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Dear Athletic Trainer,

The items in bold red font will need to be changed to match your customized school code, school or institution name and athletic trainer’s name before you send the information below to your athletes. To create a school code, login to your account, under Account Options, select ATGenius school code. Type in a unique school code that will be easy for athletes and staff to remember. This school code is required for sign-ups and treatment sign-ins. Please delete this paragraph after completing the above instructions. Spanish instructions are included on the second page. You can also use this [QR code](https://atgenius.com/docs/qr-code-new-patient.pdf) to direct patients to our website.

Thank you,

ATGenius.com

**Instructions for New Athlete Account Setup**

1. Go to ATGenius.com
2. Click Student/Athletes
3. Click New Student/Athletes
4. School Code is **Bulldogs** (case sensitive)
5. Verify School: Should say **Lachman High School**, **William Hill**, **Athletic Trainer** click Select
6. Enter your Date of Birth and your Last Name
7. Enter your school email address and create a unique password you will remember
8. **Setup Account:** Log in to your account using the email and password you just created
9. Click Add/Edit Profile Picture and take a selfie headshot
10. Under Student/Athlete Info, complete ALL fields. Note: Enter **YOUR** cell phone number
11. Multi-sport athletes should select the sport they will play first during the school year
12. Complete the following additional tabs: **Specify the additional tabs you want athletes to complete here such as parent/guardian info, insurance info, preseason documents, and which ones can be skipped.**
13. Click Save (please note a sport must be selected under the athlete tab to save)

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**Instrucciones para cuentas nuevas**

1. Vaya a “ATGenius.com”
2. Haga clic en “student/athlete”
3. Haga clic en “New student athlete”
4. El Código escolar es **Bulldogs**
5. Compruebe el nombre de la escuela: Debe ser **Lachman High School, William Hill, Athletic Trainer** haga clic en “Select”
6. Entregue su fecha de nacimiento y apellido
7. Entregue su correo electrónico y haga una contraseña que Ud. va a recordar
8. **En la cuenta**: Use la cuenta de correo electrónico y la contraseña que Ud. hizo
9. Haga clic en “Add/Edit Profile Picture” y saque un selfie
10. En el espacio de “Student/Athlete Info” llene toda la información. \*\*Atención: Entregue **su propio** número de teléfono
11. Para estudiantes que juegan más de 1 deporte, necesitan elegir el deporte que van a jugar primero
12. Complete toda la información siguiente: **Specify the additional tabs you want athletes to complete here such as parent/guardian info, insurance info, preseason documents, and which ones can be skipped.**
13. Haga clic en “Save” (para guardarlo, tiene que elegir un deporte)