


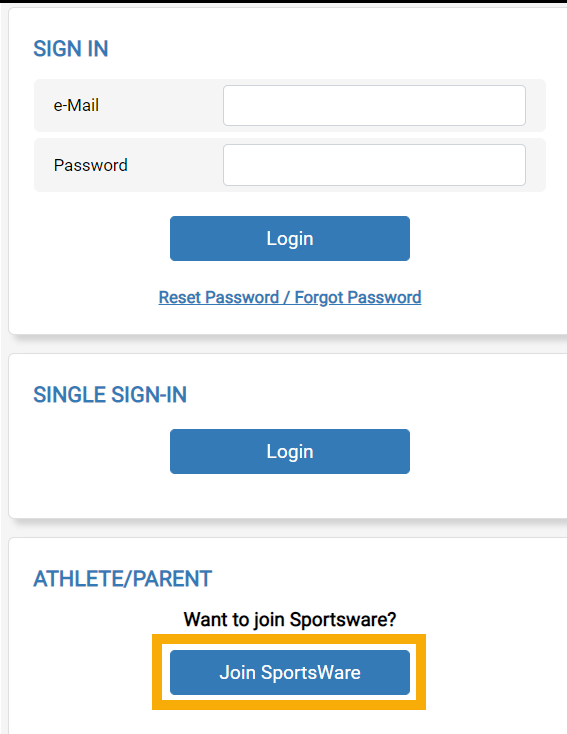
Dear Penn Manor Athletes,

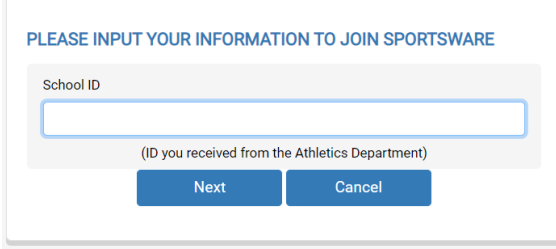
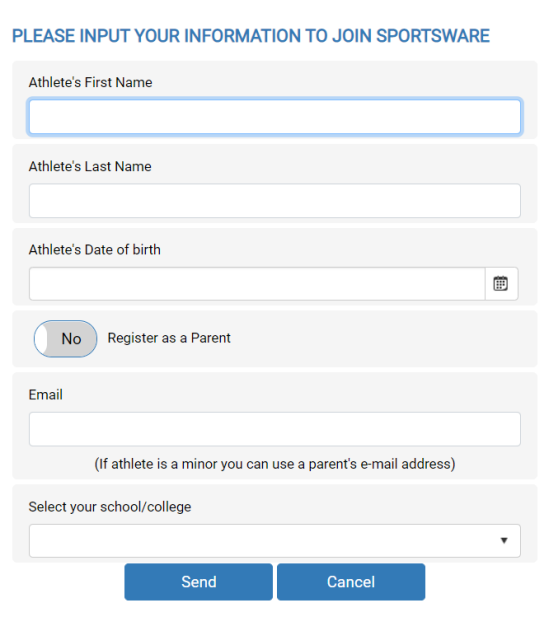
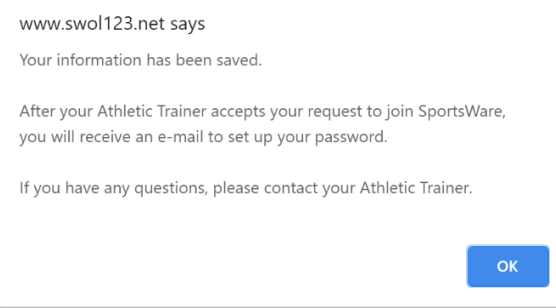
Prior to participating on a team from Penn Manor, all athletes must provide the Athletic Department with current address, emergency contact, insurance, medical alert and health history information. To expedite this process Penn Manor uses an online data entry system.




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.


