

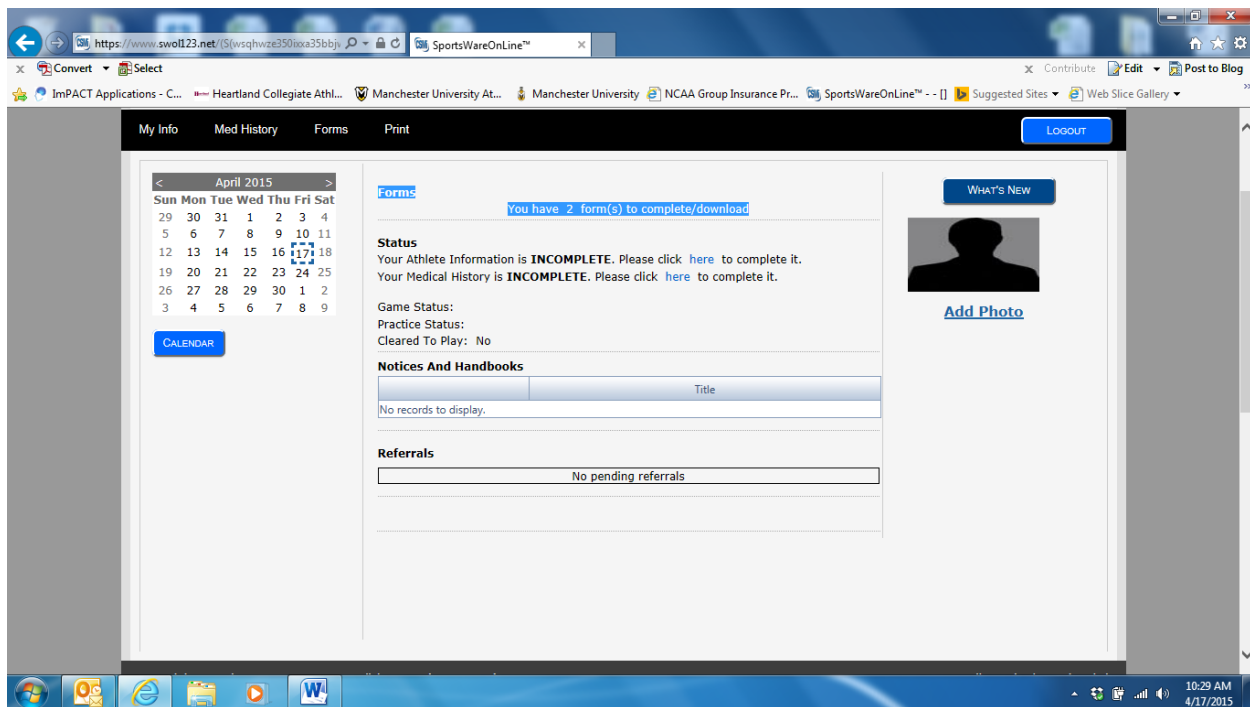


**Student-Athlete NCAA & Athletic Training Paperwork Instructions**  
**The Center for Health & Sports Medicine**

1. Visit [www.swol123.net](http://www.swol123.net) & click “Join SportsWare”. **The school I.D. is: spartans**



- A. Enter your information and click send. *\*Please use your Manchester University EMAIL account as your email address for SportsWare); however any email address will work.*
2. Wait for a staff member to verify your name. Once you have been verified you will receive an email notification. *Note- sometimes the email doesn't come through. If this happens you can do the “forgot password” route for access.* Follow the steps to change your password by re-visiting [www.swol123.net](http://www.swol123.net) & clicking “Reset Password.”
  3. Log-in to SportsWare. Once logged-in, complete the forms under “Forms” in the middle of the screen (highlighted in blue in the below screenshot).

