

**Tucson Unified School District  
Interscholastics  
2023-24**

**Instructions for ATS Student Activities/Athletics Registration Portal**



- ATS will open for registration on **May 24th** of the current school year. Any information entered prior to May 24th of the current school-year will not transfer into the current school year.
- The BrainBook <https://aiaacademy.org/brainbook> educational online concussion AND Opioid training should be completed prior to registration in ATS.

Click on the Link provided on the [TUSD Athletic Training](http://TUSD Athletic Training) webpage, go to [tucson2.atsusers.com](http://tucson2.atsusers.com)

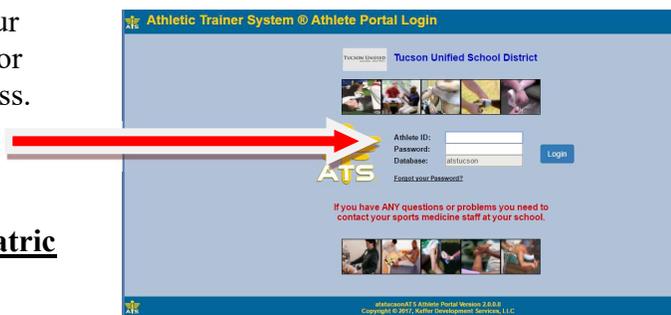
**use the QR Code** (make sure **not** to enter www or http.) (Preferred Browsers include Google Chrome, Fire Fox, and Safari)

- **FIRST TIME USERS:** enter the word “**new**” for Athlete ID *and* password.
- **RETURNING USERS:** enter in your Athlete ID- this should be your Matric.

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

Athlete ID: new  
Password: new  
Database: atstucson

**You need to use your Matric for your Athlete ID!**



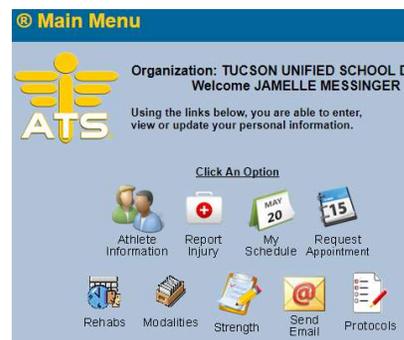
For the first time registration type in the word “**new**” as Athlete ID **and** Password

Database: atstucson

- **First Time Users:**
  - Once you are logged in, begin filling out the **General tab** information.
  - All of the yellow **highlighted** sections are required- see page 2. If a highlighted section does not apply, please mark, “N/A”.
  - 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.
  - Fill out the **Contact\* tab** information, then make sure to Save your information.
  - 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:**
  - *Set your new PASSWORD – Reuse your matric #*
  - Select Athlete Information icon.
  - UPDATE EMERGENCY CONTACTS
  - Verify all information
  - Update/Complete all yellow fields- update password
  - 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.atsuers.com](http://tucson2.atsuers.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:

Select Team 2:

Select Team 3:

Name:

Gender:  (First) (MI) (Last)

DOB:  Format must be mm/dd/yyyy

Phone:  Cell:

Email:

Text Address:  Cell Phone Carrier Domain Info

Twitter Tag:

Address:

City:  State/Province:

Zip Code:  Country:

Additional Address:

City:  State/Province:

Zip Code:  Country:

You must fill in all yellow highlighted areas.

All other areas are optional.

Athlete ID:  Upload Athlete Photo:

Used to log into the ATS Athlete Portal and Kiosk.

Alternate ID:

Password:

Year:

Blood Type:

Driver #:  (Suggested Size: 160x200 and < 1MB)

Passport #:  Choose File No file chosen

Race:  Ethnicity:

Marital:  Employed:

Medical Alerts (Size limit 200)

Allergies (Size limit 200)

Current Medications (Size limit 200)

Save Athlete Information

Database: atsfundex | ATS Athlete Portal Version 2.0.0.0  
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Logout

- Your ATHLETE ID is your TUSD Matric #

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

- Use your TUSD Matric #

Password:

- Ensure that you  click the button before you move on

- Be sure to enter in each school you attended for the last 12 consecutive months and BrainBook code or date completed if available. If possible, screenshot your completed BrainBook to show when completing registration at your site.
- 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** Menu Logout

General Medical History Screen/Test/Vacc Paperwork **Contacts** Forms eFiles

Emergency Contacts

Add New Contact Edit Selected Delete Selected

Contact Order	Contact Name / Relationship / Email / Employment	Phone #s	Notes
1	michelle.gonzalez ATC: michelle.gonzalez@tusd1.org Not Employed: TUSD	Primary: 5206347638 Cell: 5206347638 Work: 5206347638	n/a

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: atstucson | ATS Athlete Portal Version 2.0.0.0  
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- 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 NEW CONTACT” 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 2023-24 School Year.**
  - TUSD Try-Out-Media Opt-Out-Payment 2023
  - TUSD Parent Permission-Assumption of Risk-Transportation 2023
  - TUSD Code of Conduct- Additional Information 2023
  - TUSD Concussion Annual Statement and Acknowledgement Form 2023
- Use the drop-down menu to select a form. Then Click NEW

**Athlete Information - TUCSON UNIFIED SCHOOL DISTRICT** Menu Logout

General Medical History Screen/Test/Vacc Paperwork Contacts **Forms** eFiles

Athlete Forms

Form Name TUSD Concussion Annual Statement and Acknowledgement Form 2023 Date No entries found for form

New Save

Hide Completed Forms Scroll Down Scroll Up Hide Instructions

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.

No athlete forms found.

Database: atstucson | ATS Athlete Portal Version 2.0.0.0  
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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- Click on the Box agreeing to use the Electronic Records and Signatures. Then type in the Signed the name of the Athlete/Student name into Signed By box and then click the Sign button to

the right of the Signed By box. Then type the Parent/Guardian name into Signed By box and then click the Sign button to the right of the Signed By box.

Please read and Signature Disclosure  
 I agree to use electronic records and signatures. ?  
Athlete/Student Signature  
\* Signed By:  Sign  
Parent/Guardian Signature  
\* Signed By:  Sign  
Save Sign

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

Athlete/Student Signature  
Digitally Signed: 05/17/2022 5:49 PM  
Boogers McGillicuty  
Signed By: Boogers McGillicuty  
Parent/Guardian Signature  
Digitally Signed: 05/17/2022 5:49 PM  
Boogers McGillicuty  
Signed By: Boogers McGillicuty  
Save

- It may take a few moments for the blue writing to appear.

When you are finished signing both signatures Click

Save

### 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 pay online via your school's webstore. You will need to pay your participation fee in order to compete. Please enter in receipt number- if applicable or planned date of payment to complete this field.

Per the Code of Conduct – Other Information Form there is a set time

### 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 9<sup>th</sup> graders, new 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.**