

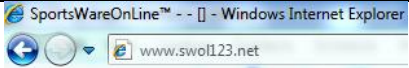

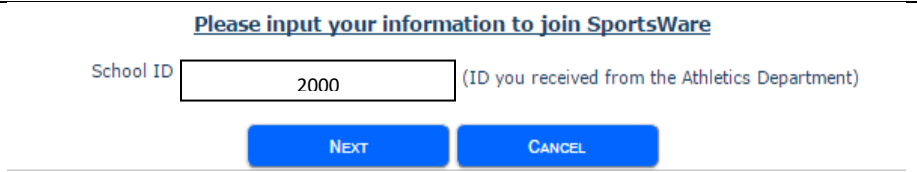
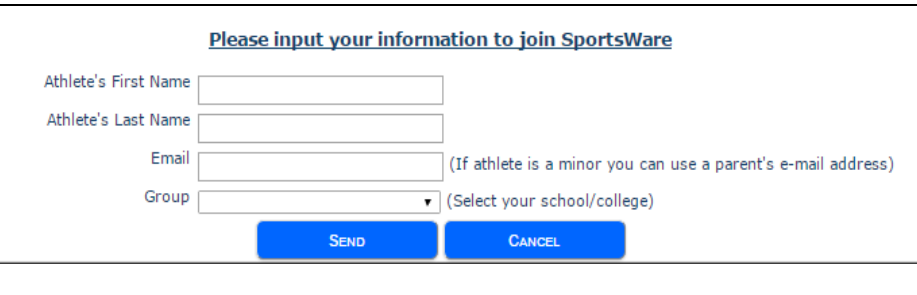
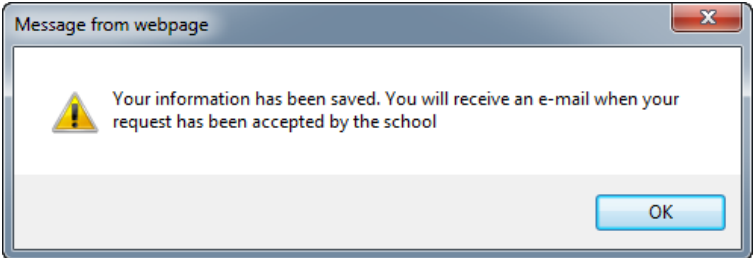
Prior to participating on a team for Mountain View High School, athletes must provide the Athletic Department with current address, emergency contact, insurance, medical alert and health history information **EVERY YEAR**. To expedite this process Mountain View High School uses an online data entry system called Sportsware Online (SWOL).




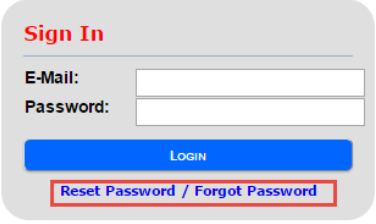
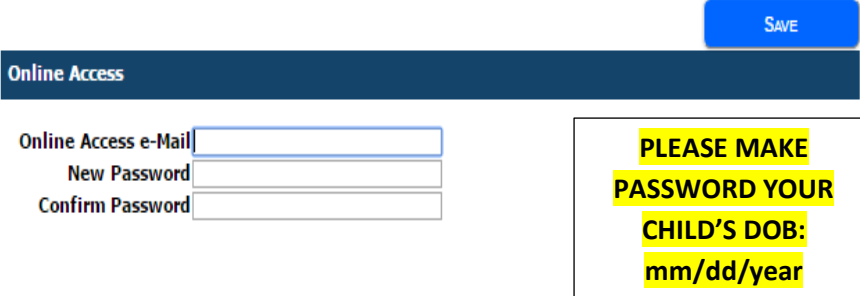
To enter your information, visit [www.swol123.net](http://www.swol123.net).

1. **FIRST TIMERS**, you will need to join SportsWareOnline using the instructions below.
2. **ALREADY HAVE AN ACCOUNT? Please scroll down to Page 2: "Updating Your Information"**.  
**DO NOT MAKE A NEW ACCOUNT! If you forgot your password, email your athletic trainer.**

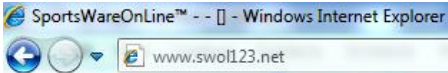

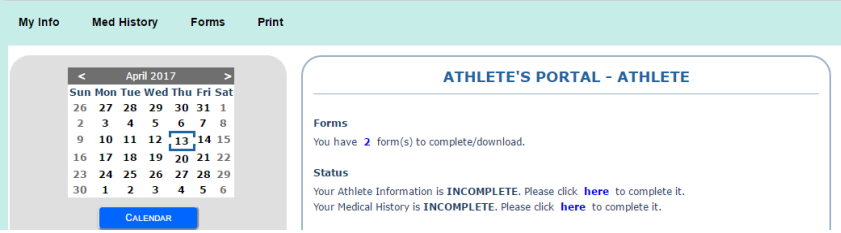
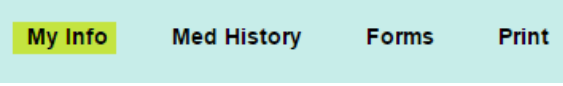
## STEP 1. Joining SportsWareOnline

