

Dear Parent/s, Guardian/s, and Student/s,

Each athlete must complete a physical to be able to play a sport in the Cornwall-Lebanon School District. The Cornwall-Lebanon School District Athletic Trainers are implementing new procedures for the 2020-2021 school year in regards to physicals. Please follow the instructions below:

**We are requiring the majority of the physical packet to be turned in electronically.**

***New athletes for the 2021 Spring Sports Season must complete Sections 1-6, of the PIAA CIPPE physical along with Section 10 and the Risk of Injury Form online. In order to get started using the Athletic Training System (ATS) please follow these steps below.***

Any New Athlete must email Mr. Seldomridge (cseldomridge@clsld.k12.pa.us) or Mr. Dougherty (sdougherty@clsld.k12.pa.us) with the following:

1. Name
2. Phone Number
3. Email of Person to Receive Your Login Information
4. Student ID Number
5. Birth Date

*\*You will receive account information from the Athletic Trainers after sending the information. You will need to wait until you have this information to be able to sign into the site. Once you receive the information, follow the Step 1 below for existing athletes.*

***Returning Athletes from a Fall or Winter Sport or any athlete who turned in the Sections 1-6 of the physical forms prior to January 25<sup>th</sup>, 2021 must complete Sections 7 and 10 and Risk of Injury Form online.***

Below you will have instructions as to how you and your athlete will access the Athletic Training Software (ATS) website.

**Step 1:** Begin by going to the following website: [atscchs2.atsusers.com](https://atscchs2.atsusers.com).

**EXISTING ATHLETES:** (Athletes who played a sport at Cedar Crest prior to this year)

**Step 2:** Log into the Website

- If you cannot remember your athlete id or password, click the appropriate button on the screen to retrieve your information.
- If you still run into an issue with your account information, please email cseldomridge@clsld.k12.pa.us.

**Step 3:** After you are signed into the site, update your account information. **Click on “Athlete Information” to change the athlete information.**

- Change your Athlete ID to your school ID

- Set the password to anything you choose (Your password must be at least 7 characters long and include a capital letter, number, and special character)
- Make sure you remember this ID and password because this is how you will access the systems in the future.

**Step 4:** Complete each Sections 1-5, 7, and 10 of the CIPPE Physical and Risk of Injury Form. After updating your account information, new tabs will appear

- Click on “Forms”
- Then click on “Show Forms,” this will confirm each form as completed
- Next click on the pop down menu to access and start a new form
- Then click on each section that is required.
- Please note that you will not be able to go to the next form until all information and signatures are completed
- Click the “Save” button after each document is completed
- After completing the “Forms” section, you may then complete the information for the Insurance tab.

**Step 5:** Follow these instructions to get specific sections signed by a doctor. Section 2 and 5 must be printed out after they are filled out online. Section 6 can be downloaded from the efile tab on the site.

- Click on the “efiles” tab. Then click on “Download” in the “PIAA Physical Section 6” box. Open the document and then print it out.

Section 6 must be signed by a doctor and scanned/uploaded to the efile tab. If you are unable to scan and upload these sections, please drop off your hard copies in the CCHS Athletic Office or Middle School Main Office.

**Medication Form:** *The medication form is to be filled out yearly or when a medication changes for any athlete. The medication form must be printed out, filled out, and signed by a doctor and parent for any athlete that may use or need any of the following:*

- Inhaler, Epi Pen, Insulin/Insulin Pump, Allergy Medication (Benadryl, Zyrtec, Claritin, etc.), Prescription or Over the Counter Medication, Any medication for emergency or nonemergency purpose, and/or Any Supplements

*To access the Medication Form, click on “efiles,” then click “Download” on the Medication Form box, and then print. Once the form is filled out and signed by the parent(s)/guardian(s) and the doctor, scan/upload the form on the efile tab. If you are unable to scan and upload these sections, please drop off your hard copies in the CCHS Athletic Office or Middle School Main Office.*

By following the previous steps, you should have all of your online forms completed and submitted to the Athletic Trainers. If you need to refer back to the site to see what you need, the Paperwork tab allows you to see what is completed at any time. You do not necessarily need to fill out each section in one sitting – it will remember where you left off as long as you have clicked SAVE.

We understand that this is a new process for many, and thank you for your patience as we use this website as one of our mitigation strategies during the COVID-19 pandemic. Please contact the athletic training staff with any questions or concerns.

Thank you,

Christopher A. Seldomridge, LAT, ATC, PES, CEAS, CPO, AASDN-NS

CLSD Athletic Trainer

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