



Office: (602) 639-7065
Fax: (602) 761-3316
Email: clubsportsmedicine@gcu.edu

ATHLETIC TRAINER'S SYSTEM (ATS)

HOW TO COMPLETE A NEW MEDICAL PROFILE

Go to www.atsusers.com
Click 'Athlete Portal'

Username: new
Password: new
Database: atsgcu

Fill out the following:

General

- Select Organization: GCU Club
- Select Team(s)
- Name
- Gender
- DOB
- Phone
- Email
- Home Address, City, State, Zip
- Address while at school, City, State, Zip
- Athlete ID (Create your own)
- Password (Create your own)
- Year
- Medical Alerts (n/a if none)
- Allergies (n/a if none)
- Current Meds (n/a if none)

Insurance

- Company
- Ins Type
- Phone # (Found in the back of INS card)
- Plan Type
- ID
- Group
- Upload Front and Back image of INS card
- All of Policy Holder Information
- Contact (Must have 2 emergency contacts)



Once above is completed go to your profile page and click on Athlete Info and sign the **Club Sports Consent Form** under Forms tab.

Upload copy of most updated Physical under eFiles tab

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FOR RETURNING CLUB SPORTS ATHLETES

Log on to your ATS account.

- Update all general info
- Update insurance info and upload new image of the front and back of insurance card
- Complete 'Returner's Questionnaire' under forms
- Upload updated Physical under eFiles