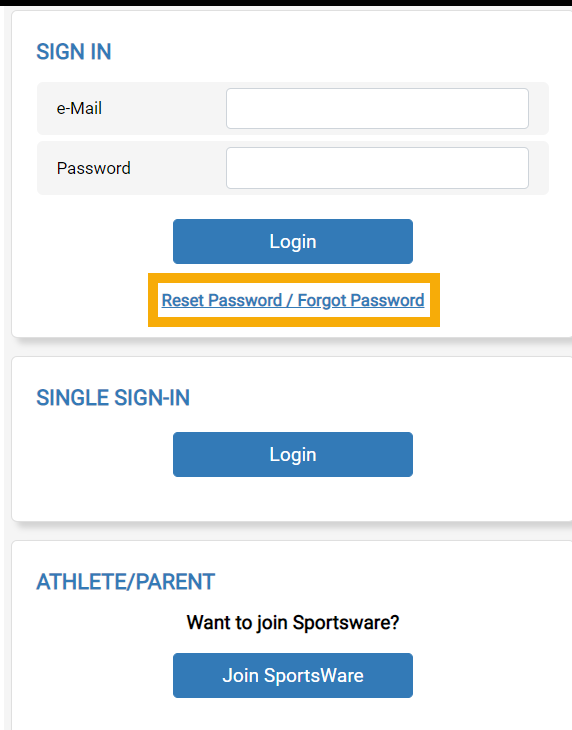
Section 1: Joining SportsWareOnLine

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

<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>	

<p>Once your request is accepted you will receive an e-mail with the subject “SportsWareOnLine Password Request”.</p> <p>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.</p> <p>*If you do not see this email check your spam folder.</p>	<p>SportsWare OnLine Password Request</p> <p> admin@swol123.net To</p> <p></p> <p> We removed extra line breaks from this message.</p> <p>You received this e-mail because either:</p> <ol style="list-style-type: none"> 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. <p>To reset your password, click the following link (or copy and paste it into a browser address bar)</p>
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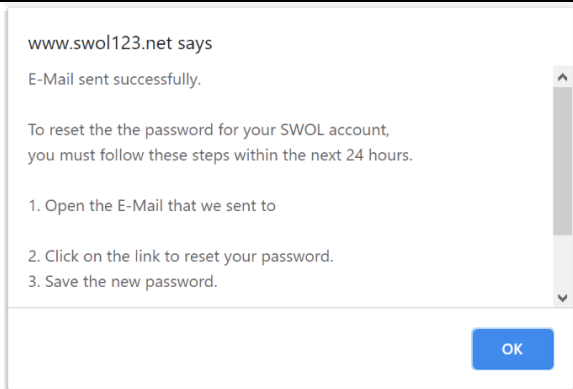
Section 2.1: Setting Your Password via Web Browser

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.

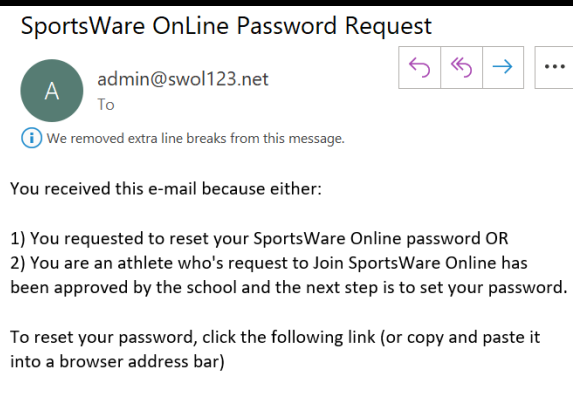


You will receive an e-mail with the subject *“SportsWareOnLine Password Request”*.

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.

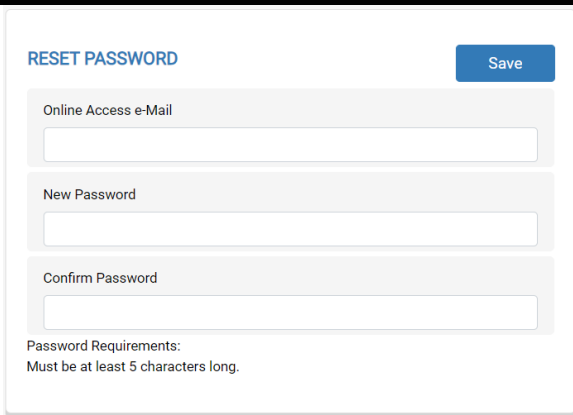
*If you do not see this email check your spam folder.




