

Coaches Directions for ACS Forms

Coaches Access

1. First Time User

- Follow link sent to your email from “InControl Automated Notification” or subject “ACS InControl Password Request”
- Go to www.acsathletics.com
 - Click Customer Log In → Forms Direct
 - Forgot your password
 - Enter email and code verification as shown in caption
 - You can edit your profile/username by selecting Setting in upper right corner and My Profile

2. Returning User

- Go to www.acsathletics.com
 - Click Customer Log In → Forms Direct
 - Enter username and password

3. View Roster

- From the dashboard click on Roster
- You can choose academic year and sport if you coach multiple teams

4. Adding Athletes to Roster. There are 3 ways to add athletes to a roster

- a. Send the entire roster to the athletic training staff in sortable excel file with last name, first name, ID number and active email address.
- b. To move returning athletes to the next academic year, check the box next to the name and select rollover to academic year, select year to rollover to.
 - i. You can delete athletes not returning by selecting the “X” next to the name.
- c. Add individuals manually.
 - i. If you choose this method after team forms have been sent, you must also complete #6 below.

5. View Paperwork Report

- Select checkbox next to Full Name to select all athletes (or can be done by select athletes)
- Click Run Report
- In pop-up box click forms
- Click *Form: Completion Report Excel to see all forms in one table
 - The date listed is when the form was completed. All forms must have a date to be completed.

6. Requesting Forms

- This will be done from the department responsible for the form. However, if you add an athlete you should also request the needed forms.
- Select the athlete(s)
- Click Request Forms
- Select which forms you want to send and a due date for the form
- You may write in additional notes or comments and send

Directions for Student-Athletes are found on www.gopios.com

- Sports Medicine

- Student-Athlete Forms
- Link/directions half way down the page