

Dear Student Athletes


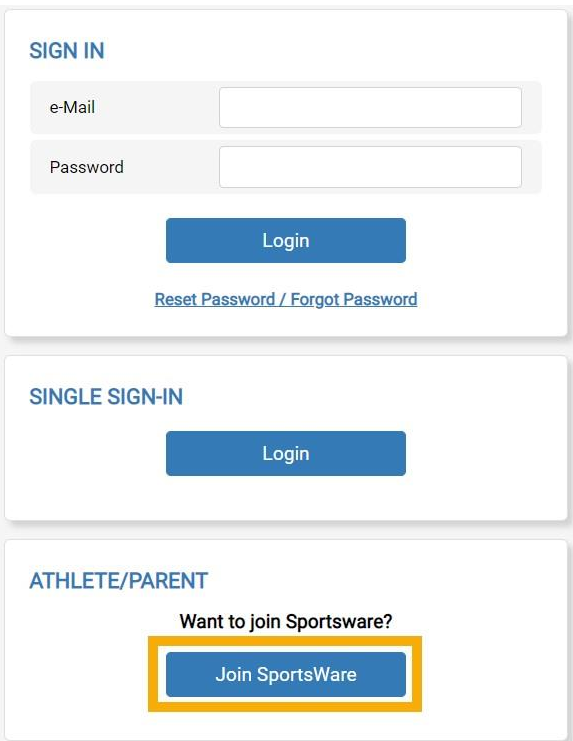
Prior to participating on a team from Prince William County Schools all athletes must provide the Athletic Department with current address, emergency contact, medical alert and health history information. To expedite this process PWCS uses an online data entry system.

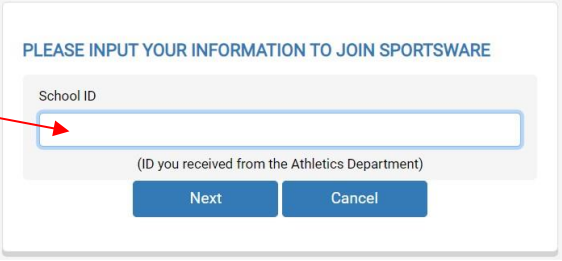
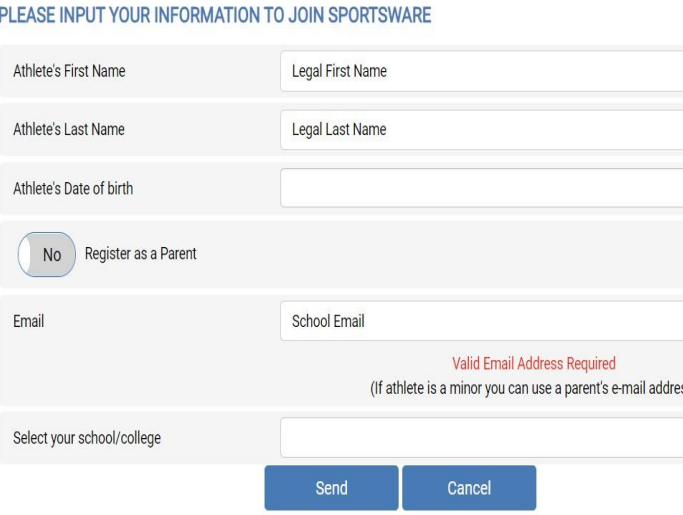
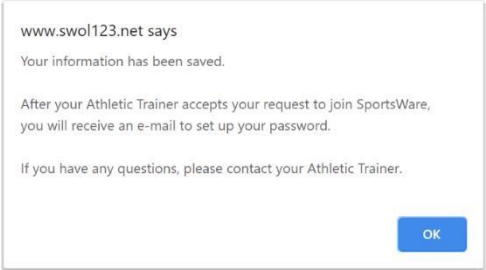
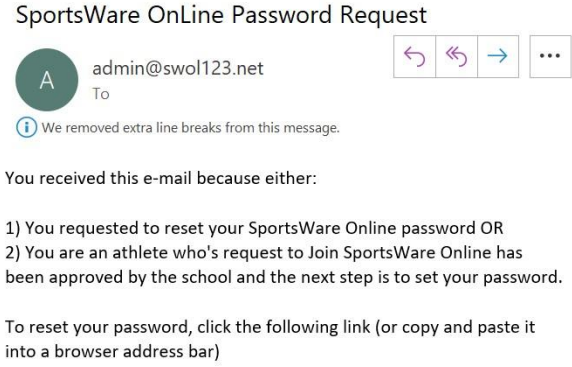
To enter your information, visit [www.swol123.net](http://www.swol123.net). The first time you visit the website you will need to request to join SportsWare using the instructions in Section 1: Joining SportsWareOnLine.