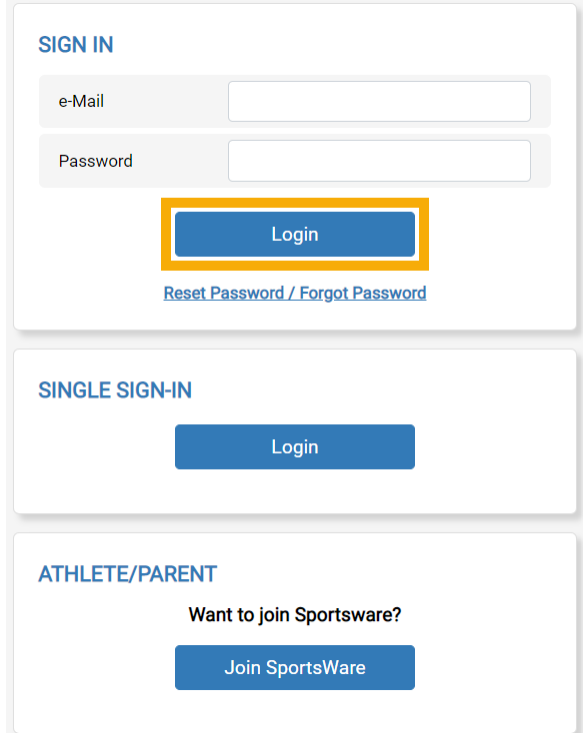
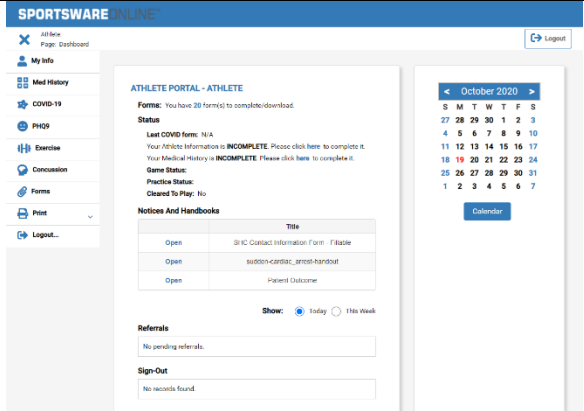
Enter your e-mail address, new password and confirm password. Make note of your school’s password requirements.

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.

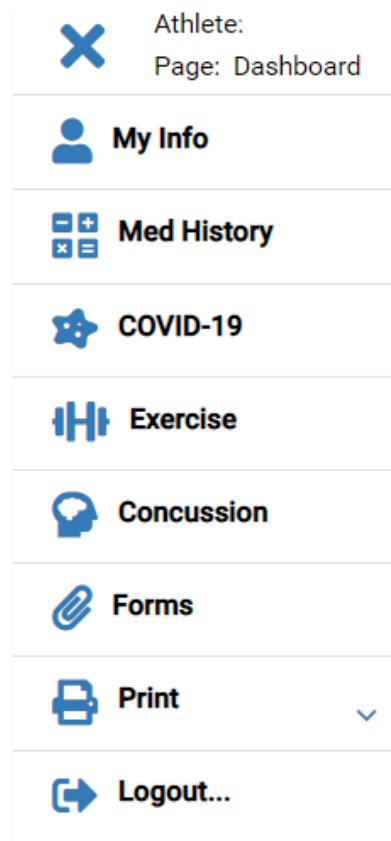
Forms: View/complete required paperwork.
*SportsWare will also display the number of forms you must complete.

Print: Print My Info and Medical History data.

