

# New Athlete SportsWare Instructions

Prior to participating on a team from Dordt University, all athletes must provide the Athletic Training Department with current address, emergency contact, insurance, medical alert and health history information. To expedite this process Dordt University uses an online data entry system. To enter your information, visit [www.swol123.net](http://www.swol123.net). The first time you visit the website you will need to request to join SportsWare.

Any questions should be directed to [Austin.benda@dordt.edu](mailto:Austin.benda@dordt.edu).

1. Go to [www.swol123.net](http://www.swol123.net)

a.



2. On the right-hand side of the screen, under ATHLETE/PARENT, click the **JOIN SPORTSWARE** button

A screenshot of the SportsWareOnline website's login and registration options. It is divided into three sections: "SIGN IN" with fields for "e-Mail" and "Password" and a "Login" button; "SINGLE SIGN-IN" with a "Login" button; and "ATHLETE/PARENT" with the text "Want to join Sportsware?" and a "Join SportsWare" button highlighted with a yellow border.

a.

3. Enter School ID: **Dordt Defenders**

A screenshot of the SportsWareOnline website's "PLEASE INPUT YOUR INFORMATION TO JOIN SPORTSWARE" form. It features a "School ID" input field with a blue border. Below the field is the text "(ID you received from the Athletics Department)". At the bottom of the form are two buttons: "Next" and "Cancel".


a.

- b. Click the **NEXT** button
4. Enter the following information to request an account:
  - a. Athlete's **LEGAL** first and last name, athlete's date of birth, athlete's email address, and athlete's school/college
  - b. **NOTE: DO NOT** click the register as a parent box. Leave this marked as **NO**

PLEASE INPUT YOUR INFORMATION TO JOIN SPORTSWARE

Athlete's First Name

Athlete's Last Name

Athlete's Date of birth  
 

No Register as a Parent

Email  
  
(If athlete is a minor you can use a parent's e-mail address)

Select your school/college

- c.
- d. Click the **SEND** button once all information is input
5. Your request to join SportsWare will then be send to the athletic trainer for review

www.swol123.net says


Your information has been saved.





After your Athletic Trainer accepts your request to join SportsWare, you will receive an e-mail to set up your password.


If you have any questions, please contact your Athletic Trainer.

- a.
6. Once your request is accepted you will receive an e-mail with the subject "SportsWareOnline Password Request"

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)

- a.
- b. Open the e-mail and click the password reset link to continue to SportsWareOnline
  - i. **NOTE:** If you do not see this email check you spam/junk folder

7. You will see the following screen after clicking on the link:

- a.
  - b. Enter your email used to previously join SportsWare
  - c. Create a password that you will remember and confirm
8. You will then be brought to SportsWare home page
- a. Log in to your account to complete the next steps
9. Once you are logged in click on my info located on the left had side of your screen

a.

10. You will be brought to the following screen:

- a.
    - i. Fill in all the areas marked **REQUIRED** under the GENERAL, ATHLETE ONLINE ACCESS, and SPORTS/GROUP (located at the bottom)
    - ii. **NOTE: Grad Class is what class you will be coming into in college**
11. Once completed click on the ADDRESS tap at the top.
- a. Fill in all areas marked **REQUIRED**

