

# CREATING AN ATS PROFILE & UPLOADING PHYSICALS

## MAKING AN ATS PROFILE:

\*ALL students are required to create an ATS profile. If you have made a profile in the past, use the login information you created. Do NOT create more than one profile. Email [afaircloth@dematha.org](mailto:afaircloth@dematha.org) to retrieve forgotten login information\*

1. Go to the DeMatha website. The web address is available under the heading of "Athletics" or "Admissions."  
<https://www.atsusers.com/atsweb/login.aspx?db=atsdematha>
2. The athlete portal homepage will open. Use "new" as the initial login to create a profile
  - Athlete ID – "new"
  - Password – "new"
  - If you click on the website from DM's site, database is automatically filled in. If it does not show, enter "atsdematha." Click login.
3. Complete all yellow sections and also enter your phone number and address. Please list any medications, allergies, or medical alerts in the labeled boxes at the bottom of the page.
  - You will create your unique ID and password on this page. You can use whatever you want, just make sure you will remember it for future logins.
4. Click "Save Athlete Information."

## UPLOADING PHYSICALS:

1. Physicals can be found on "Admissions" or "Athletics" pages of DM's website or in the packet sent home to freshmen and transfers.
2. All incoming freshmen, transfers, and athletes must complete the Physical Examination Form (dated after June 1<sup>st</sup>), Medical History Form, and athletes will have the Emergency Form and Safe Sports School Form.
3. Login to the student's profile with the individual credentials created.
4. Choose the "eFiles & Docs" tabs. Follow the directions to upload the paperwork.

For questions or problems creating the profile or uploading the paperwork, please contact the admissions office or athletic training room.