



**Health Services & Athletic Training Paperwork Instructions The
Center for Health & Sports Medicine**

1. Visit www.swol123.net & click “Join SportsWare”. The school I.D. is: spartans

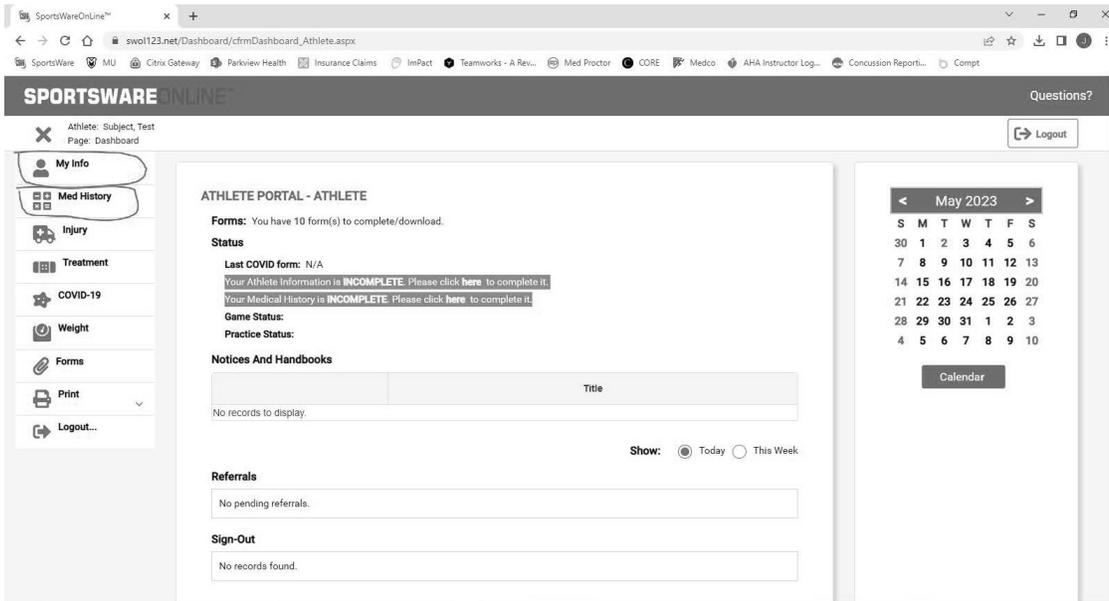


A. Enter your information and click send. **Please use your Manchester University EMAIL account as your email address for SportsWare); however, any email address will work.*

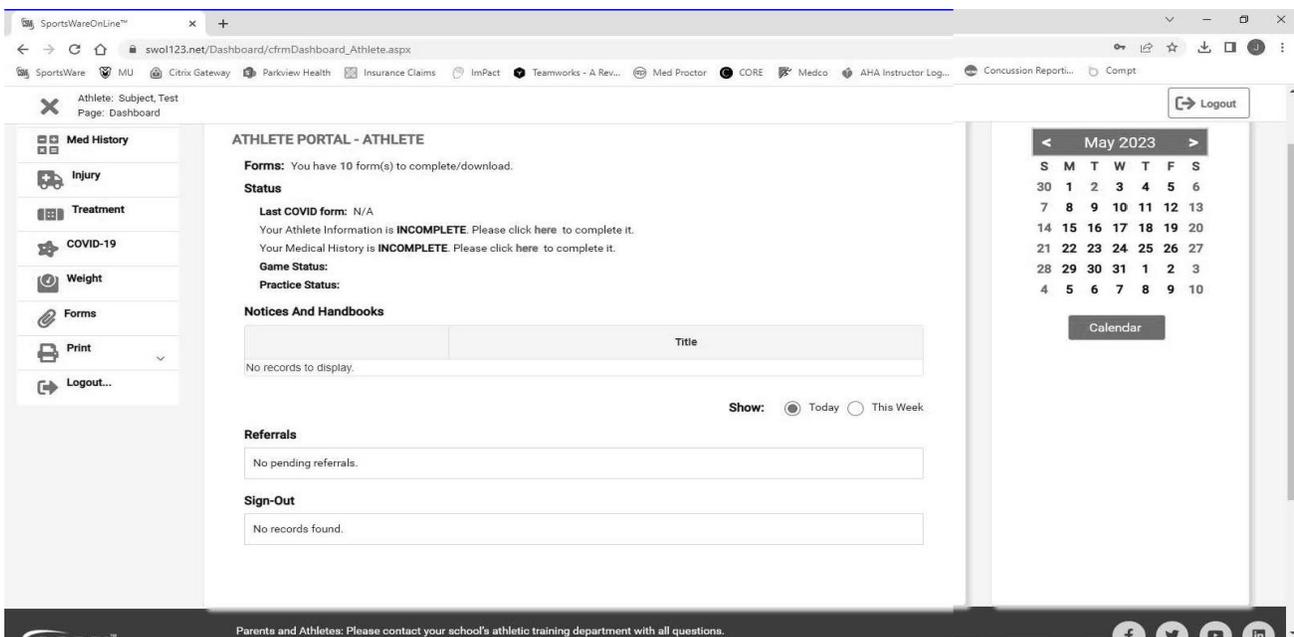
2. Wait for a staff member to verify your name. Once you have been verified you will receive an email notification. *Note- sometimes the email doesn't come through. If this happens you can do the “forgot password” route for access. Follow the steps to change your password by re-visiting www.swol123.net & 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.

