



Instructions for Filling out Online Participation Forms—for Athletes

Please read all instructions before you begin. You will need to use Google Chrome, Firefox, or Safari to complete these forms (NOT Internet Explorer).

Go to emoryhenry2.atsusers.com (no "www"). If this is the first time you have logged on, use "new" as your ID and "new" as your password; if you have logged in before, use your ID and password.

Once you enter your information for the "General" tab and save it, other tabs should appear. (If this is not the first time you have logged in or if you are logging in from the ID and password you created, you need to click on the "Athlete Information" icon to see the tabs.)

The Tabs should be labeled:

- General
- Medical History
- Insurance
- Contacts
- Athlete Forms (you do not need to complete the PIAA form)
- eFiles (there is nothing to complete here)

You must click on **EACH** tab and fill out **ALL** forms and required information. Required information is marked with a red *. *****It is very important that you include your insurance information and emergency contacts.*****

Under the "Athlete Forms" Tab, you must complete the following forms:

- Pre-participation (complete BOTH male and female sections, or it won't save)
- HIPPA
- Assumption of Risk and Shared Responsibility
- Supplements (complete even if you do not take any supplements)
- Football Helmet Warning (required only for football players)
- Drug Agent of Record (complete even if you do not take any prescription medications)
- ADHD Medications (complete even if you do not take ADHD medication)
- Athletic Training Room Rules

Once you select a form to complete from the drop down menu, you must click "new."

Once you have saved a section under a tab or a form, please wait for the box that says "Save is Complete" to appear before you move on to the next form.