

Online Registration Instructions for

New Sheldon Athletes

Step 1: Create your account

- Go to atsusers.com; click on ATS Athlete Portal
- Athlete ID: NEW
- Password: NEW
- Database: ATSeugene4j
 - Select Organization (Sheldon)
 - Select First Sport – please select the **program**, not the individual team (Sheldon Boys Hockey Program, not Sheldon Boys Hockey V)
 - Select Second Sport – please select the **program**, not the individual team (Sheldon Boys Hockey Program, not Sheldon Boys Hockey V)
 - Select Third Sport – please select the **program**, not the individual team (Sheldon Boys Hockey Program, not Sheldon Boys Hockey V)
 - Please enter the same first and last name that you used to enroll in school
 - Athlete ID: **first 2 letters of your first name and your last name, all lowercase, no punctuation marks.
(Sally Smith-Johnson = sasmith)

If Athlete ID is “already in use”, please contact your athletic trainer, Laura Baker, baker_l@4j.lane.edu

- Password: **Student ID number or 6 digit birthdate (MMDDYY)
- Fill out “General” tab, “Insurance” tab, and “Contacts” tab (please DO NOT provide your social security number in the SS# field under the “Insurance” tab)
- “Save Athlete Information”

Step 2: Register

- Fill out the “Medical History” tab
- Enter additional emergency contacts in the “Contacts” tab
- Read the Registration Packet in the “eFiles” tab
- Click on the “Forms” tab. Select “Registration Packet” from the pulldown and click “New”. Answer all of the questions in the packet. Have the athlete sign in the box, print their name in the text box and then click “Sign”. The parent repeats this process in the next set of boxes. Then click “Save” at the bottom of the page.
- Save information and logout

Step 3: Complete the Process

- Turn in your current physical to the athletic department, if necessary
- Pay appropriate fees
- Sign-up for ImPACT baseline testing, if necessary

**We have requested that you design your username and password in a specific manner. The username is the first two letters of the athlete’s first name followed by their last name. The password should be either the athlete’s 6 digit student ID number or their 6 digit birthdate. Your athlete will also use this account to report injuries and sign in for evaluation and treatments in the athletic training room.

If you chose to create a username and password that did not meet the above criteria, it has most likely been changed to meet the requested criteria. This was done for your athlete’s ease of use in accessing care in the athletic training office.