



**Johnathan Kitts, MS, ATC**  
Associate Athletic Director for Sports Medicine  
PO Box 338  
Due West, SC 29639  
(864) 379-6689 Office  
[kitts@erskine.edu](mailto:kitts@erskine.edu)

---

Dear Student-Athlete and Parents,

It's my privilege to direct the athletic training services provided to the student-athletes at Erskine College. In order for our athletic training staff to facilitate the best healthcare, and enable student-athletes to participate in athletics safely, we need to have several documents on record from each student-athlete. Each student-athlete **will not** be allowed to participate in any team athletic activities until **ALL** required documents have been **electronically** submitted. Please do not submit paper copies. Follow the procedure below for proper and timely submission of all required information.

### New Student-Athletes

1. Go to [erskine2.atsusers.com](http://erskine2.atsusers.com).
2. Enter the following as your log in information:
  - Athlete ID: new
  - Password: new
  - Database: atuserskine
3. **Complete General Information Page**
  - You **MUST** complete everything in **yellow** along with the following information.
  - Choose Erskine College as organization.
  - Choose your respective team(s).
  - **Create a new Athlete ID and Password; your Athlete ID should be the last 5 digits of your student ID (Your student ID number should be on any documentation from the Erskine business office). Choose a password you will remember.**
  - Complete allergies and current medications. If you do not have any, write N/A.
  - Click "Save Athlete Information".
4. **Select and complete the Insurance tab.**
  - Click "Add New Insurance".
  - You **MUST** complete everything in **yellow**.
    - For "Payor#" you should enter 1
    - If you do not have a Group #, enter N/A
  - Upload images of the front and back of your insurance card.
    - **Image must be in .jpg, .png, .bmp, or .gif format**
    - **Image must be clear**
    - When complete, click save at the bottom of the page.
5. **Select and complete the Contacts tab**
  - Click "Add New Contact"
  - You **MUST** complete everything in **yellow**.

- You **MUST** provide at least 2 contacts.
  - When complete, click save at the bottom of the page.
- 6. Select and complete the Forms tab**
- Select the dropdown tab beside “Form Name”
  - Select “Electronic Signature Page” from the dropdown.
  - Select the box that says “New”
  - Answer all of the questions.
  - Check the box agreeing to use electronic records and signatures.
  - The student-athlete should type their name in the “Student-Athlete Signature” box.
  - The parent/guardian should type their name in the “Parent/Guardian Signature” box.
  - After both parties have signed the document, click the “Save” button at the bottom of the page.
- 7. Upload your Sickle Cell Documentation**
- If you or your child was born in SC or NC, he/she was probably tested at birth and the results are on file with their pediatrician, the public health department, or the hospital where they were born. If you are unable to obtain the information, then the student-athlete must be tested before they are allowed to participate in intercollegiate athletics at Erskine. Student-athletes must provide a **COPY OF THE RECORD** of sickle cell testing.
  - Select the “e-Files” tab.
  - Scroll to the bottom of the page.
  - In the “Description:” line, type Sickle Cell Documentation
  - In the “Document type” dropdown, select “Form”
  - Choose your file. You may take a picture of your sickle cell documentation, or scan and upload the document. It must include your name, your date of birth, and your sickle cell status.
- 8. Upload your ADD/ADHD Exemption Waiver (If Applicable)**
- Follow this link to access the ADD/ADHD Medical Exemption waiver to be completed by the prescribing physician, then upload the document into ATS.
  - [https://erskinesports.com/documents/2019/9/2/ADHD\\_Form\\_rev\\_9\\_2\\_19.pdf](https://erskinesports.com/documents/2019/9/2/ADHD_Form_rev_9_2_19.pdf)
  - Select the “e-Files” tab.
  - Scroll to the bottom of the page.
  - In the “Document type” dropdown, select “Form”
  - Choose your file to upload.

### **Returning Student-Athletes**

- 1. Go to [erskine2.atsusers.com](https://erskine2.atsusers.com).**
- 2. Enter the following as your log in information:**
  - Athlete ID: Last 5 digits of your student ID or one that you created
  - Password: Your created password
  - Database: atserskine
- 3. Select and complete the Insurance tab**

- Check to be sure your insurance information is correct and up to date.
- If you need to change your insurance information, follow the instructions below. If your information is correct, you may move on to step 4.
  - Click “Add New Insurance”
  - You **MUST** complete everything in **yellow**.
    - For “Payor#” you should enter 1
    - If you do not have a Group #, enter N/A
  - Upload images of the front and back of your insurance card.
    - **Image must be in .jpg, .png, .bmp, or .gif format**
    - Image can be uploaded either via scanner or take a picture with your phone and e-mail the image to yourself and then save it to your computer and then upload the image.
  - When complete, click save at the bottom of the page.

#### 4. Select and complete the Forms tab

- Select the dropdown tab beside “Form Name”
- Select “Returning Student-Athlete” from the dropdown.
- Select the box that says “New”
- Answer all of the questions.
- The student-athlete should type their name in the “Student-Athlete Signature” box.
- The parent/guardian should type their name in the “Parent/Guardian Signature” box.
- After both parties have signed the document, click the “Save” button at the bottom of the page.

#### 5. Upload your ADD/ADHD Exemption Waiver (If Applicable)

- Follow this link to access the ADD/ADHD Medical Exemption waiver to be completed by the prescribing physician, then upload the document into ATS.
- [https://erskinessports.com/documents/2019/9/2/ADHD\\_Form\\_rev\\_9\\_2\\_19.pdf](https://erskinessports.com/documents/2019/9/2/ADHD_Form_rev_9_2_19.pdf)
- Select the “e-Files” tab.
- Scroll to the bottom of the page.
- In the “Document type” dropdown, select “Form”
- Choose your file to upload.

Please let me know if you have any issues or questions about completing these tasks using the information above. I look forward to seeing you on campus.

Go Fleet!

Johnathan Kitts MS, ATC