Or follow the directions provided in this video tutorial  
[https://www.youtube.com/watch?v=i\\_P5uro9mMc&feature=youtu.be](https://www.youtube.com/watch?v=i_P5uro9mMc&feature=youtu.be)


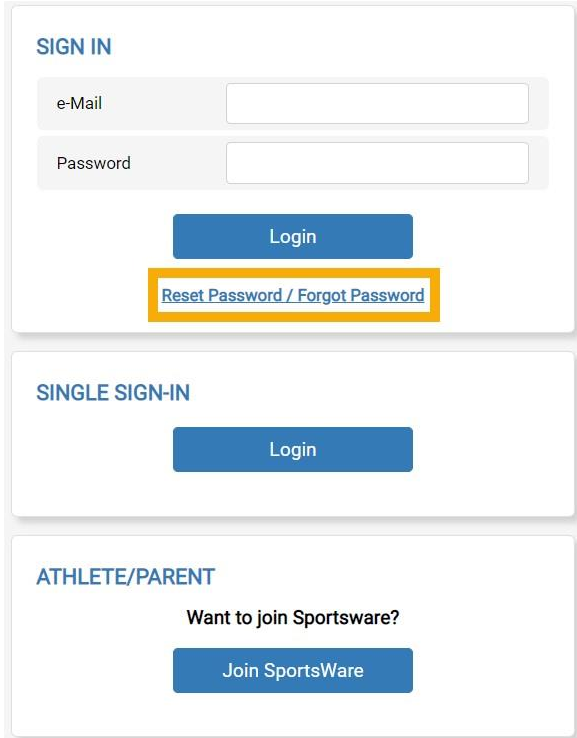
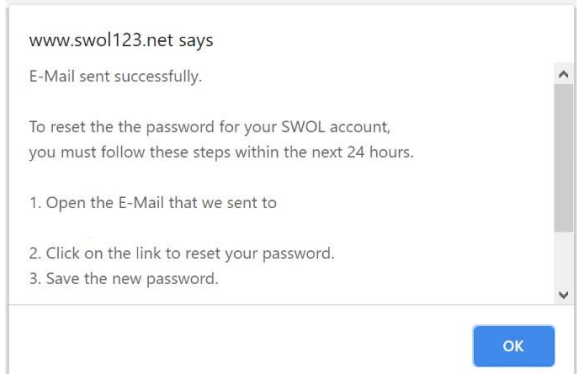
**Any questions should be directed to your Athletic Trainer. All contact information is on the last page.**



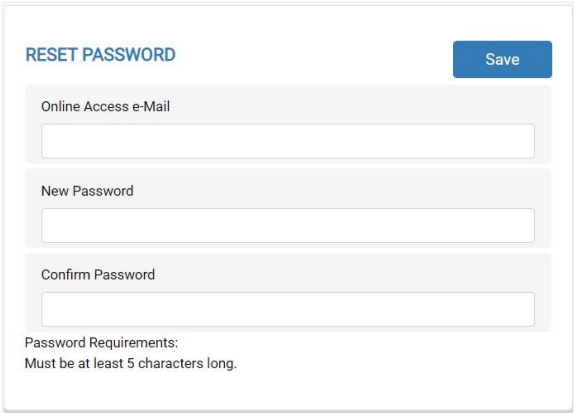
## Section 1: Joining SportsWareOnLine

Instruction	Example
<p>Go to <a href="http://www.swol123.net">www.swol123.net</a> using a computer only, the process will not work from a phone.</p>	
<p>On the right side of the screen, under ATHLETE/, click the <b>JOIN SPORTSWARE</b> button.</p>	

