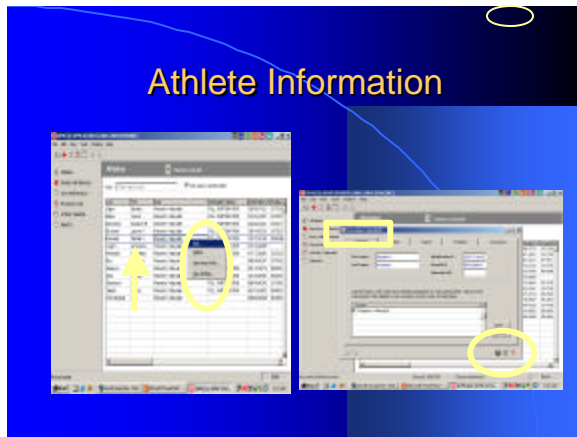


Athlete Page Details

Access to the a roster for your team is through the Athlete Page. **This is the first step whenever you add new members to the team roster and whenever team status changes.** The other files in SIMS work off this page for linking information. So you must have an athlete on the roster before any athlete injury information can be generated.



Pull Down Menus

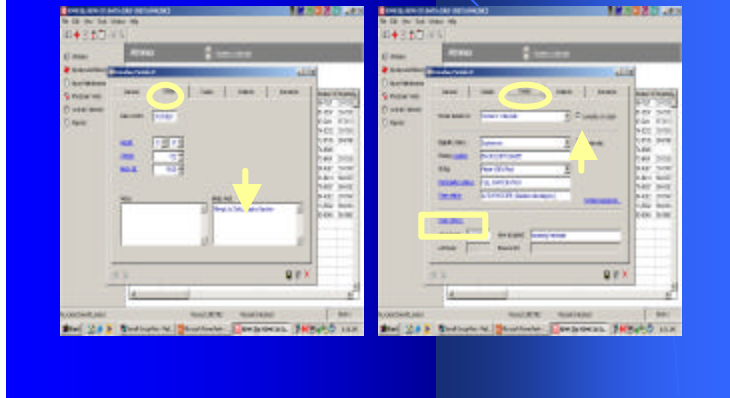
The right click key on your mouse will have many uses. If you place the mouse arrow on a line in the Athlete Page (arrow), and then right click, you will get a pull down menu (left circle) that gives you some options. If you are on a line where an athlete has been previously entered, you are allowed to edit – be careful not to delete. All of the other options on that pull down are available to use for a case line already entered; however, if you right click on a blank line, only the New File option will be available. Once an athlete is placed in the roster, there should be only a few reasons to delete the file. The main reason would be that you entered the same athlete twice by

mistake. Athletes are automatically taken off the active roster on completion of their eligibility or when we go into another section and indicate that they have left the team. There should be very few reasons to delete a file, so to be sure, always check with your staff.

General Information Screen

Once you get in to edit an existing file or input into a new file, the first screen is General Information (box). This is where you write in the athlete's full given name. Place the athlete's middle initial in the space for first name, because there is no middle initial box. We may be changing from social security numbers, but for now put that number and the hospital registration number in the spaces indicated. Finally, indicate which team roster to attach the record to. Be sure to "add" the team roster information or at the end you will be prompted to do so. If after completing this information you are done with an editing task, click on the floppy disk icon at the bottom right of the screen (right circle). The middle icon is for saving the current record and then calling up a new file. This is especially helpful to use when inputting new roster information at the start of the year. The red "X" will exit you from the current pull down menu and Roster Information to go back to the Athlete Page without saving any of the information you had put in. From here, we will go on to the Details Screen by using the left click button on the mouse centered over "Details."

Athlete Information



Details Screen

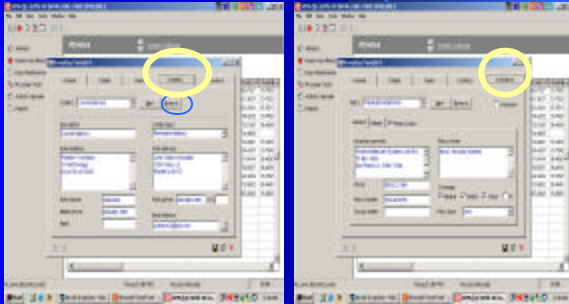
Pictured on the left is the Details Screen (left circle) and the right is the Team Screen (right circle). For the Details Screen, be sure to update information about **height, weight, and body composition** to match your use of that information. Currently, there are no links to other features that would use this information. Birth date is an important feature to make sure it is entered correctly – month (2 digits), day (2 digits) and year (4 digits). Finally at the bottom are **Medic Alerts and Notes** (left arrow). The Medic Alerts screen shows up on other reports, so this one is important

to have updated. **Put in allergies, diseases, major illnesses and conditions, and surgeries.** As opposed to a lot of roster information, this screen may change a great deal during one season.

Team Screen

There is a lot of information to sort through on the Team Screen (right). You will have to go over the details with your staff, but **be sure to update this screen for every change in Team Status (Active Roster or Non-participant), Participation Status (Full, Partial, and others), and Position.** The one status that changes regularly with injury is Participation Status (box). Although you will note the status of the athlete in other notes, such as SOAP notes, the status here links to contests and days lost for exposures. This status update feature is found on the Injury Illness Page and the Injury Maintenance Page as well. Finally be sure to check the scholarship box (right arrow) if athletes are on scholarship. This status is important for contact lens benefits and the insurance secretary will check this status before allowing payment to be made. Team History is at the bottom of the page (below box). When an athlete's status is not on the Active Roster, the end date and reason will appear as an option. Fill in this screen as appropriate. **Athletes are never deleted from the Roster because they end their eligibility or quit.** They just do not appear on the Active Roster.

Athlete Information



Contacts and Insurance Screens

The last two screens for Athlete Information are Contacts (left circle) and Insurance (right circle). The contact information contains address and phone. Your staff will identify whether or not this information is to be inputted by you or given to the Insurance Secretary. The information is important for third party billing so the accuracy of the billing information and format are important.

If you do not update player status when they are injured and no able to fully participate, what explanations can we gather from time lost including when an athlete has returned to the conditioning phase of rehabilitation? If this is not clear, review this page with your staff for further explanation.

Athlete Information - Review

- Keep updated regularly
- Pay close attention to player status
- Be aware of scholarship status
- Work with Sue Cooper on contacts and insurance