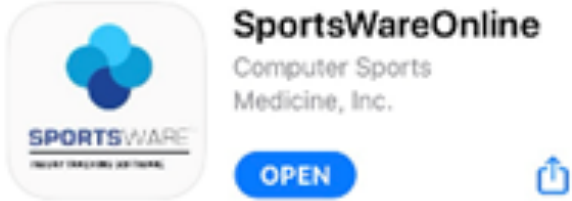
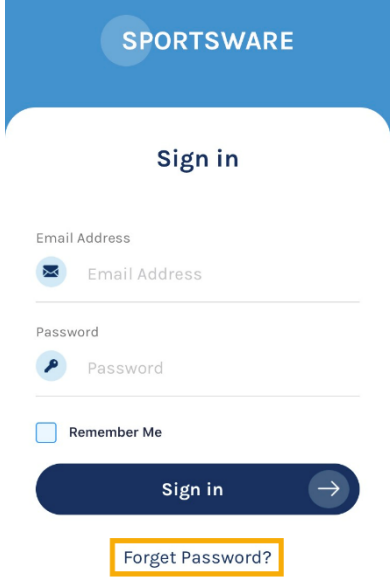
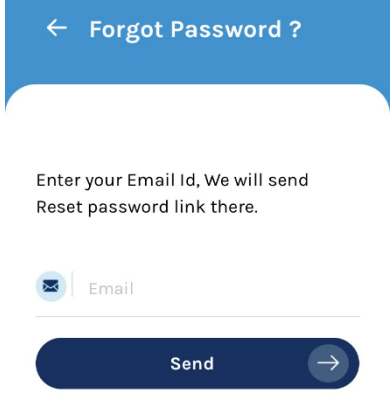
Required fields are labeled "*Required*"

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



Section 3.1: Setting Your Password via SportsWare App

Instruction	Example
<p>Go to the Google Play or Apple App Store.</p> <p>Search “sportswareonline”.</p> <p>Download the SportsWareOnLine app by Computer Sports Medicine, Inc.</p>	
<p>*The steps outlined in section “Joining SportsWareOnLine” must be completed through a web browser prior to using the SWOL app.</p> <p>If this is your first time accessing SportsWare click the FORGET PASSWORD? link.</p>	
<p>Enter the email you requested to join SportsWare with.</p> <p>Click the SEND button.</p>	


You will receive an e-mail with the subject "SportsWareOnLine Password Request".

Click the link under your name in this e-mail. This will direct you to the web browser on your phone.

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. While multiple accounts may use the same email, **each athlete must have a unique email/password combination.**

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

SportsWare OnLine Password Request

 admin@swol123.net 1:19 PM

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)

Athlete Name :

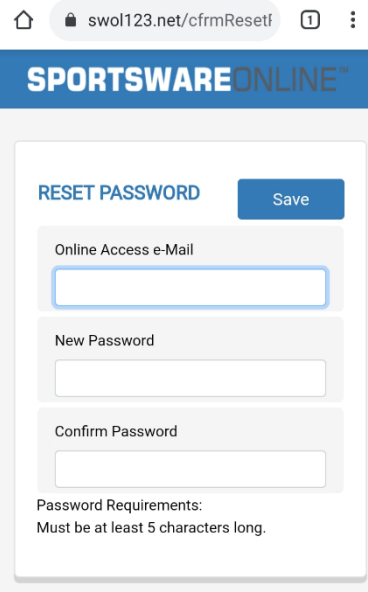
<http://url4004.swol123.net/ls/click?upn=HRXH-2BsQMd9EFUcxozF9C88V1pTdY-2BtR->

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

Click the **SAVE** button.

Close your web browser and reopen the SportsWare app.

You may now sign into your SportsWare account through the SportsWareOnLine App.



swol123.net/cfrmReset

SPORTSWAREONLINE™

RESET PASSWORD


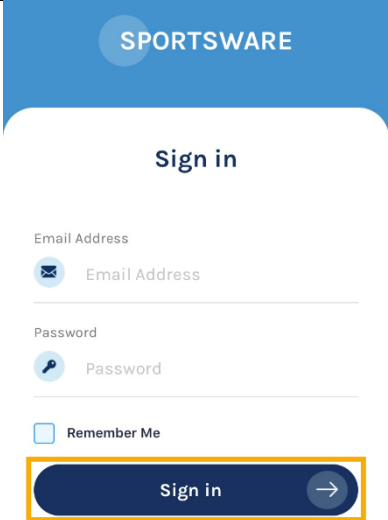
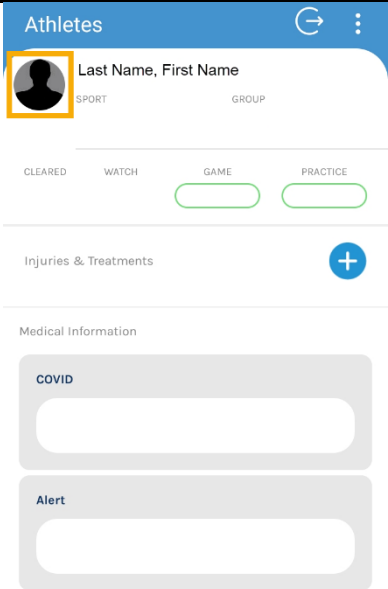
Online Access e-Mail

New Password






Confirm Password

Password Requirements:
Must be at least 5 characters long.

