


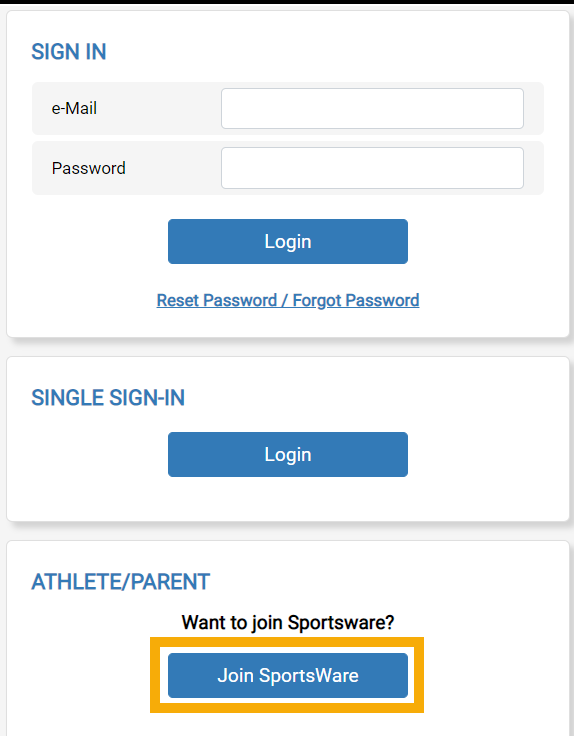
Dear Penn Manor Athletes,

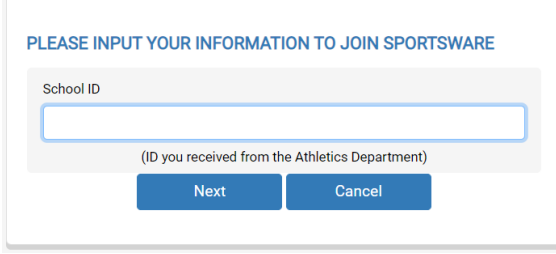
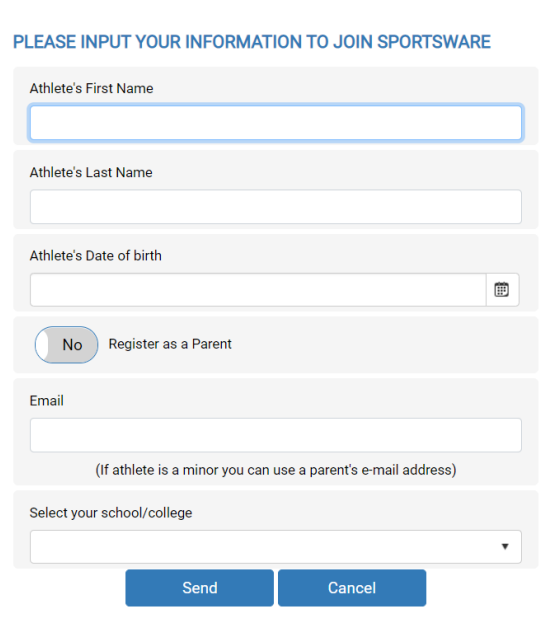
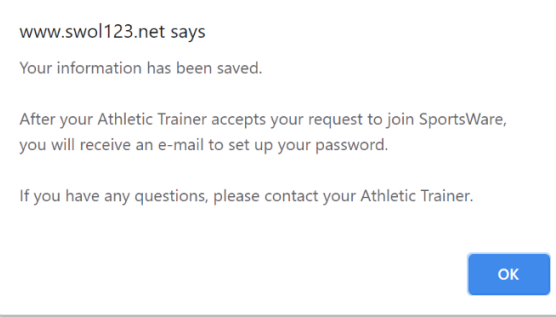
Prior to participating on a team from Penn Manor, all athletes must provide the Athletic Department with current address, emergency contact, insurance, medical alert and health history information. To expedite this process Penn Manor uses an online data entry system.

