

**Tucson Unified School District  
Interscholastics  
2021-22**

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

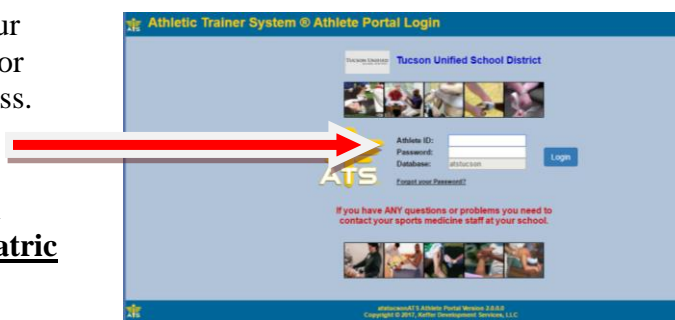


- ATS will open for registration on **May 31st** of the current school year. Any information entered prior to May 31st of the current school year will not transfer into the current school year.
- The BrainBook <https://aiaacademy.org/brainbook> educational online concussion AND Opiod training should be completed prior to registration in ATS.
- Click on the Link provided on the [TUSD Athletic Training](#) webpage.  
Or 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. Your password has been reset to the word “**new**”.

- 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!**



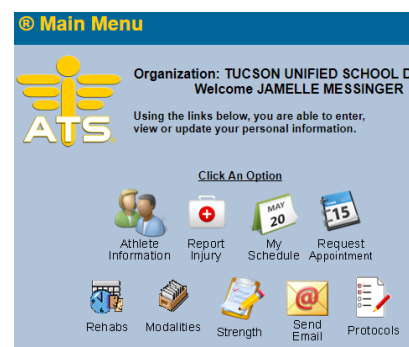
For the first time registration type in the word “**new**” as Athlete ID **and** Password

Database:  
atstucson

- **First Time Users:**
  - Once you are logged in, begin filling out the **General tab** information.
  - All of the yellow colored highlighted sections are required- see page 2.
  - 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.
  - 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:**
  - Select Athlete Information icon.
  - 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.atsusers.com](http://tucson2.atsusers.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 colors** Items are required to be filled out.

Select Team 1: [Yellow]  
Select Team 2: [Yellow]  
Select Team 3: [Yellow]

Name: [Yellow] [Yellow] [Yellow]  
(First) (M) (Last)

Gender: [Yellow] DOB: [Yellow] Format must be mm/dd/yyyy

Phone: [Yellow] Cell: [Yellow]

Email: [Yellow]

Text Address: [Yellow] Cell Phone Carrier Domain Info  
(1234567890@domain.com)

Twitter Tag: [Yellow]

Address: [Yellow]

City: [Yellow] State/Province: [Yellow]  
Zip Code: [Yellow] Country: [Yellow]

Additional Address: [Yellow]

City: [Yellow] State/Province: [Yellow]  
Zip Code: [Yellow] Country: [Yellow]

You must fill in all yellow highlighted areas.

All other areas are optional.

Athlete ID: [Yellow] Upload Athlete Photo:  
Used to log into the ATS Athlete Portal and Kiosk.

Alternate ID: [Yellow]

Password: [Yellow]

Year: [Yellow]  
Blood Type: [Yellow]

Driver #: [Yellow] (Suggested Size: 160x200 and < 1MB)  
Passport #: [Yellow] Choose File No file chosen

Race: [Yellow] Ethnicity: [Yellow]  
Marital: [Yellow] Employed: [Yellow]

Medical Alerts (Size limit 200) [Yellow]

Allergies (Size limit 200) [Yellow]

Current Medications (Size limit 200) [Yellow]

Save Athlete Information

Database: atsusers | ATS Athlete Portal Version 2.0.0.0  
Copyright © 2016, Keffer Development Services, LLC

- Your **ATHLETE ID** is your **TUSD Matric #**

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

- Use your **TUSD Matric #**

Password: [Yellow]


- Ensure that you [Save Athlete Information](#) click the button before you move on

- Be sure to enter in the school you attended for the last 12 consecutive months and BrainBook code or date completed if available. If possible, screen shot 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.