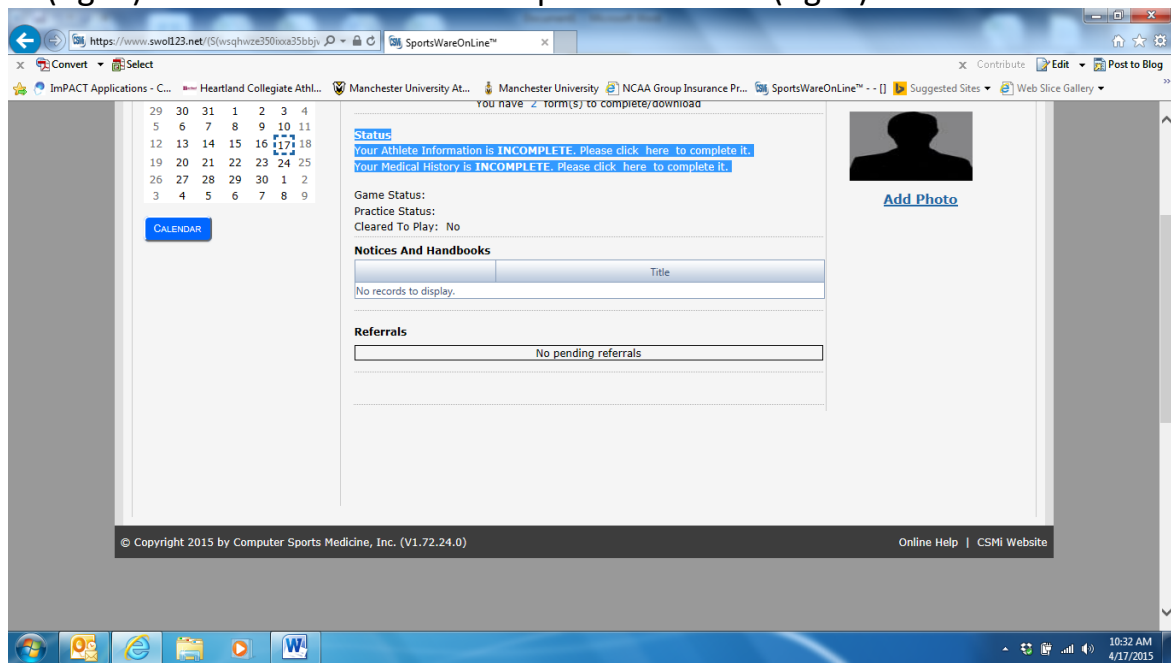


-For each form, select the form and then click open on the tabs to the left of the screen until each form is filled out.

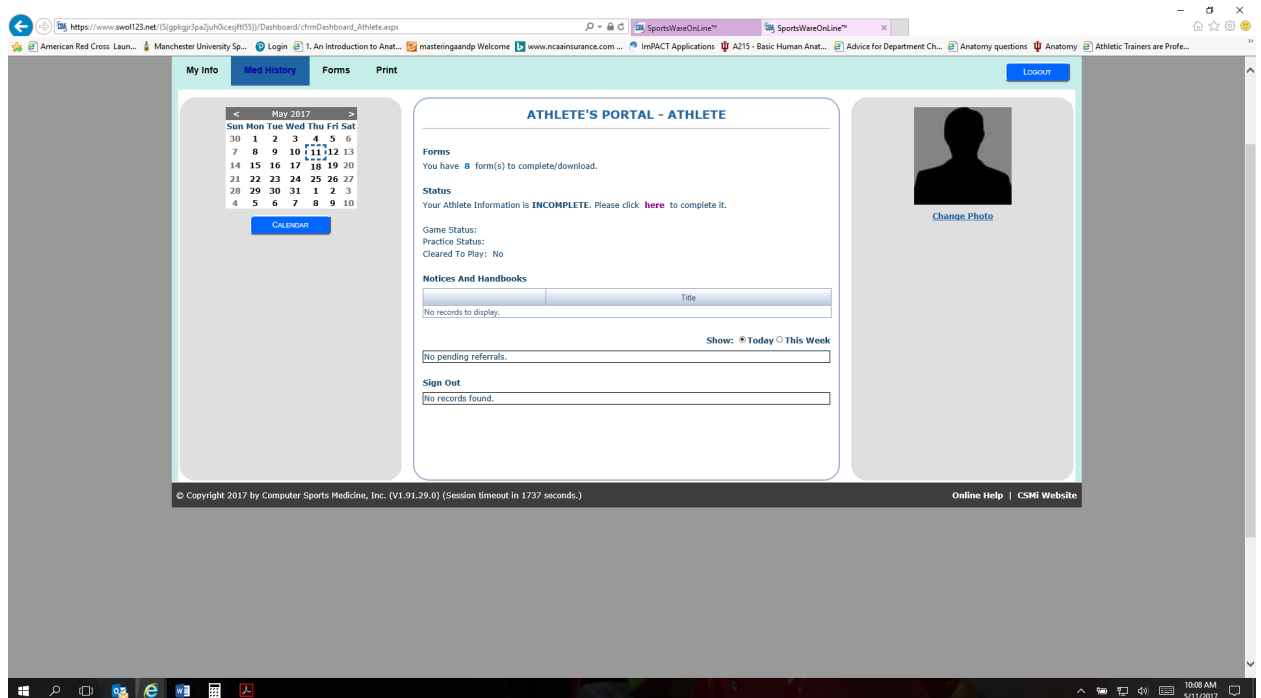


5. Next step is to complete all of your “My Info” and “Med History” under

“Status” (fig. 1) or from the tabs at the top of the screen (fig. 2).



(Fig. 1)



(fig. 2)

6. Make sure you upload your current insurance card when you enter your insurance information. It is required to have insurance in order to participate in athletics.
7. It is best to work on this information with your family members.
8. Please provide your sickle cell test results if you chose option 1 or 2 on the “Sickle Cell Disclosure” form when you arrive on campus for your sport.
9. **Please complete all steps by July 31<sup>st</sup>. You cannot be cleared for participation until all of these steps are completed.**
10. Questions please contact:  
  
Erin Foreman, MS, ATC, LAT  
Director of Sports Medicine,  
Associate Athletic Director/SWA,  
[erforeman@manchester.edu](mailto:erforeman@manchester.edu)