<p>Enter School ID: <b>PWCS</b></p> <p>*This ID is unique to your school or institution. This School ID is not your Student ID.</p> <p>Click the <b>NEXT</b> button.</p>	
<p>Enter the following information to request an account:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Athlete's Legal First Name</li> <li><input type="checkbox"/> Athlete's Legal Last Name</li> <li><input type="checkbox"/> Athlete's Date of Birth</li> <li><input type="checkbox"/> Register as a parent in a later section <b>DO NOT CLICK YES HERE.</b></li> <li><input type="checkbox"/> Athlete's Email (<b>PWCS school email</b>) <b>Requests from personal email will be deleted.</b></li> <li><input type="checkbox"/> Athlete's School (Unity Reed is still Stonewall HS for 20-21)</li> </ul> <p>Click the <b>SEND</b> button.</p>	
<p>Your request to join SportsWare will then be sent to the Athletic Trainer for review. <b>This process is not immediate.</b></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 <i>"SportsWareOnLine Password Request"</i>.</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>	

## Section 2.1: Setting Your Password via Web Browser

Instruction	Example
<p>Go to <a href="http://www.swol123.net">www.swol123.net</a> using a computer only, the process will not work from a phone.</p>	
<p>Under SIGN IN enter your PWCS e-mail address and click the <b>RESET PASSWORD/FORGOT PASSWORD</b> link.</p>	
<p>Once you click the <b>RESET PASSWORD/FORGOT PASSWORD</b> you should see this pop-up</p> <p>*You may not see this message if you have a popup blocker enabled.</p> <p>**If you see the message "<i>The e-mail address was not found in SportsWareOnLine make sure it is typed correctly and try again</i>" 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.</p>	

<p>You will receive an e-mail with the subject “SportsWareOnLine Password Request”.</p> <p>Click the link under your name in this e-mail.</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> We removed extra line breaks from this message.</p> <p>You received this e-mail because either:</p> <p>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> <p>To reset your password, click the following link (or copy and paste it into a browser address bar)</p>
<p>Enter your PWCS e-mail address, new password and confirm password. Make note of your school's password requirements.</p> <p>Click the <b>SAVE</b> button.</p>	

## Section 2.2: Updating Your Information via Web Browser

Instruction	Example
<p>Go to <a href="http://www.swol123.net">www.swol123.net</a>.</p>	

Under SIGN IN enter your PWCS e-mail address and password.

Click the **Login** button.

### SIGN IN

e-Mail

Password

Login

[Reset Password / Forgot Password](#)

### SINGLE SIGN-IN

Login

### ATHLETE/PARENT

Want to join Sportsware?

Join SportsWare

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.

If you cannot see the main menu on the left, click the navicon (☰) to expand it.

The screenshot shows the 'SPORTSWARE ONLINE' dashboard for an athlete. On the left is a navigation menu with icons for: My Info, Med History, COVID-19, PHQP, Exercise, Concussion, Forms, Print, and Logout. The main content area is titled 'ATHLETE PORTAL - ATHLETE'. It displays a 'Forms' section with a message: 'You have 28 form(s) to complete/download'. Below this is a 'Status' section with the following information: 'Last COVID form: N/A', 'Your Athlete Information is INCOMPLETE. Please click here to complete it.', and 'Your Medical History is INCOMPLETE. Please click here to complete it.'. The 'Game Status' section shows 'Practice Status: Cleared To Play: No'. The 'Notices And Handbooks' section contains a table with three rows:

	Title
Open	SHIC Contact Information Form - Filled
Open	sudden-cardiac_arrest-handout
Open	Parent Outcome

Below the table is a 'Show:' filter with radio buttons for 'Today' (selected) and 'This Week'. The 'Referrals' section shows 'No pending referrals.' and the 'Sign-Out' section shows 'No records found.'

**Complete Starred  sections.**

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

**Med History:** A Medical History questionnaire.

**COVID-19:** A daily coronavirus symptom and possible exposure survey. \*Completed prior to each practice.

**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 your session be **LOGOUT** ( )



completed sure to of SportsWare

Athlete:   
Page: Dashboard

-  **My Info** 
-  **Med History** 
-  **COVID-19** 
-  **Exercise**
-  **Concussion**
-  **Forms** 
-  **Print** 
-  **Logout...**

**My Info General Tab-** please fill out this information.

**Sport 1 (Fall)-** Cross Country Field Hockey, Football, Volleyball, Golf, Cheer Comp, ROTC, Band, Choir/Chorus, Robotics