Contact Order	Contact Name / Relationship / Email / Employment	Phone #s	Notes
1	Mommy mommy 123@gmail.com Employed at TUSD	Primary: 1234567890 Cell: 2345678901 Work: 3456789012	
2	Daddy Daddy 234@gmail.com Employed at TUSD	Primary: 1234567890 Cell: 2345678901 Work: 3456789012	

- Click ADD to list emergency contact information 
- 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” 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 2021-22 School Year.**
  - TUSD Try-Out-Media Opt-Out-Payment 2021
  - TUSD Parent Permission-Assumption of Risk-Transportation 2021
  - TUSD Code of Conduct- Additional Information 2021
  - TUSD Concussion Annual Statement and Acknowledgement Form 2021
- Use the drop down menu to select a form. Then Click NEW

Form Name	Date/Time Form was Saved	Show Details
TUSD Code of Conduct-Additional Information	2/27/2017 6:08:16 PM	<a href="#">Show Details Below</a>
TUSD Concussion Annual Statement and Acknowledgement Form	2/27/2017 6:08:28 PM	<a href="#">Show Details Below</a>

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.

\* Items required to be filled out.

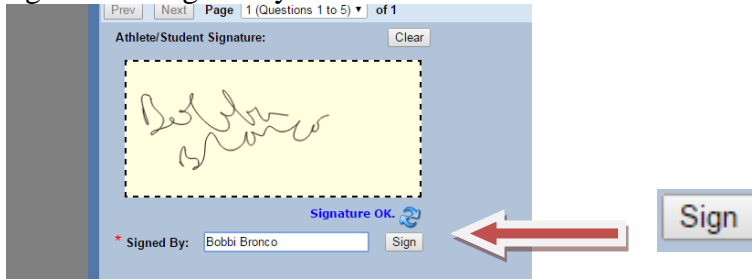
Form Name:

Date:

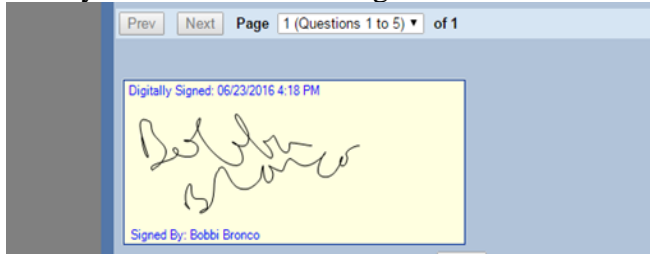
Make sure to **SAVE** each form before you move to the next form!

- You **must** fill in all the required fields and sign or they will not be accepted.

- To sign a form- Hold the left mouse button and move the mouse in the Athlete/Student Signature Box to enter in your signature. Then Type your name into Signed By box and then click the Sign button to the right of the Signed By box.

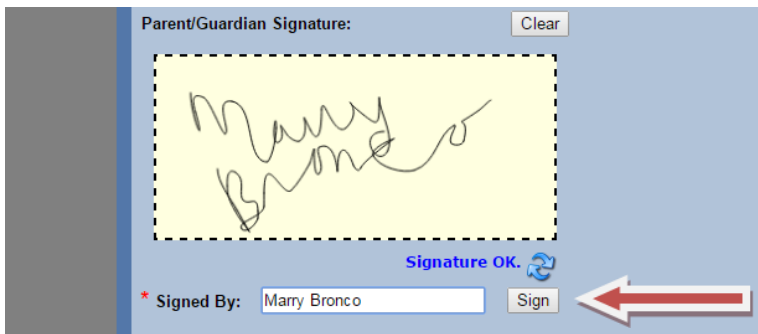


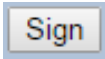
- Once you have clicked on Sign the box should look like this:

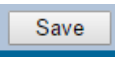


Be sure to click the sign button and not the refresh symbol. You must save the first signature before you sign and save the next signature.

- It may take a few moments for the blue writing to appear.
- **Then the parent will repeat this signature process with the parent/guardian signature.**



Make sure you Click the  button.

When you are finished signing both signatures Click 

### **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.

### **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 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.**