To enter your information, visit www.swol123.net. The first time you visit the website you will need to request to join SportsWare using the instructions in Section 1: Joining SportsWareOnLine. If you already have a SportsWareOnLine account with Penn Manor you can gain access to your account via www.swol123.net, described in Section 2 or via the SportsWareOnLine app described in Section 3.

Any questions should be directed to Penn Manor's Athletic Trainer, Kelly McNeal.

Section 1: Joining SportsWareOnLine

Instruction	Example
<p>Go to www.swol123.net.</p>	
<p>On the right side of the screen, under ATHLETE/PARENT, click the JOIN SPORTSWARE button.</p>	


<p>Enter School ID: pmsd</p> <p>*This ID is unique to your school or institution. This School ID is assigned by your Athletic Trainer, it is not your Student ID.</p> <p>Click the NEXT button.</p>	
<p>Enter the following information to request an account:</p> <ul style="list-style-type: none"> • Athlete's First Name • Athlete's Last Name • Athlete's Date of Birth • Register as a parent if preferred • Athlete's Email (or parent/guardian's email if they will be responsible for the athlete's medical records) • Athlete's School/College <p>Click the SEND button.</p>	
<p>Your request to join SportsWare will then be sent to the Athletic Trainer for review.</p> <p>If you are a parent requesting to join multiple children, repeat this process for each child. The same email may be used for multiple children; however, each child will need a unique password as described in the "Setting your Password" section.</p> <p>*You may not see this message if you have a pop-up blocker enabled.</p>	


Once your request is accepted by the athletic trainer, you will receive an e-mail with the subject “SportsWareOnLine Password Request”. (This may take some time to come to your email as the athletic trainer has to manually approve requests)

Open the e-mail and click the password reset link to continue to SportsWareOnLine or follow the directions below on how to set a password.

*If you do not see this email check your spam folder.

SportsWare OnLine Password Request

 admin@swol123.net
To


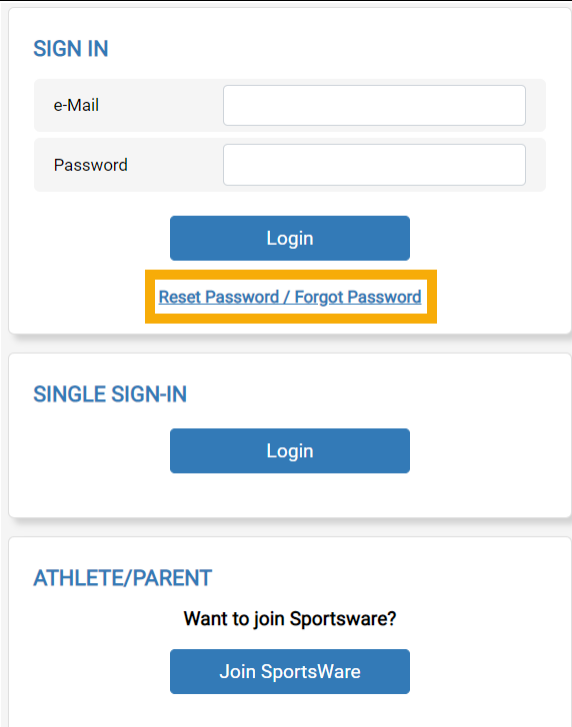
 We removed extra line breaks from this message.

You received this e-mail because either:

- 1) You requested to reset your SportsWare Online password OR
- 2) You are an athlete who's request to Join SportsWare Online has been approved by the school and the next step is to set your password.