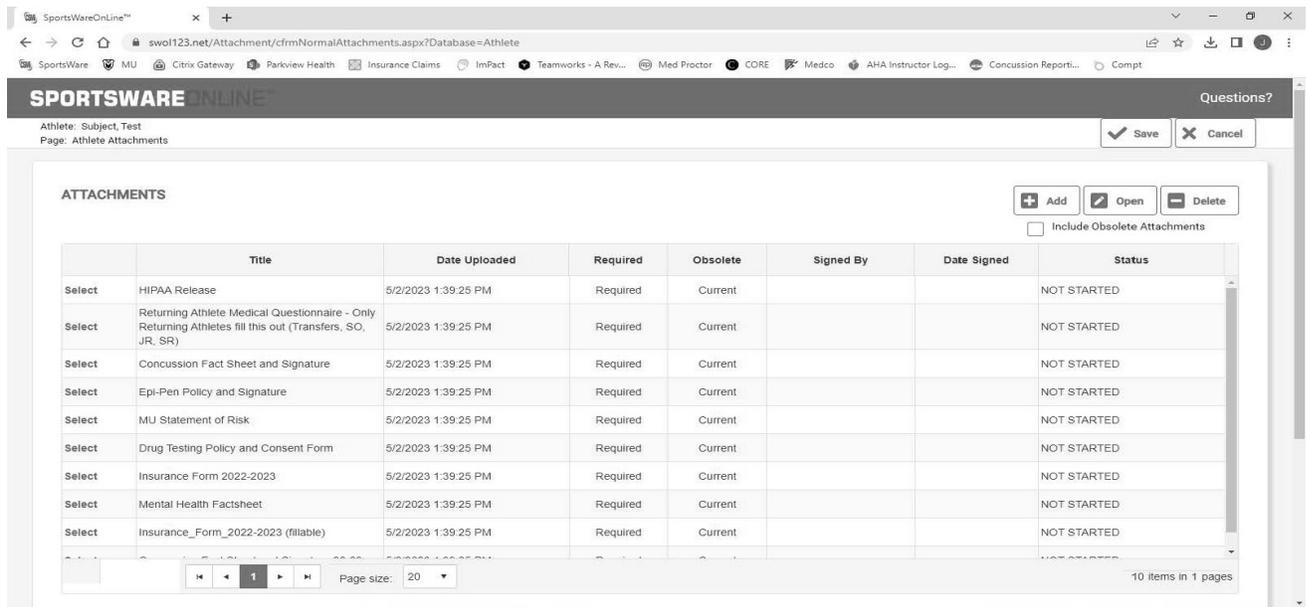


- Once My Info is accessed **EVERYBODY** must complete the General, Address, and Emergency tabs.
 - If you are a Student Athlete, you **MUST** fill out the Insurance tab as it is a University Policy that you maintain Primary Insurance coverage to participate in Athletics. Make sure you upload a current 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.



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 "ATHLETES ONLY".



- Student Athletes you will also have to upload a Sports Physical and Sick 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. Please complete all steps by July 31st. For student Athletes you cannot be cleared for participation until you have completed all of the steps.

8. If you have any questions please contact:

Student Athletes:

Josh Slayton

Head Athletic Trainer

Jeslayton@manchester.edu

Non-Athletes:

Admissions Counselor assigned to you