Instruction	Example
Go to <a href="http://www.swol123.net">www.swol123.net</a> .	
Click the <b>Join SportsWare</b> button.	
Enter your School ID for Mountain View High School:  <b>2000</b>	
Enter your child's First Name, Last Name, and <b>PARENT'S Email address</b> and click the Send button.  <b>*NOTE:</b> This is a <b>ONE</b> time process <b>PER CHILD</b> (you may use the same email for another child but password will be different) <b>REMEMBER this email!</b>	
Please notify your Athletic Trainer when this step is complete to <u>expedite approval</u> .  Send an email to <b>foster.shayla@westada.org</b> or <b>clark.taylor@westada.org</b> that you have completed the joining process.  You will likely be approved quickly but may take as long as 24 hours depending on circumstances.	
<p><b><u>TO COMPLETE PROCESS:</u></b></p> <p>You will receive an email from admin@swol with the subject "SportsWare request accepted".</p> <p><b><u>CLICK ON THE LINK</u></b> that is sent to you to continue to SportsWareOnline to fill out the online profile and 2 Forms</p>	<p><i>SportsWare OnLine Password Request • 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</i></p> <p><b>** YOU MUST CLICK ON THE LINK WITHIN 24 HOURS!**</b></p> <p><b>YOU WILL RECEIVE THIS EMAIL FROM: admin@swol (check your spam!)</b></p>

## STEP 2. SETTING YOUR PASSWORD

Instruction	Example
Go to www.swol123.net	
Enter your Email Address and click the <b>Reset Password</b> button.	
<p>You will receive an email to the email you used above with subject: "SportsWareOnLine Password Request".</p> <p><b>CLICK ON LINK</b> to reset password! Enter the e-mail address used, new password and click the <b>SAVE</b> button.</p> <p><b>NOTE:</b> USE your <b>Child's BIRTHDAY</b> for the password – if you have twins add a letter or zero to the beginning or end</p>	

## STEP 3. UPDATING YOUR INFORMATION (\*YOU DO THIS EVERY YEAR!\*)

Instruction	Example
Go to www.swol123.net.	
<p>Enter your Email Address and password, click the <b>Login</b> button.</p> <p><b>Email</b> = the one you signed up with  <b>Password</b> = child's birthday</p>	
<p>This opens the "Athlete's Portal"</p> <p><b>COMPLETE:</b>  <b>General Tab</b>  <b>Emergency Tab</b>  <b>Medical Tab</b>  <b>2 FORMS</b> – "electronically save" by clicking <b>save and submit</b></p>	 <p><b>TO SAVE FORMS</b> = click "Save and Submit" then electronically sign by typing in your name</p>
Select My Info:	

**UPDATE THE FOLLOWING**  
**Under the “My Info” Tab:**

Only the following tabs **MUST** be filled out...

**GENERAL Tab**  
**EMERGENCY Tab**  
**MEDICAL Tab**

Under Alerts, please select (**or type in**) any **medical conditions** and or **allergies** your child may have.

If there are none, please choose **“No Known Allergies”**  
**“No Known Med Problems”**

Under the Drugs Taken section, please type in any medications that your child takes regularly. If there are no medications, please type in **“None.”**

The screenshot shows a web interface with tabs for General, Address, Emergency, Insurance, and Medical. The Alerts section is active, displaying a dropdown menu with the following options: Aspirin Allergy, Asthma, Bee Stings, Diabetes, Epilepsy, Ibuprofen Allergy, Latex, No Known Allergies, No Known Med Problem, Peanuts, Penicillin, Shell Fish, Soy, Sulfa, Tree Nuts, Tylenol Allergy, and Wheat. To the right, there is a text input field containing 'Peanuts'. Below the dropdown is an 'Insert' button. To the right of the dropdown is a 'Doctor' section with a 'Name' field containing 'Dr. Petey Atrician' and a 'Phone' field containing '(208)350-4235'.

UPDATE THE 2 FORMS:

**Click on the 2 Forms**

- 1. IQ Form (Insurance Questionnaire)** Fill out and sign – **CLICK SAVE** and **SUBMIT** to complete the electronic signature as the parent/guardian
- 2. Concussion Handout** – Read with your child (not a fillable pdf) – **CLICK SAVE** and **SUBMIT** to complete the electronic signature as the parent/guardian

**\*Student athletes CANNOT sign these forms – ONLY the parent/guardian\***

**Forms:** View/complete required paperwork.  
 - MVHS IQ Form  
 - MVHS Concussion Handout

To complete each form, click **“Select”** for the form, then **“Open”**. Do this for each form.

You must fill in all the appropriate boxes and click the **“Save and Submit”** Button when completed in order for it to reach MVHS and be recorded

**Forms**

You have **2** form(s) to complete/download.

The screenshot shows an 'Attachments' table with the following data:

	Title	Required
Select	EHS IQ Form	✓
Select	EHS Concussion Handout	✓

On the left side of the table, there are three buttons: ADD, OPEN, and DELETE.

**\*REMINDER\*** The IQ Form is a fillable pdf AND the Concussion Form you just read with your child and click **“Save and Submit”** to electronically sign both of them

**NOTE:** *The Pre-Participation Physical Exam requirement has not changed. The IHSAA Idaho Health Examination and Consent form needs to be completed and signed by a physician after May 1<sup>st</sup>, 2020! Physicals are to be completed during the athlete's 9<sup>th</sup> and 11<sup>th</sup> grade years (per IHSAA rules). Physical Exams will be uploaded to the Forms/Attachments tab of the athlete's SWOL profile prior to participation in any Mountain View High School athletics. Hard copies, emailed or faxed copies will not be accepted. IQ and Concussion forms are to be completed yearly and completed online on the SWOL profile before your child can participate in school sanctioned athletics.*

If you have any questions, please contact Shayla Foster (foster.shayla@westada.org) or Taylor Clark clark.taylor@westada.org) via email for assistance.

Sincerely,  
Shayla Foster & Taylor Clark  
MVHS Certified Athletic Trainers