



June 19, 2019

Dear WLC Student-Athlete,

We hope you are having a great summer and are excited to see you this fall when you report to campus. We are the Wisconsin Lutheran College Athletic Training Staff:

- **Matt Hendricks**, Head Athletic Trainer
- **Andre Daniel**, Head Football Athletic Trainer
- **Emily Paul**, Assistant Athletic Trainer

We would like to take this opportunity to highlight a few things to ensure that the required forms, paperwork, and screenings go smoothly for you this year.

All athletics medical forms must be filled out online through the HIPAA-compliant **Athletic Trainer System (ATS) Portal**. Here are the steps you need to take to access the system:

1. Visit **wlc.edu/healthforms** to read a PDF that has **detailed instructions** for setting up your ATS Portal username and password, for completing the necessary forms, and for uploading the required information.
2. Visit **wlc.edu/atsportal** to access the **ATS Portal**. Log in and complete all of the required information **by July 15**.
3. All freshman and transfer athletes must have a **sports medicine physical** completed and uploaded to ATS. This physical form can be downloaded from the ATS Portal in the eFiles tab. Print it out and take it along to your physical exam. Once it is filled out by the doctor, you can upload it back into ATS.
4. Upload a photo or a scan of the **front and back of your insurance card**. Please bring copies of the front and back of your insurance card with you to campus as well. Take the copies of your card with you to your athlete screening session in case there are questions.
5. For athletes with documented asthma, bring us a **duplicate of your inhaler with a script** from your doctor.

**All athletes are required to attend their respective screenings in the Athletic Training Room located on the "B" level of the Recreation Complex.**

- Football athlete screenings: Tuesday, August 13 from 2 to 5 p.m.
- Fall sport athlete screenings (non-football): Tuesday, August 20 from 2 to 5 p.m.
- Winter and Spring sport athlete screenings: Thursday, September 5 from 2 to 5 p.m.

Thank you for taking time to log in and submit all the required information by July 15. Please let us know if you have any questions or concerns; our email is **wlcsportsmed@wlc.edu**. We look forward to serving you during the upcoming academic year.

Sincerely,

*Matt, Andre, and Emily*