

<u>Health Services & Athletic Training Paperwork Instructions</u> The Center for Health & Sports Medicine

1. Visit <u>www.swol123.net</u> & click "Join SportsWare". The school I.D. is: spartans

Athlete/Parent: Want to join Sportsware? JOIN SPORTSWARE

A. Enter your information and click send. *Please use your <u>Manchester</u> <u>University EMAIL</u> 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 <u>www.swol123.net</u> & clicking *"Reset Password."*

3. Log-in to SportsWare. Once logged-in, Next step is to complete all your "My Info".

4. It is best to work on this information with a family member present.

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🛍 SportsWare 🖉 MU 🍙 Citrix Gateway 🤹 Parkview Health 📓 Insurance Claims 🔗 ImPact 🛊 Teamworks - A Rev 🐵 Med Proctor 🔮 CORE 🎉 Medico 🇳 AHA Instructor Log 🚭 Core	icussion Reporti 🍗 Compt		
SPORTSWARE DILLINE		Questions?	^
X Athlete: Subject Test Page: Dashboard		[→ Logout	
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- Once My Info is accessed **EVERYBODY** must complete the General, Address, and Emergency tabs.
- If you are a Student Athlete, you **MUST** fill out the Insurance tab as it is a University Policy that you maintain Primary Insurance coverage to participate in Athletics. Make sure you upload a current Insurance Card as well.
- Tabs for Medical, Paperwork and Alerts are not necessary.
- From here hit Save in the top right corner and it will take you back to the Home screen.
- 5. Next you will need to upload/Fill out all of the necessary forms. There is a forms tab on the left-hand side of the screen.

Athlete: Subject. Test						6			
Page: Dashboard						Ľ	Log	out	
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COVID-19	Your Medical History is INCOMPLETE. Please click here to complete it.	21	22 23	3 24	1 25	26	27	- 1	
Weight	Game Status:	28	29 30	31	1 1	2	3	- 1	
	Practice Status:	4	5 6	7	8	9	10	- 1	
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	Sign-Out							- 1	
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- 6. Once you hit the forms tab on the Home screen it will take you to the page where you sign all of your necessary forms.
- Please note that Student Athletes must fill out **ALL OF THE FORMS** (Minor form only needs filled out if you are under 18.) Otherwise if you are not a Student Athlete only fill out the forms that aren't designated "<u>ATHLETES ONLY"</u>.

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Select	HIPAA Release	5/2/2023 1:39:25 PM	Required	Current			NOT STARTED				
Select	Returning Athlete Medical Questionnaire - Only Returning Athletes fill this out (Transfers, SO, JR, SR)	5/2/2023 1:39:25 PM	Required	Current			NOT STARTED				
Select	Concussion Fact Sheet and Signature	5/2/2023 1:39:25 PM	Required	Current			NOT STARTED				
Select	Epi-Pen Policy and Signature	5/2/2023 1:39:25 PM	Required	Current			NOT STARTED				
Select	MU Statement of Risk	5/2/2023 1:39:25 PM	Required	Current			NOT STARTED				
Select	Drug Testing Policy and Consent Form	5/2/2023 1:39:25 PM	Required	Current			NOT STARTED				
Select	Insurance Form 2022-2023	5/2/2023 1:39:25 PM	Required	Current			NOT STARTED				
Select	Mental Health Factsheet	5/2/2023 1:39:25 PM	Required	Current			NOT STARTED				
Select	Insurance_Form_2022-2023 (fillable)	5/2/2023 1:39:25 PM	Required	Current			NOT STARTED				
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- Student Athletes you will also have to upload a Sports Physical and Sickle Cell Trait Form (These will be downloadable through your New Student Welcome Letter or can be sent to you). You can hit the "Add" Button and download them directly into this page. These will be reviewed by your Athletic Trainer, and this is a requirement of your participation as a Collegiate Student Athlete.

7. <u>Please complete all steps by July 31st. For student Athletes you cannot be cleared</u> <u>for participation until you have completed all of the steps.</u>

8. If you have any questions please contact:

Student Athletes:Non-Athletes:Josh SlaytonAdmissions Counselor assigned to youHead Athletic TrainerJeslayton@manchester.edu