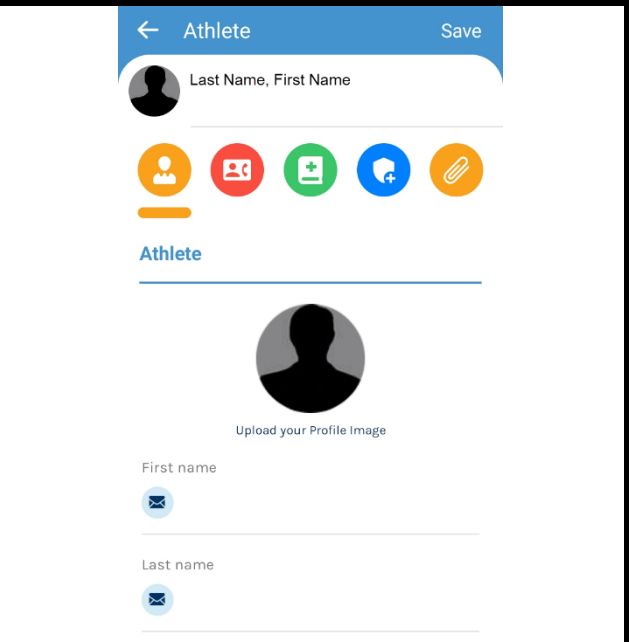
Section 3.2: Updating Your Information via SportsWare App

Instruction	Example
<p>Open the SportsWare App from your mobile phone.</p>	
<p>Enter your e-mail address and password. Click the SIGN IN button.</p>	
<p>You are now logged into SportsWare. Your home page may look different depending on what information/forms your school has chosen to collect through SportsWareOnLine. Click on your picture to update your personal information.</p>	


Click through the various icons to enter your contact, insurance, and medical information.

-  Athlete Information
-  Emergency Contact
-  Medical Information
-  Insurance Information
-  Forms


Click the **SAVE** button.




<<update this section to fit your school's needs>>

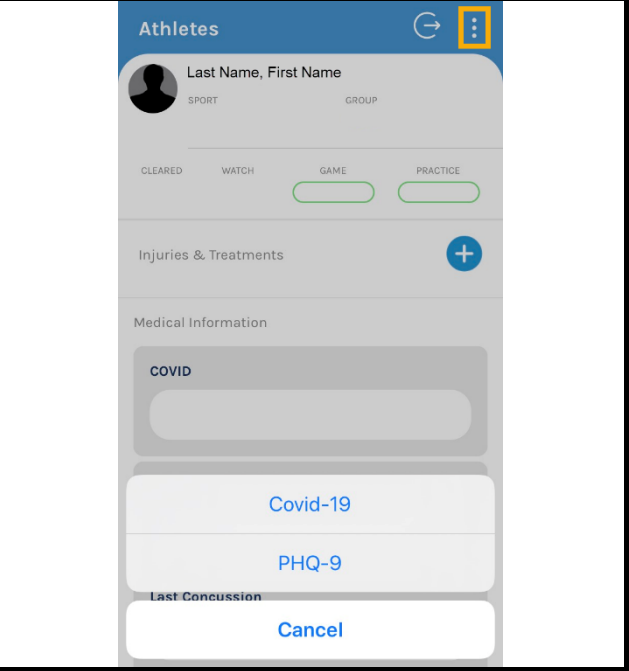
To enter a COVID-19 symptom or PHQ-9 mental health survey click the navicon () in the upper right corner.

Select the type of survey you would like to complete.

To record a new entry hit the plus icon () in the lower right corner.

Click 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 (St. John)
 kelly.st.john@pennmanor.net