General **Address** Emergency Insurance Medical Paperwork

**PRIMARY ADDRESS**

Address

Address2

City *Required*

State *Required*

Zip Code *Required*

Country *Required*

Phone *Required*

Cell *Required*

Beeper

b.  
12. Once completed move on to the EMERGENCY tab

a. Again, fill out everything mark **REQUIRED**

General Address **Emergency** Insurance Medical Paperwork

**PRIMARY ADDRESS**

First

Last *Required*

No  Signature On File

Relationship *Required*

Address *Required*

Address2

City *Required*

State *Required*

Zip Code *Required*

Country *Required*

Home Phone *Required*

Work Phone

Cell *Required*

**SECONDARY ADDRESS**

First *Required*

Last *Required*

No  Signature On File

Relationship *Required*

Address *Required*

Address2

City *Required*

State *Required*

Zip Code *Required*

Country *Required*

Home Phone *Required*

Work Phone

Cell *Required*

b.  
13. Move on to the INSURANCE tab

a. Fill out everything marked **REQUIRED**

General Address Emergency **Insurance** Medical Paperwork

**PRIMARY INSURANCE COMPANY** Lookup

Verify

Company

Address

Address2

City

State

Zip Code

Phone Required

Billing ID

**Policy Holder**

Last Name Required

First Name Required

Middle Initial

b. 14. You will also need to upload a front/back copy of your insurance card

a. How to upload front/back copy of insurance card

**Insurance Card**

Upload Insurance Card

Front Uploaded \* + Add

Back Uploaded \* + Add

- i.
- ii. Click on **CHOOSE FILE** and find front side of insurance card on either computer or smartphone
- iii. Once the file has been selected click **ADD** for either front uploaded or back uploaded depending on the side of insurance card selected.
  1. Repeat for opposite side

15. Move on to the MEDICAL tab

General Address Emergency Insurance **Medical** Paperwork

**ALERTS**

**IMMUNIZATIONS**

**DRUGS TAKEN**

Medication  + Add

Notes

- a.
- i. Fill in any alerts that the athletic training staff needs to be aware of (Asthma, diabetes, nut allergy, etc).

- ii. Also, list any prescription medications you are currently taking in the **NOTES** portion of the **DRUGS TAKEN** section
    1. If no drugs are being taken, put NA.
- 16 . Once all tabs have been completed click save in the upper right hand corner
- b. If you are missing any require information it will appear after you click save and you will need to go back and input the missing information.

**ATHLETE PORTAL - ATHLETE**

**Forms:** You have **3** form(s) to complete/download.

**Status**

**Last COVID form:** N/A

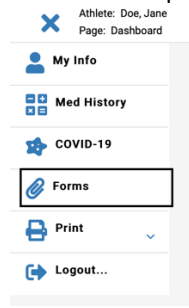
Your Athlete Information is **INCOMPLETE**. Please click [here](#) to complete it.

Your Medical History is **INCOMPLETE**. Please click [here](#) to complete it.

- c.
  - i. After clicking save you will be directed to the home screen of your athlete portal and it should now say your athlete information is **COMPLETE**
    1. If it still says **INCOMPLETE** you are still missing required information

17. Athletes also need a yearly athletic physical and to electronically sign three forms all of which are **located in their athlete portal in their Sportsware account.**

- b. At the athlete portal home screen click on **FORMS** located on the left-hand side



- c.
  18. You will be brought to the following screen:

**ATTACHMENTS**

Include Obsolete Attachments

	Title	Date Uploaded	Required	Obsolete	Signed By	Date Signed	Status
Select	DU Form 5- HIPPA	12/7/2020 10:19:06 PM	✓	<input type="checkbox"/>			NOT STARTED
Select	DU Form 6a- Drug Test	12/7/2020 10:19:06 PM	✓	<input type="checkbox"/>			NOT STARTED
Select	DU Insurance	12/7/2020 10:19:06 PM	✓	<input type="checkbox"/>			NOT STARTED
Select	Dordt University Physical Form	12/7/2020 10:19:06 PM	<input type="checkbox"/>	<input type="checkbox"/>			NOT EDITABLE

- a.
  19. Physical form
    - a. To access Dordt University Physical form click select on the left-hand side
      - i. The row will then become highlighted
      - ii. Click on open on the right-hand side to open the form
    - b. You will need to print off the physical form
      - i. Athlete fills out the front AND top third of the back page **WITH THE SIGNATURE**
      - ii. Physician will fill out the rest.
        1. **ALL PHYSICALS MUST BE COMPLETED BY A LICENSED PHYSICIAN, NURSE PRACTICIONER, OR PHYSICAN ASSISTANT**
          - a. Physicals done by a chiropractor WILL NOT be accepted
        2. **If you submit a different physical form other than the Dordt physical form you will need to fill out the front side/top third of back page of Dordt physical and submit as well**
    - c. Once the physical is completed athlete will need to upload it to their SportsWare account.

