

# Online Registration Instructions for

## Returning Sheldon Athletes

### Step 1: Update your account & Register

- Go to [atsusers.com](https://atsusers.com); click on ATS Athlete Portal
- Athlete ID: \*\*first 2 letters of your first name and your last name, all lowercase, no punctuation marks.  
(Sally Smith-Johnson = sasmith)
- Password: \*\*Student ID number or 6 digit birthdate (MMDDYY)

If you don't know your Athlete ID or your Password, contact the Athletic Trainer,  
Laura Baker, [baker\\_l@4j.lane.edu](mailto:baker_l@4j.lane.edu)

- Database: ATSeugene4j
  - Select "Athlete Information"
  - Update/verify the "General" tab
  - Fill out/verify the "Medical History" tab
  - Update/verify the "Insurance" tab (please DO NOT provide your social security number in the SS# field)
  - Enter/verify 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 log out

### Step 2: 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
- Inform the athletic department which sport(s) you intend to participate in

\*\*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.