**Sport 2(Winter)-** Basketball, Wrestling, Swim/Dive, Cheer Sideline, Gymnastics, Indoor Track, Dance

**Sport 3 (Spring)-** Soccer, Lacrosse, Tennis, Baseball, Softball, Track, Crew

**Please select a school name for the Group, not one that says "XYZ Coach" or "Unity Reed."**

**SPORTS/GROUP**

Sport 1	Ice hockey	▼	
Sport 2	Gymnastics	▼	
Sport 3	Non-sport injury	▼	
Current	<input type="radio"/> Sport 1	<input checked="" type="radio"/> Sport 2	<input type="radio"/> Sport 3
Group:	Forest Park HS	▼	

**\*Parent Online Access-** For Parents who also wish to access SportsWare, please enter your email here. DO NOT REGISTER SEPARATELY. You will be able to access SportWare using the email and password you set here.

### PARENT ONLINE ACCESS

Online Access e-Mail

Existing Password

New Password

Confirm Password

**Password Requirements:**

Must be at least 6 characters long.

Must have at least 1 number.

Must have at least 1 special character !@#\$\*()-+={[}]<>|./?

\*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 you Password" section

**Medical Tab-** Please list any medical alerts indicated on your emergency card or physical.

General

Address

Emergency

Insurance

**Medical**

Paperwork

### ALERTS

\*None



Allergies/Seasonal



Epipen/Bees



## Daily COVID Screening Directions



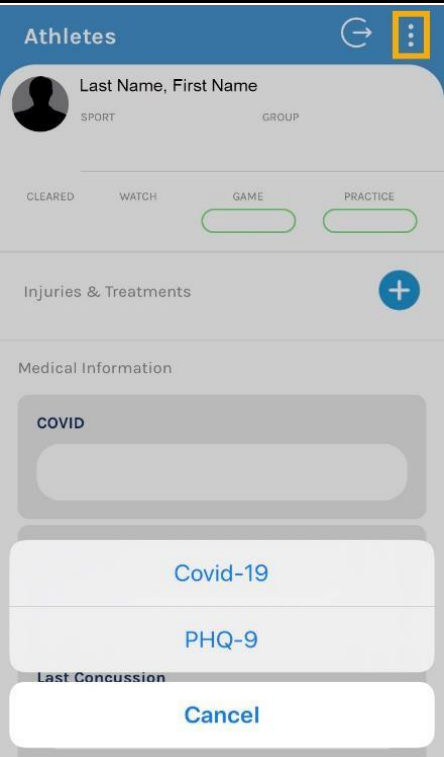
This is the APP interface DO NOT REGISTER or COMPLETE YOUR PROFILE USING THE APP.

Here is a link for directions on filling out the COVID Survey

<https://www.youtube.com/watch?v=3NMSxYrvync&feature=youtu.be>

The daily COVID screening in SportsWare(SWOL) must be completed by 12pm daily, or you will not be permitted to practice. If you have practice early on Saturday, the check-in is due 1 hr prior to practice (ie practice at 9am, due at 8am). The check-in must also be completed after 4am. We need to know how you are feeling when you wake up in the morning.

Please download the SportsWareOnline application and complete the daily check-in with the application.

<p><b>This Must be completed each day of practice after 4am and before 12:00pm.</b> (completion time will be updated during the regular season)</p> <p>To enter a <b>COVID-19 symptom</b> or PHQ-9 mental health survey click the navicon  in the upper right corner.</p> <p>Select the type of survey you would like to complete. <b>COVID-19</b></p> <p>To record a new entry hit the plus  icon in the lower right corner.</p>	 <p>The screenshot shows the 'Athletes' app interface. At the top, there's a blue header with 'Athletes' and a refresh icon. Below that is a profile section with a placeholder for a photo and the text 'Last Name, First Name', 'SPORT', and 'GROUP'. There are two tabs: 'CLEARED' and 'WATCH', and two buttons: 'GAME' and 'PRACTICE'. Below these are sections for 'Injuries &amp; Treatments' and 'Medical Information'. Under 'Medical Information', there's a 'COVID' section with a text input field. Below that are two buttons: 'Covid-19' and 'PHQ-9'. At the bottom, there's a 'Last Concussion' section with a 'Cancel' button.</p>
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Enter the current symptoms you are experiencing, related to COVID-19. Muscle & body aches and fatigue from practicing are normal. Excessive fatigue and overall body aches that feel different than typical muscle soreness should be reported as COVID-19 symptoms.

