

September 13, 2020

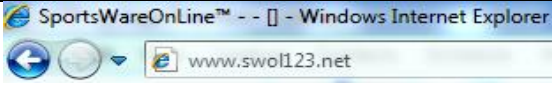



Dear Student & Parent/Guardian:

Prior to participating on a team at a Prince William County High School, athletes are asked to provide the Athletic Department with current address, emergency contact, medical alert and health history information. To expedite this process PWCS uses an electronic medical records system called SportsWare.

This page is an access point to the PWCS Athletic Training athlete database. Please read and follow the instructions. The system only allows the athletic trainer to accept the athlete into the database with one email. Parent/Guardian please complete these directions with your son or daughter.

To enter your information, visit [www.swol123.net](http://www.swol123.net). The first time you visit the website you will need to enter your personal email address, on file with the school, and click **Get Password**.

## Joining SportsWare OnLine (DO NOT SIGN UP MULTIPLE TIMES)

Instruction	Example
Go to <a href="http://www.swol123.net">www.swol123.net</a>	
Scroll to the middle of the screen and click the <b>Join SportsWare</b> button.	
Enter the School ID <b>PWCS</b> <i>This is required to join the correct school.</i>	
Enter your First Name, Last Name, Date of Birth, Email address, Group (school) and click the Send button.  <b>Please select a school name for the Group, not one that says "XYZ Coach" or "Unity Reed"</b>	

You will receive and e-mail with the Subject "SportsWare request accepted".

Use the link in the acceptance email. Enter you email address, then click Reset Password. Another email will be generated.

## Setting Your Password

Instruction	Example
<p>You will receive and e-mail with the password reset link</p> <p>Open the e-mail and click on the link to reset your password.</p> <p>Enter your e-mail address, new password and click the <b>Save</b> button.</p>	

## Updating Your Information

Instruction	Example
<p>Go to <a href="http://www.swol123.net">www.swol123.net</a></p>	
<p>Enter your Email Address and password, then click the <b>Login</b> button.</p>	
<p>At the top of the page is the Menu Bar. Click on <b>My Info</b></p> <p><b>My Info: General Tab:</b> Add the sports you are playing (Sport 1-Fall, Sport 2-Winter, Sport 3-Spring).</p> <p><b>Group: Please select the appropriate school.</b></p> <p><b>Please select a school name for the Group, not one that says "XYZ"</b></p>	<p><b>THE GROUP FIELD IS EXTREMELY IMPORTANT!</b></p> <p><b>Sport 1 (Fall)</b>- Cross Country Field Hockey, Football, Volleyball, Golf, Cheer, Color Guard, ROTC, Band  <b>Sport 2(Winter)</b>- Basketball, Wrestling, Swim/Dive, Cheer, Gymnastics, Indoor Track, Dance  <b>Sport 3 (Spring)</b>- Soccer, Lacrosse, Tennis, Baseball, Softball, Track, Crew</p>

## Coach” or “Unity Reed.”

Update the *Address*,  
*Emergency* Tab  
with correct  
information:

### AddressTab:

Your primary  
address is your  
permanent address.

Secondary  
address is  
your school  
address.

### Emergency Tab:

Enter at least one  
primary emergency  
contact. This will be  
used when putting  
together emergency  
cards.

### Insurance Tab: **OPTIONAL**

Please upload a  
scanned copy (front  
and back) of your  
insurance card. This  
can be done at the  
bottom of the page.

### Add Alerts to the Medical Tab

Put any medical  
conditions (ie diabetes,  
asthma, allergies,  
epilepsy or other) that  
you may have.

Put any allergies to  
medications that a  
physician or EMS would  
need to know.

You do not need to  
complete the  
immunizations.