To reset your password, click the following link (or copy and paste it into a browser address bar)

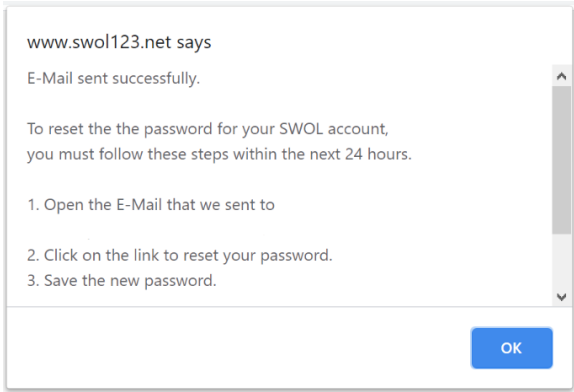
Section 2.1: Setting Your Password via Web Browser

Instruction	Example
<p>Go to www.swol123.net</p>	
<p>Under SIGN IN enter your e-mail address and click the RESET PASSWORD/FORGOT PASSWORD link.</p>	

Once you click the **RESET PASSWORD/FORGOT PASSWORD** you should see this pop-up

*You may not see this message if you have a pop-up blocker enabled.

**If you see the message “*The e-mail address was not found in SportsWareOnLine make sure it is typed correctly and try again*” be sure you are using the same e-mail when you requested to join SportsWare. If you are still seeing this error, contact your school’s athletic trainer to see if they have accepted your account request.

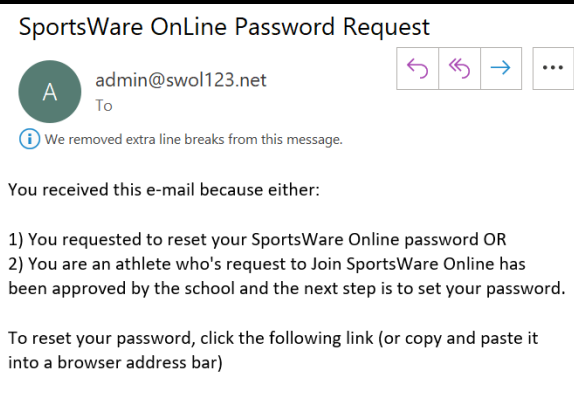


You will receive an e-mail with the subject “*SportsWareOnLine Password Request*”.

Click the link under your name in this e-mail.

If you are a parent with multiple children in SportsWare under the same email address you will see multiple reset password links in this email. Be sure you are using the link associated with the child whose password you are looking to reset.

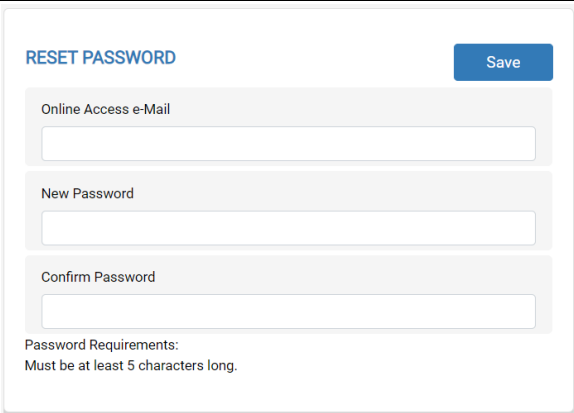
*If you do not see this email check your spam folder.



