

**Setting up multiple schools and athletic trainer accounts**

Instructions for Regional Managers

A regional manager account is recommended for groups of schools and organizations:

* ATs can be granted access to multiple schools using only a single email and password, and can switch schools on the fly once logged in.
* The lead account holder (regional manager) determines which ATs have access to certain schools.
* Like the ATs, the regional manager can have access to all schools using a single email and password, and can switch schools on the fly once logged in.
* In order to have a regional manager account, we need to do some things on our first. Do not sign up for a free trial account on the website if you plan to use this feature. Instead let us know you are interested and we will provide you with a password you can change later.

**Log in to** [**www.ATGenius.com**](http://www.ATGenius.com)with your account information provided by ATGenius

**To add schools:**

* Click, Account, Account Options, School Manager
* Click Add School, enter the school information
  + **You will need to enter the school name, city, state and phone number**

**Once you add your schools, add your athletic trainers:**

* Click, Account, Account Options, Team Members
* Click Add Team Member, enter the athletic trainer’s information
  + **You will need to enter the athletic trainer’s name, email address, phone number and create a password the athletic trainer can change later**

**Once you enter your athletic trainers, click School Manager from within the Team Member List to assign individual athletic trainers to their schools:**

* Click the schools in which the athletic trainer is assigned to, to provide their access to those selected schools
  + **This will provide a choice of schools for the athletic trainer upon logging in**

**Please watch our regional manager** [**video tutorial**](https://youtu.be/KFQ_IlUzfA8) **to learn more**

Need help? support@atgenius.com