CSM SPORTSWARE™ - CSM Sales - Rob - User: Algarin, Peter  
Dashboard > Algarin, Peter > Address  
General Address Emergency Insurance Medical Paperwork  
SAVE CANCEL

Primary Address: Address, City, State, Zip Code, Country, Phone, Cell, Beeper  
Secondary Address: Address, City, State, Zip Code, Country, Phone, Cell, Beeper, E-Mail Address

CSM SPORTSWARE™ - CSM Sales - Rob - User: Algarin, Peter  
Dashboard > Algarin, Peter > Emergency contact  
General Address Emergency Insurance Medical Paperwork  
SAVE CANCEL

Primary Emergency Contact: First, Last, Signature On File, Relationship, Address, City, State, Zip Code, Country, Home Phone, Work Phone, Cell, Beeper, E-Mail Address  
Secondary Emergency Contact: First, Last, Signature On File, Relationship, Address, City, State, Zip Code, Country, Home Phone, Work Phone, Cell, Beeper, E-Mail Address

CSM SPORTSWARE™ - CSM Sales - Rob - User: Algarin, Peter  
Dashboard > Algarin, Peter > Medical  
General Address Emergency Insurance Medical Paperwork  
SAVE CANCEL

Alerts: Allergies, Penicillin allergy  
Immunizations: DTP, Side Cell  
Drugs Taken: Medication, Notes, Spell Check  
Doctor: Name, Phone

**Med History:**

Complete a Medical History questionnaire.

Complete 'MedHistory' **YEARLY**

Answer Yes or No to **EACH** question. ★

Explain all YES answers in the comment box.

If you have filled this out previously please review and update as needed.

Click "Save"

Item	Yes/No	Comment
Previous Concussion date	YES	Explain YES answers
Asthma		
Allergic to Foods, Insects, Pollen		
Ongoing or Chronic Illness		
Diabetes		
Sickle Cell Anemia		
Allergic to medications		
Have you had surgery? For what?		
Hives, Rash		
Hepatitis		
Epilepsy		

My Info Med History **Forms** Print

LOGOUT

July 2012

Show: Today This Week

**You have 1 form to complete/download**

Algarin, Peter

Change Photo

**You MUST turn in a hard copy of your physical and concussion training to your school, even after you upload a digital copy. The digital copy is just an additional method of safe storage.**

**Forms:**

View/complete required paperwork. Note: SportsWare will also display "You have 1 forms to complete/download". The VHSL Physical form is located here for you to download.

**You can upload a copy of your VHSL physical and Concussion/ COVID training certificate.**

**Print:** Print My Info and Medical History data for your own records, if you wish.

YouTube LinkedIn Twitter Facebook

CSMj SPORTSWARE INJURY TRACKING SOFTWARE

Page: Athlete Attachments Institution: Prince William County Schools Athlete: Shanks, Jessie

Ok

View:  Include Obsolete Attachments

Select	Title	Date Uploaded	Required	Obsolete	Signed By	Date Signed	Status
<input type="checkbox"/>	VHSL Physical Form 2017	6/23/2020 1:33:06 PM	<input type="checkbox"/>	<input type="checkbox"/>			NOT EDITABLE

Return to the "My Info" Tab

Go to the "Parent Online Access" section on the right side.



Here you will enter the Parent/ Guardian's email address and a password. You can enter one email address as a parent for multiple students, but you must have a separate password. One you have entered the information and click "Save" at the top right.

You will now be able log into SportsWare as the Parent/Guardian separately for the Athlete.

Thank you for your prompt help. The information you entered is not shared outside of your individual school. The certified athletic trainer is the only person who has access to your medical information. The emergency contact information can be accessed by the athlete's coach during their respective season only. SportsWare is fully HIPPA compliant.

If you have any questions, please contact your school's athletic office, Kelly Gardner, Supervisor of Student Activities, or the PWCS SportsWare liaisons Jessie Shanks [shanksj@pwcs.edu](mailto:shanksj@pwcs.edu) or Ashley Ausborn [ausborn@pwcs.edu](mailto:ausborn@pwcs.edu)

Sincerely,

Prince William County Schools