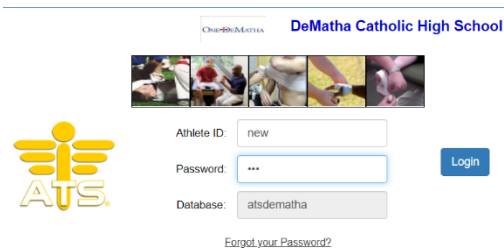


# Creating an ATS Profile & Uploading Documents

1. Computer access: [atsdematha2.atsusers.com](https://atsdematha2.atsusers.com)  
Smartphone/tablet access: [atsdematha4.atsusers.com](https://atsdematha4.atsusers.com)
2. If creating a profile for the first time, type “new” in as your Athlete ID and Password. The database should autofill as “atsdematha”



If you have previously created an account, log in with the credentials you selected. If you don't have that information, DO NOT create a new account. Email [jreading@dematha.org](mailto:jreading@dematha.org) to recover credentials.

3. Complete all yellow boxes, as well as including a valid contact phone number and mailing address. There is space on this page to create an ID and password here. Please also include any medications, allergies, or other notable medical information at the bottom of the page.
4. Click “save athlete information”
5. Blank copies of all required medical forms can be found under the “eFiles” tab. This is also where completed documents will be uploaded when complete.
6. ALL incoming students are required to submit a physical dated after June 1<sup>st</sup> of the current school year, a complete immunization record, a medical history form, emergency contact form, and the Safe Sports Agreement. Athletes will be required to submit 2 additional forms, the permission release and handbook form out of the Parent Handbook. All of these forms are accessible via the DeMatha website, the eFiles tab in an ATS account, and were given as hard copies in a student's enrollment package.