



## Messiah University Sports Medicine Setting up an Appointment Instructions

**Important Note:** Due to the health considerations from COVID-19, we are not allowing walk-in appointments, only scheduled appointments. All appointments are a 30-minute time block, but your appointment will be 15-20 minutes long to allow for time to clean before the next appointment.

In order to schedule an appointment with an athletic trainer for new injury evaluation, rehabilitation, or follow-up and updates concerning an injury, follow the step-by-step instructions listed:

1. Sign into your athlete portal at [messiah2.atsusers.com](https://messiah2.atsusers.com).
2. You will be directed to the homepage. Click on Request Appointment.

3. Once you get to the scheduling page, click on the date you are requesting. If you choose a day that there are no available time slots, you'll see this page:

When you select a day with time slots, you'll see this page:

Select a date below to view available open appointment times to request an appointment with your staff members.

August 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

-- Staff Filter --

1. Select the appointment time you would like to request.
2. Enter any note you wish to send with your request.
3. Click the "Send Request" button below to email the staff member for approval.

Select	Time	Staff Name / Purpose / Location / Equipment
Select	10:00 AM	Megan Fowler (1) - Open Time - -
Select	10:30 AM	Megan Fowler (1) - Open Time - -
Select	11:00 AM	Megan Fowler (1) - Open Time - -
Select	11:30 AM	Megan Fowler (1) - Open Time - -
Select	12:00 PM	Megan Fowler (1) - Open Time - -
Select	12:30 PM	Megan Fowler (1) - Open Time - -
Select	1:00 PM	Megan Fowler (1) - Open Time - -
Select	1:30 PM	Megan Fowler (1) - Open Time - -
Select	2:00 PM	Megan Fowler (1) - Open Time - -
Select	2:30 PM	Megan Fowler (1) - Open Time - -
Select	3:00 PM	Megan Fowler (1) - Open Time - -
Select	3:30 PM	Megan Fowler (1) - Open Time - -

4. Select the time and athletic trainer, and scroll to the bottom to request the appointment. It is preferable if you add a note to notify the athletic trainer for the reason for your visit, especially as a first-time for that specific injury, but this step isn't necessary. Then click Send Request.

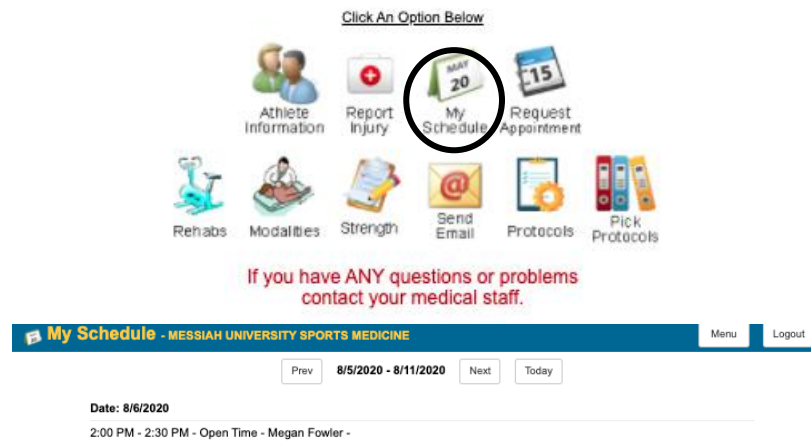
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Select	1:00 PM	Megan Fowler (1) - Open Time - -
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Select	2:00 PM	Megan Fowler (1) - Open Time - -
Select	2:30 PM	Megan Fowler (1) - Open Time - -
Select	3:00 PM	Megan Fowler (1) - Open Time - -
Select	3:30 PM	Megan Fowler (1) - Open Time - -

Request Note

New injury evaluation: sprained right ankle

Send Request

5. You're scheduled! If you forgot what time you scheduled, you can go to My Schedule on your home page and view your appointments:



6. Be sure to arrive to your scheduled appointment right on time, maybe a couple of minutes early, but no more than 5 minutes early. Be aware that you will be required to wear a mask for the duration of your appointment. If you do not arrive with a mask, you will be asked to go retrieve a mask before returning. Abide by all institutional guidelines