are **4 FORMS**.
- **All students and parents must complete all 4 forms for the 2019-20 School Year.**
 - TUSD Try-Out-Media Opt-Out-Payment 2019
 - TUSD Parent Permission-Assumption of Risk-Transportation 2019
 - TUSD Code of Conduct- Additional Information
 - TUSD Concussion Annual Statement and Acknowledgement Form
- Use the drop down menu to select a form. Then Click NEW

General | Medical History | Paperwork | Contacts | **Forms** | eFiles

Forms

Hide Submitted Forms

Form Name	Date/Time Form was Saved	Show Details
TUSD Code of Conduct-Additional Information	2/27/2017 8:08:16 PM	Show Details Below
TUSD Concussion Annual Statement and Acknowle	2/27/2017 8:08:28 PM	Show Details Below

Please choose a form name and click New to start a new form. Choose a form name and a date to view that existing form. Read all questions and click Yes/No, enter a range value or enter an explanation to those that apply.

* Items required to be filled out.

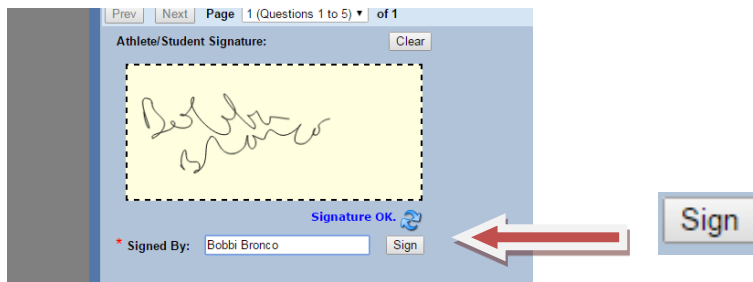
Form Name: TUSD Try-Out-Media Opt-Out-Payment 2018

Date: TUSD Try-Out-Media Opt-Out-Payment 2018
TUSD Parent Permission-Assumption of Risk-Transportation 2018
TUSD Code of Conduct-Additional Information
TUSD Concussion Annual Statement and Acknowledgement Form

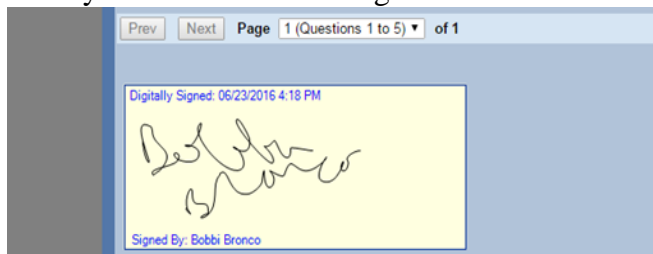
New Save

Make sure to **SAVE** each form before you move to the next form!

- You **must** fill in all the required fields and sign or they will not be accepted.
- To sign a form- Hold the left mouse button and move the mouse in the Athlete/Student Signature Box to enter in your signature. Then Type your name into Signed By box and then click the Sign button to the right of the Signed By box.

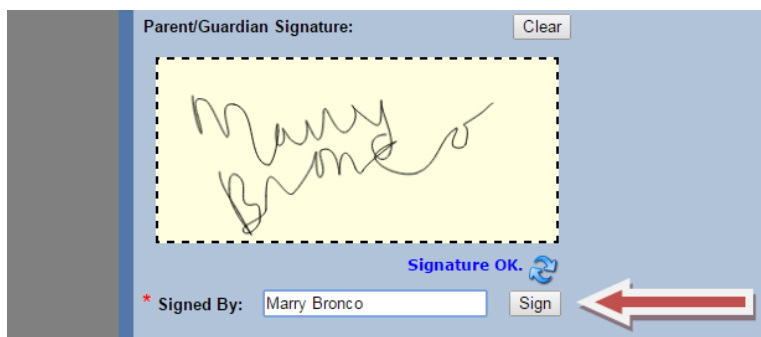



- Once you have clicked on Sign the box should look like this:



Be sure to click the sign button and not the refresh symbol. You must save the first signature before you sign and save the next signature.

- It may take a few moments for the blue writing to appear.
- Then the parent will repeat this signature process with the parent/guardian signature.**



Make sure you Click the  button.

When you are finished Click 

Paperwork Tab

- The Paperwork section will show what forms you have completed from the Forms Tab. This tab shows your progress.

Participation Fee-

- You will need to pay your participation fee. This can be done by visiting the finance office or you can find directions on the form entitled: TUSD Try-Out-Media Opt-Out-Payment 2019 to pay online via your school's webstore. You will need to pay your participation fee in order to compete.

To complete your registration:

Turn in your Physical, Cardiac Screen, Health History, and BrainBook Certificate if you did not complete the certification prior to registration (for 9th graders and transfer students only), to the Athletic Office.

You will not be cleared if you do not complete every step and you will not be allowed to tryout.

It is best to turn in paperwork 1 week before tryouts begin. This will ensure all necessary steps have been completed.