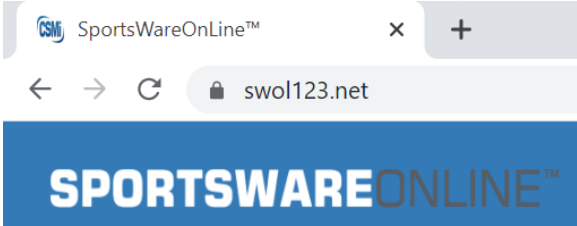
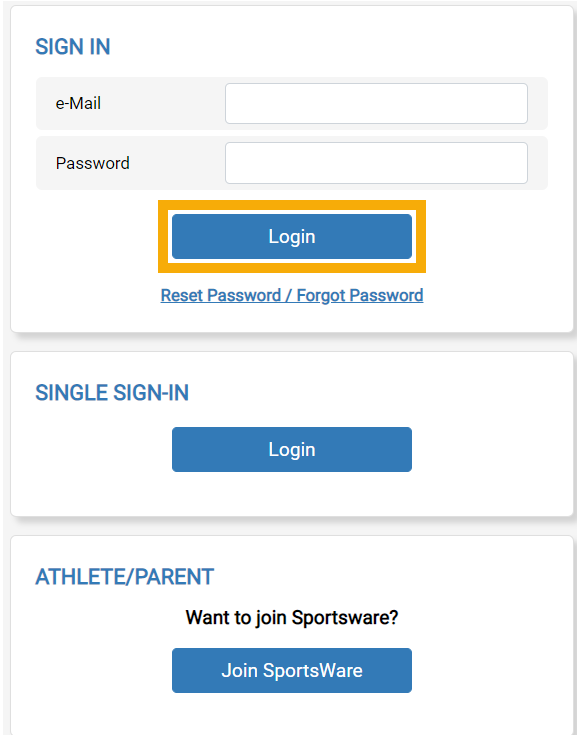
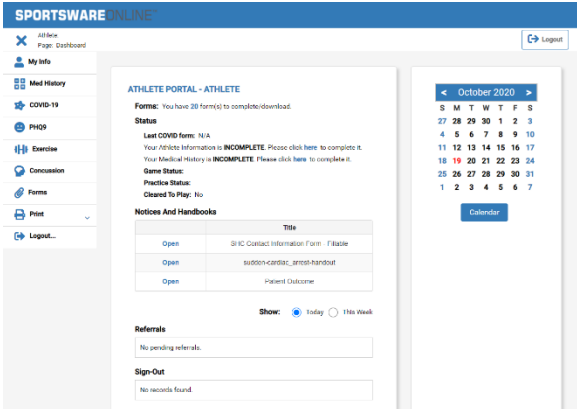
Enter your e-mail address, new password and confirm password. Make note of your school’s password requirements.

Click the **SAVE** button.

If you are a parent with multiple children in SportsWare under the same email address you will need to use a unique password for each child. **All athletes must have a unique email/password combination.**



Section 2.2: Updating Your Information via Web Browser

Instruction	Example
<p>Go to www.swol123.net.</p>	
<p>Under SIGN IN enter your e-mail address and password.</p> <p>Click the Login button.</p>	
<p>You are now on the dashboard of the Athlete Portal. Your page may look different depending on what information/forms your school has chosen to collect through SportsWareOnLine.</p> <p>If you cannot see the main menu on the left, click the navicon (☰) to expand it.</p>	


My Info: Includes demographic, sport, address, emergency contact, insurance, medications, medical alerts, immunizations and other paperwork

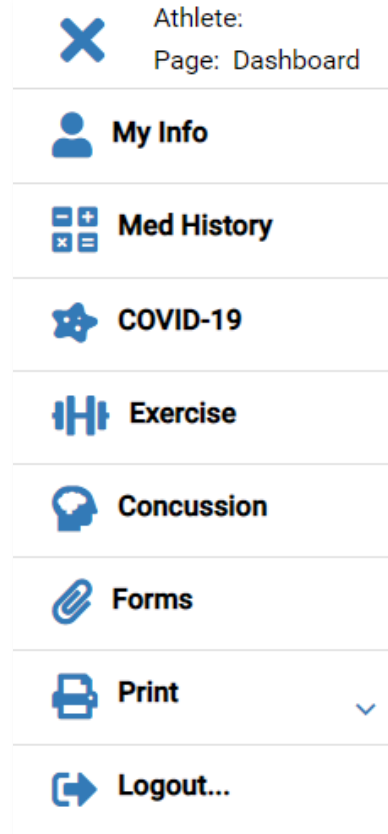
Med History: A Medical History questionnaire.

Forms: Under this tab, you will click “Add” and upload your required forms (full physical packet, code of conduct, drug consent, and recertification forms) Please name them accordingly when uploading, ex. “2022-2023 Physical”

The above listed sections are **REQUIRED**.

Changes will not be saved if you exit a window without clicking the **SAVE** button.

When you have completed your session be sure to **LOGOUT** () of SportsWare



Thank you for setting up your account. If you have any questions, please contact the athletic trainer for assistance.

Sincerely,

Kelly McNeal

kelly.mcneal@pennmanor.net