



GREENVILLE HOSPITAL SYSTEM  
UNIVERSITY MEDICAL CENTER

## Instructions for entering demographics into ATS.

1. Open internet explorer
2. Copy and paste this link in the address bar

<https://www.atsusers.com/ATSWeb/login.aspx?ReturnUrl=%2fatsweb%2fdefault.aspx>

3. Enter “**new**” for the user name
4. Enter “**new**” for the password
5. Enter “**ats\_ghs**” for the database
6. Click the login button
7. The athlete information screen will appear
8. Fill out your child’s information
9. Complete the general information page, click the save button. 10. When the data is saved the medical history, immunization, insurance, and emergency contact buttons become live
11. Please complete each of these pages.
12. After each page is complete click on the save button.
13. When all information is complete simply click the logout button.
14. A new user name and the password you entered will be sent to you via the email address you provided.