Click “None of the above”, if you have no symptoms or exposure.

The screenshot shows a mobile app interface for a COVID-19 screening. At the top, there is a blue header with a back arrow, the text "Covid-19", and a "Save" button circled in red. Below the header, there is a section for "Temperature (degF)" with an "Answer" field. A blue button labeled "Current Symptoms" is below that. A list of symptoms follows, each with a radio button: Fever or chills, Cough, Shortness Of Breath or Difficulty Breathing, Fatigue, Muscle or body aches, Headache, New loss of taste or smell, Sore throat, Congestion or runny nose, Nausea or vomiting, Diarrhea, and None of the above. Below the list is another blue button labeled "Exposure / Diagnosis in past 14 days". To the right of the main form, there is a separate section with a blue header "Exposure / Diagnosis in past 14 days" and four radio button options: None of the above, Been in contact with a confirmed COVID-19 patient, Visited an area affected with COVID-19, Received a positive test result/diagnosis of COVID-19, and None of the above. A red arrow points from the "Save" button to a callout box on the right.

Click the **SAVE** button.  
**THIS IS IMPERATIVE!**

Once you click “Save”, you will be taken back to the COVID-19 record.

You will see the timestamp indicating that the screening was saved.

If you have symptoms, the record will appear red.

***You should contact your coach and athletic trainer immediately, if you have symptoms or an exposure to someone who has tested positive for COVID-19.***

A list of the athletic trainers is on the next page.

You are finished, DO NOT Enter another screening, unless instructed to do so by your athletic trainer.

The screenshot shows a mobile app interface for a COVID-19 record. At the top, there is a blue header with a back arrow, the text "Covid-19", and the name "Shanks, Jessie" with a date "06/11/1975". Below the header, there are three entries, each with a red border and a timestamp. The first entry is labeled "SYMPTOMS, EXPOSURE" and has a timestamp of "02/09/2021 12:25". The second entry is labeled "NO SYMPTOMS, NO EXPOSURE" and has a timestamp of "02/05/2021 05:29". The third entry is labeled "NO SYMPTOMS, NO EXPOSURE" and has a timestamp of "02/04/2021 13:31". Blue arrows point from the text on the left to the first and second entries.

If you have any questions, please contact your school's athletic trainer first:

Battlefield- Christi Nelson [Nelsoncl@pwcs.edu](mailto:Nelsoncl@pwcs.edu)

Brentsville- Emily Sterling [emilyem@pwcs.edu](mailto:emilyem@pwcs.edu)

Colgan- Ashley Ausborn [ausbora@pwcs.edu](mailto:ausbora@pwcs.edu)

Freedom- Tina Baehr [baehrkr@pwcs.edu](mailto:baehrkr@pwcs.edu)

Forest Park- Jessie Shanks [shanksjl@pwcs.edu](mailto:shanksjl@pwcs.edu)

Gar-Field- Scott Kozlowski [kozlowsm1@pwcs.edu](mailto:kozlowsm1@pwcs.edu)

Hylton- Dr.Brandon Holland [Hollanbi@pwcs.edu](mailto:Hollanbi@pwcs.edu)

Osborn Park- Lauren Field [fieldle@pwcs.edu](mailto:fieldle@pwcs.edu)

Patriot- Toby McCullough [mcculltd@pwcs.edu](mailto:mcculltd@pwcs.edu)

Potomac- Rick Stewart [stewarrm@pwcs.edu](mailto:stewarrm@pwcs.edu)

Unity Reed- Alyssa Kocik [kocika@pwcs.edu](mailto:kocika@pwcs.edu)

Woodbridge- Cara Cheetham [cheethca@pwcs.edu](mailto:cheethca@pwcs.edu)

The PWCS SportsWare liaisons are Jessie Shanks [shanksjl@pwcs.edu](mailto:shanksjl@pwcs.edu) and Ashley Ausborn [ausbora@pwcs.edu](mailto:ausbora@pwcs.edu) or Kelly Gardner, Supervisor of Student Activities. Please include the athlete's name and school when contacting Jessie or Ashley.

Sincerely,

Prince William County Schools