<u>Instructions for AT Genius Account Set-Up</u>

Dear PFPS Athletes and Parents: In order to participate on a sports team at Pope Francis Preparatory School, athletes must provide the Athletic Department with current address, emergency contact, medical alert and health history information.  Three preseason participation forms also need to be filled out and submitted electronically.  To expedite this process Pope Francis Preparatory School uses an Electronic Medical Records system via AT Genius. Instructions for accessing and setting up your student's account are below.  Please reach out to the athletic trainer, Sarah Myers, via email at smyers@popefrancisprep.org with any questions.

1) Go to ATGenius.com
2) Click Student/Athletes
3) Click Existing Student/Athletes
4) Enter the student's school email address and click forgot password?
5) Enter student email address (the one issued by Pope Francis Prep) and click send
6) Check student email address (the one issued by Pope Francis Prep) for a link to reset a password, click the link
7) Create a password to access your student's account
8) Log in to the account using the school email address and password you just created
9) Click add / edit profile picture; take a selfie or upload a photo of your student
10) Under Athlete Info please complete all sections accurately to your student ****PLEASE be sure the student cell phone number is accurate****
11) Multi-sport athletes should select the sport they plan to participate in first (For example, a soccer / hockey athlete would put the fall sport before winter)
12) Complete the following additional tabs: Parent/Guardian Info; Insurance Info; Medical Info; and Preseason Docs
    a) The Preseason Docs are in fillable-PDF format, this system allows you to download them, fill them out and save them, then re-upload the completed forms to be kept electronically in your athlete's file.
    b) The physical info tab can be skipped unless you have an updated physical to upload.  The athletic trainer will input official information based on what the school nurse has on record.
13) Click Save (please note a sport must be selected to save the information)