

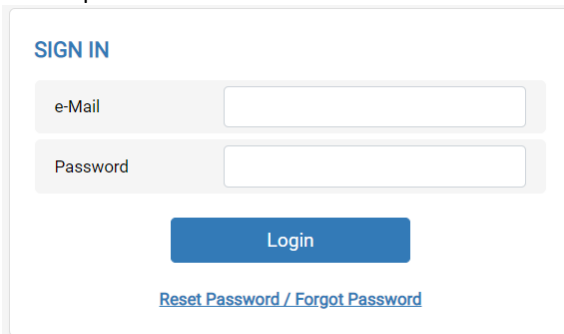
Returning Athlete SportsWare Instructions

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 as well as complete a yearly athletic physical. To expedite this process Dordt University uses an online data entry system.

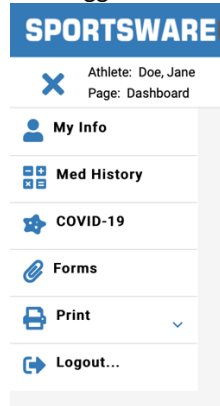
To enter your information, visit www.swol123.net. Since you already have a SportsWareOnline account with Dordt University you can gain access to your account by logging in.

Any questions should be directed to Austin.benda@dordt.edu.

1. Log into your Sportsware account by visiting www.swol123.net
2. Enter email and password associated with account



- a.
 - b. If you forgot your password click on reset password/forgot password under Login and follow the instructions to resetting your password
3. Once you are logged in click on my info located on the left had side of your screen



- a.
4. You will be brought to the following screen:

General Address Emergency Insurance Medical Paperwork

GENERAL

First Name Jane

Middle Name

Last Name Doe

ID

SSN

Grad Class Junior

Gender Male

Birth Date 01/01/2000

ATHLETE ONLINE ACCESS

Online Access e-Mail

Cell Phone xxx-xxx-xxxx

Existing Password

New Password

Confirm Password

Password Requirements:
Must be at least 6 characters long.

- a.
- b. Make sure the information is correct under the **GENERAL** tab
 - i. Your name should be your **LEGAL** name
 - c. Note: You will need to **CHANGE** the grad class to the incoming school year (i.e if you are a freshman will need to change to sophomore etc.
5. Next, click on the Address tab and make sure the information is correct
 - a. Make any changes if needed.

General **Address** Emergency Insurance Medical Paperwork

PRIMARY ADDRESS

Address *Required*

Address2

City *Required*

State *Required*

Zip Code *Required*

Country *Required*

Phone *Required*

Cell xxx-xxx-xxxx

Beeper

- b.
6. Continue on by clicking on the **EMERGENCY** tab
 - a. Make any changes if needed
 - b. You will need to have both **PRIMARY** and **SECONDARY** emergency contacts

PRIMARY 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

Beeper

E-Mail Address

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

Beeper

E-Mail Address

- C.
7. Next, click on the insurance tab
- a. Here you will have to input your primary insurance information and upload a front/back copy of the insurance card

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.
- i. Fill in the fields that are marked **REQUIRED**
- c. How to upload front/back copy of insurance card

Insurance Card

Upload Insurance Card Choose File no file selected

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
- 8. Next click on the **MEDICAL** tab

- a.
 - i. Update any alerts the athletic training staff may need 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.
- 9. Once all tabs have been completed click save in the upper right have corner
 - a. 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.

- b.
 - 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
- 10. 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.**

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

- b.

11. 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 checked="" type="checkbox"/>	<input type="checkbox"/>			NOT STARTED
Select	DU Form 6a- Drug Test	12/7/2020 10:19:06 PM	<input checked="" type="checkbox"/>	<input type="checkbox"/>			NOT STARTED
Select	DU Insurance	12/7/2020 10:19:06 PM	<input checked="" type="checkbox"/>	<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.

12. 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 checked="" 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

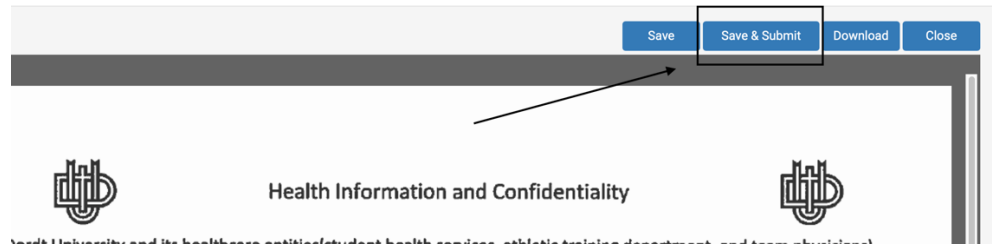
Select	COMPLETED PHYSICAL 20-21	1/15/2021 2:00:28 PM	<input type="checkbox"/>	<input type="checkbox"/>			UPLOADED
--------	--------------------------	----------------------	--------------------------	--------------------------	--	--	----------

1.

13. 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
- 14. 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



- 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
- 15. 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
- 16. 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

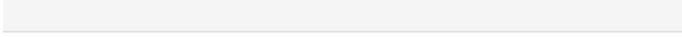
Include Obsolete Attachments

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

17. 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