



Hennessey Recreation Center • 1330 Elmhurst Drive NE • Cedar Rapids, Iowa 52402-4797 • 319-363-8213 • Fax 319-363-6341 • www.mtmercy.edu

## **New Athletes:**

Here are some trouble shooting ideas before you start:

-This does take a while so please make sure you have time to just sit and do this

**-If you take too long it will log you out and will not save!**

- Google Chrome works the best, do not use Safari it will not save

Go to <http://www.mountmercymustangs.com/>

Go to "Inside Athletics"

Go to " Student- Athletes"

Go to " Forms For Student - Athletes"

Click "ATS Athlete Portal"

**Username: new**

**Password: new**

**Database: atsmtmercy**

Go to the "General" tab, fill in **Yellow** spaces only. Do not save!

Go to the "Immunizations" tab, fill in **ALL blank** spaces. Do not save!

Go to the "Insurance" tab, fill in **Yellow** spaces. Do not save!

**\*\* Have to have insurance coverage from August 1<sup>st</sup>- May 31<sup>st</sup> \*\*.**

Go to the "Contact" tab and fill out **Yellow** spaces.

Click "**Save Athlete Information**" at the bottom of the page when finished.

At this time it will take you back to General tab and more tabs will pop up on the top of the page



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**\*\*\*\*Please fill in the following information\*\*\*\***

\*Phone

\*Address is your home address

\*Additional Address is your college address

\*Any Medical Alerts, Allergies, and all Medications

**\*If you are prescribed Adderall, Ritalin, or any other stimulus we need a doctor's note and we need to how long you have been on these medications**

Go to the "Medical History" tab. Under "Surgeries", click ADD to enter any past surgeries. If you **have NOT** had any surgeries please put N/A under "Other Medical Notes." Click "Save Athlete Information" at the bottom of the page when finished.

Go to the "Immunizations/Paperwork" tab. Click ADD to enter immunizations. Click "Verify Immunization Information". Under "Paperwork" you will see a list of paperwork that needs to be filled out in the "Forms" tab. Under "Physical", your physical may be uploaded under the tab "eFiles" or your Athletic Trainer will scan this information into the program after it is turned in. \*\* Note: Physicals are only valid for one year, must say that you are cleared for participation in sports, and must be done by a DO, MD, or ARNP (NO chiropractors).\*\*

Go to the "Insurance" tab, click ADD to enter Payor #1 in the yellow highlighted box, which is your PRIMARY insurance. Fill in **ALL blank** spaces AND upload a **front and back copy** of your insurance card. If you have a secondary insurance, click "Add a New Insurance Company" and Click "Save". Click "Save" at the bottom of the page when finished.

**Saving Insurance Cards**

-Take a picture of the front and back of your card on your phone

- Email it to yourself and size the pictures **small**

-Go to insurance tab, click on your insurance and click "Edit"

-At bottom of page hit "Upload"

-Attach front of your insurance card to front and back of your insurance card to back

-Hit save, and close



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Go to the “Contact” tab. Click ADD to enter emergency contact information. Click “Verify Emergency Contact Information” at the bottom of the page when finished.

Go to the “Forms” tab. Click “Form Name” and select the first form on the drop down menu. Click “New”. Fill in **ALL blank** spaces.

-Sign at the bottom of the page then click “sign”

-Click “Save”

-Go to the next form in the drop down menu and repeat

**Forms that need to be completed:**

Acknowledgement of Insurance

Assumption of Risk for Participating in Intercollegiate Athletes

Athlete Bio

Athletic Training Hours

Concussion Review and Policy

HIPPA

Medical Consent

New/ Freshman Athlete Health History

Go to the “eFiles” tab.

**\*This is where you can print you physical form to take to the doctor\***

**Uploading your Physical**

-Go to “eFile tab”

-Go to the bottom of the page

- Description- write “Physical and date of your physical”

-Type- Physical

- File- Attach Physical through browser

-Click “Upload”



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Logout when finished. Thank you for your medical information.

If you have questions please contact [mmutrainers@mtmercy.edu](mailto:mmutrainers@mtmercy.edu) or 319.363.1323 ext 1577