- i. First you will need to scan the document into your computer or take a picture of it on your phone and email it to yourself to save to your computer
  - 1. Pictures must be clear and legible or they will not be accepted
- ii. Click on **ADD** on the right-hand side

ACHMENTS

Include Obsolete Attachments

	Title	Date Uploaded	Required	Obsolete	Signed By	Date Signed	Status
it	DU Form 5- HIPPA	12/7/2020 10:19:06 PM	<input checked="" type="checkbox"/>	<input type="checkbox"/>			NOT STARTED
it	DU Form 6a- Drug Test	12/7/2020 10:19:06 PM	<input checked="" type="checkbox"/>	<input type="checkbox"/>			NOT STARTED
it	DU Insurance	12/7/2020 10:19:06 PM	<input type="checkbox"/>	<input type="checkbox"/>			NOT STARTED
it	Dordt University Physical Form	12/7/2020 10:19:06 PM	<input type="checkbox"/>	<input type="checkbox"/>			NOT EDITABLE

- 1.
- iii. You will then see the following screen

**ADD ATTACHMENT**

**Upload File**

File:

Title:

- 1.
- iv. Locate the file where you have it saved a select it
- v. Title it as **COMPLETED PHYSICAL** followed by current school year
  - 1. i.e COMPLETED PHYSICAL 20-21
- vi. Click ok
- vii. It should now say uploaded

Select	COMPLETED PHYSICAL 20-21	1/15/2021 2:00:26 PM					UPLOADED
<input checked="" type="checkbox"/>							

20. Athletes will also need to complete the following 3 electronic forms located in their Sportsware account:

- a. HIPPA
- b. Drug Test
- c. Secondary Insurance Policy

21. HIPPA Electronic Form

- a. Click on **SELECT** next to DU form 5-HIPPA to highlight the row blue
- b. Click **OPEN** on the right to open the document
- c. Read the document thoroughly
  - i. Athlete will need to sign where highlighted red
  - ii. If athlete is under the age of 18 parent/guardian will also need to read/sign
    - 1. Two signatures on each page
- d. Once signed click save and submit in upper right

Health Information and Confidentiality

- i. ~~Read the document and the health care entities student health services website website website department and team structure~~
- e. Type name to verify and check the acknowledge box to yes

#### ELECTRONIC SIGNATURE

By entering my name, checking the Electronic Signature box, and clicking on the button, I certify that the information provided herein is true and complete to the best of my knowledge.

First Name:  MI:  Last Name:

Yes I acknowledge that I am electronically signing this request.

- i.
  - f. Click submit to submit the form
    - i. It will say form saved and submitted
22. Drug Test Electronic Form (Same steps as above)
- a. Click on **SELECT** next to DU Form 6a- Drug Test to highlight the row blue
  - b. Click **OPEN** on the right to open the document
  - c. Read the document thoroughly
    - i. Athlete will need to sign where highlighted red
    - ii. If athlete is under the age of 18 parent/guardian will also need to read/sign
  - d. Once signed click save and submit in upper right
  - e. Type name to verify and check the acknowledge box to yes
  - f. Click submit to submit form
    - i. It will say form saved and submitted

23. Insurance Electronic Form (same steps as above)
- a. Click on **SELECT** next to DU Form 6a- Drug Test to highlight the row blue
  - b. Click **OPEN** on the right to open the document
  - c. Read the document thoroughly
    - i. Athlete will need to sign where highlighted red
    - ii. If athlete is under the age of 18 parent/guardian will also need to read/sign
  - d. Once signed click save and submit in upper right
  - e. Type name to verify and check the acknowledge box to yes
  - f. Click submit to submit form
    - i. It will say form saved and submitted
  - g. Once the 3 forms are signed it will look like the following:

#### ATTACHMENTS

Include Obsolete Attachments

	Title	Date Uploaded	Required	Obsolete	Signed By	Date Signed	Status
Select	DU Form 5- HIPPA	12/7/2020 10:19:06 PM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	John M Doe	1/28/2021 4:31:00 PM	SIGNED
Select	DU Form 6a- Drug Test	12/7/2020 10:19:06 PM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	John M Doe	1/28/2021 4:44:00 PM	SIGNED
Select	DU Insurance	12/7/2020 10:19:06 PM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	John M Doe	1/28/2021 4:48:00 PM	SIGNED

- i.
  - 1. The status of each form should say signed
- h. It should also say you have 0 forms to complete at the home screen of the athlete portal

## ATHLETE PORTAL - ATHLETE

**Forms:** You have **0** form(s) to complete/download.

- i.
24. This should conclude all the required paperwork needed to play athletics at Dordt.
- a. All paperwork must be fully completed before an athlete is cleared to begin practicing/working out with the team