

Online Registration and Sports Physicals Directions- **On the Computer Directions**

1. Go to your web browser and type **ucsd2.atsusers.com** (you do not need the 'www' before this)
2. You will be directed to the Athletic Training Systems—Athlete Portal Login Screen. It should also note the Union City Academic School District on it and have a Union City logo on it.
3. **If it is your first-time** type “new” for the athlete ID and “new” for the password. (do not include the quotation marks). Once logged in you will be on the general information screen. **Please fill in all the areas highlighted in yellow**. For the email portion for the general information fill in the students school email address. You may choose to fill in any additional areas if they apply to you or if you want to. Midway down this page you will create your Athlete ID and Athlete Password (this can be anything you want, letters or numbers). **This username and password should be something you and your child will remember for future logins**. You will need to create separate logins for each of your children.
4. **Insurance:** please fill in the highlighted areas
5. **Contacts:** click on the +add and enter all necessary information, then hit the save button (small check mark) then hit verify. You may add as many emergency contacts as you want and can denote who to contact first, second, etc. after you have saved all the necessary information for the start up of your students portal. Then more contacts can be added.

**Once completed hit the save button at the bottom of the page YOU STILL HAVE PIAA FORMS TO COMPLETE**

6. After the general information screen is complete and saved, you will see 7 tabs listed at the top as General, Medical History, Immunizations/ Paperwork, Insurance, Contacts, Forms and eFiles.

**General:** you just completed

**Medical History:** skip this tab.

**Paperwork:** skip this tab, PIAA forms are located in the forms tab.

**Insurance:** please fill in the highlighted areas and if you want upload a copy/ photo of your insurance card.

**Contacts:** click on the +add and enter all necessary information, then hit the save button (small check mark) then hit verify. You may add as many emergency contacts as you want and can denote who to contact first, second, etc. after you have saved all the necessary information for the start up of your students portal. Then more contacts can be added.

**Forms:** This is where the PIAA physical forms are. Look for the white drop down box next to Form Name, use the drop down arrow and you will see 6 PIAA forms. All 6 forms must be completed for your child. Select the “new” box button just below the drop down box and begin filling in the form. Do not push the date button that will show you previous forms you have filled out of that section every form has to be redone every year, NO you can not make adjustments to the previous one these are the rules from PIAA. At the end of each form there is a box for an e-signature for both the parent and student. You will not be able to save the form unless all required information is completed. Once you complete a form and save it, you can choose the next form and hit “new” and complete another form. Some of the forms will be completed quickly and some will take a little longer to complete. You do not need to do all the forms in one sitting; you can do some one day and some another day. Keep in mind PIAA form 6 Health history will take the longest as it will go through 70+ health questions. If you miss questions it will not let you save and continue and you will have to go back to those numbers and fill them in. Once you have completed a form you will see it in the list at the top of the screen so you will know what you have already done.

**PIAA section 8:** this is completed if you have competed in a sport in the FALL or have completed the above paperwork prior to your designated sports season starts. also is found under the forms tab when available.

7. The doctor’s page (section 7) will be a separate form to complete- this will be completed on paper and given to the Athletic Trainer once completed.

**YOU MUST BE 18 OR OLDER TO COMPLETE PIAA FORMS**

Please be patient and contact me if you have any questions, by email ([abarron@ucasd.org](mailto:abarron@ucasd.org)) is preferred.

Online Registration and Sports Physicals Directions- **On your PHONE**

1. Go to your web browser and type [ucsd2.atsusers.com](https://ucsd2.atsusers.com) (you do not need the 'www' before this)
2. You will be directed to the Athletic Training Systems—Athlete Portal Login Screen. It should also note the Union City Academic School District on it and have a Union City logo on it.
3. **If it is your first-time** type “new” for the athlete ID and “new” for the password. (do not include the quotation marks). Once logged in you will be on the general information screen. **Please fill in all the areas highlighted in yellow**. For the email portion for the general information fill in the students school email address. You may choose to fill in any additional areas if they apply to you or if you want to. Midway down this page you will create your Athlete ID and Athlete Password (this can be anything you want, letters or numbers). **This username and password should be something you and your child will remember for future logins**. You will need to create separate logins for each of your children.
4. **Insurance:** please fill in the highlighted areas
5. **Contacts:** click on the +add and enter all necessary information, then hit the save button (small check mark) then hit verify. You may add as many emergency contacts as you want and can denote who to contact first, second, etc. after you have saved all the necessary information for the start up of your students portal. Then more contacts can be added.

**Once completed hit the save button at the bottom of the page YOU STILL HAVE PIAA FORMS TO COMPLETE**

6. After the general information screen is complete and saved, you will see 7 tabs listed at the top as General, Medical History, Immunizations/ Paperwork, Insurance, Contacts, Forms and eFiles.

**General:** you just completed

**Medical History:** skip this tab.

**Paperwork:** skip this tab, PIAA forms are located in the forms tab.

**Insurance:** please fill in the highlighted areas and if you want upload a copy/ photo of your insurance card.

**Contacts:** click on the +add and enter all necessary information, then hit the save button (small check mark) then hit verify. You may add as many emergency contacts as you want and can denote who to contact first, second, etc. after you have saved all the necessary information for the start up of your students portal. Then more contacts can be added.

**Forms:** Touch the Form Name drop down menu. Choose a PIAA form (there are 6 total). Push new. Complete the form. Make sure you push the small box saying you agree to electronic records and signatures. And type in you and the athletes name and push sign for both. Two signatures will appear on the screen and then push the blue SAVE button. A green bar will come across the top saying they have been saved. Then repeat this process for all 6 total PIAA forms. Do not push the date button that will show you previous forms you have filled out of that section every form has to be redone every year, NO you can not make adjustments to the previous one these are the rules from PIAA. At the end of each form there is a box for an e-signature for both the parent and student. You will not be able to save the form unless all required information is completed. Once you complete a form and save it, you can choose the next form and hit “new” and complete another form. Some of the forms will be completed quickly and some will take a little longer to complete. You do not need to do all the forms in one sitting; you can do some one day and some another day. Keep in mind PIAA form 6 Health history will take the longest as it will go through 70+ health questions. If you miss questions it will not let you save and continue and you will have to go back to those numbers and fill them in. Once you have completed a form you will see it in the list at the top of the screen so you will know what you have already done.

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