

# Login Instructions for Sportsware (E-Forms)

Loyola High School uses an online data entry system called SportsWare, for gathering student's health information. The system is secure and HIPAA compliant. Please refer to the instructions below to complete this process. **All Loyola students are required to verify demographic information, health history, complete online consent and information forms.** Online forms are for both parents and students to sign. Some forms are for ALL students while others are for students planning to participate in athletics (forms are labeled with who needs to sign which ones).

If you should have any questions or problems, please contact Mr. Tim Moscicki AT, at [tmoscicki@loyolahs.edu](mailto:tmoscicki@loyolahs.edu) or [studenthealth@loyolahs.edu](mailto:studenthealth@loyolahs.edu).

1. From your browser go to [www.swol123.net](http://www.swol123.net) you will see(screen below), in the upper right section of the screen, "Sign In"

The screenshot shows the SportsWare website homepage. At the top, there are social media icons for YouTube, LinkedIn, Twitter, and Facebook, along with the contact number (800) 359-6851 and buttons for 'CONTACT US' and 'ONLINE QUOTE'. The main header includes the CSMi SportsWare logo and a disclaimer: 'Parents and Athletes: Please contact your school's athletic training department with all questions. CSMi/SportsWare representatives do not have access to your login information or data.' On the right, there are statistics: Athletes: 3,406,472; Injuries: 5,668,723; Treatments: 19,856,342; ATC's Online: 8. The main content area is divided into several sections: 'What's New' with a 'New Billing Database' announcement; 'SportsWare User Tips' with a list of video links; 'SportsWare - #1 since 1991' with three sub-sections: 'SportsWare for Athletic Trainers', 'SportsWare for Athletic Coaches', and 'SportsWare for Athletes and their Parents'; and 'Publications' with a list of customer newsletters. On the right side, there is a 'Sign In' section with fields for 'E-Mail' and 'Password', a 'LOGIN' button, and a 'Reset Password / Forgot Password' link. Below this are sections for 'Sign In with Your Organization', 'Athlete/Parent: Want to join Sportsware?', and 'Need an answer now?' with a 'FAQS - USERS MANUAL' link. At the bottom, there is a 'Certifications:' section.

2. Enter the mother's email address. This is the mother's email address that was used during the registration process at Loyola. If the email address is not working, please contact Mr. Tim Moscicki, at [tmoscicki@loyolahs.edu](mailto:tmoscicki@loyolahs.edu), he can update the email address.

3. If this is your first time login to Sportsware or you forgot your password you will need to click the "Reset Password/Forgot Password". Please follow instructions on screen.

4. Once you login, you should see the page below. Make sure the page you see says, **“ATHLETE”S PORTAL - PARENT** . In order to complete the student health requirements you must be logged in to this page.

5. Please click on the **“My Info”** tab. Fields that have a red asterisk must be filled out. Once you complete all the required fields in this section, return to the Dashboard page. You should see under Status; **“Your Athlete Information is completed.”** If you see the statement below **“Your Athlete Information is INCOMPLETE. Please click here to complete it.”** Follow prompt and complete missing items.

The screenshot shows the CSMi Sportsware Athlete's Portal - Parent interface. The page header includes social media links (YouTube, LinkedIn, Twitter, Facebook) and a 'QUESTIONS?' button. The main navigation bar shows 'Page: Dashboard', 'Institution: Loyola High School', and 'Athlete: aaaaaa, aaaaaa'. The 'My Info' tab is selected and highlighted. The main content area is titled 'ATHLETE'S PORTAL - PARENT' and contains several sections: 'Forms' (You have 8 form(s) to complete/download), 'Status' (Your Athlete Information is INCOMPLETE. Please click here to complete it. Your Medical History is INCOMPLETE. Please click here to complete it.), 'Notices And Handbooks' (No records to display), and 'Sign Out' (No records found). A calendar for June 2020 is visible on the left side. The footer includes copyright information and 'Online Help | CSMi Website'.

5. After completing your personal information on the Dashboard page. Please click on the **“Med History”** tab. Once you complete all the required fields in this section you should see under Status; **“Your Medical History is completed.”**

6. The last step is to e-sign the required documents. There are ten forms that have to be signed electronically, six forms by parents and four forms by your son. Please click the **“Forms”** tab or in the middle of the screen you will see **“Forms”**, **“ You have 10**

forms to complete/download.” Click on the blue number.

Page: Dashboard Institution: Loyola High School Athlete: aaaaaa, aaaaaa

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

**ATHLETE'S PORTAL - PARENT**

**Forms**  
You have **8** form(s) to complete/download.

**Status**  
Your Athlete Information is **INCOMPLETE**. Please click **here** to complete it.  
Your Medical History is **INCOMPLETE**. Please click **here** to complete it.

Game Status: Full Go  
Practice Status: Full go  
Cleared To Play: No

**Notices And Handbooks**

Title
No records to display.

Show:  Today  This Week

**Sign Out**  
No records found.

© Copyright 2019 by Computer Sports Medicine, Inc. (V1.99.1.0) (Ins: 45 Ath: 2282128) (Session timeout in 3585 seconds.) Online Help | CSMi Website

7. Below is the screen for E-Signatures, Click on the “Select” button next to a form then click “OPEN” button. Read the form and follow the prompts to e-sign. Once a form is completed you should see, on the right of screen “SIGNED”. Please make sure ALL forms are signed.

This completes the online requirements for student health. You can also “UPLOAD” your son’s physical form(PPE) to this page. Click the “ADD” button and follow prompts. Please email a note stating you uploaded the PPE form so we can verify. The PPE-Form 2020 on the screen is a blank form you can download, print and take to the doctor.

Page: Athlete Attachments Institution: Loyola High School Athlete: aaaaaa, aaaaaa

Ok

View:  Include Obsolete Attachments

**Attachments**

Select	Title	Date Uploaded	Required	Obsolete	Signed By	Date Signed	Status
<input type="checkbox"/>	2020-2021 Consent to Treat (ALL STUDENTS-Parents signature Required)	5/11/2020 7:28:36 AM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	John m mmmnb	5/11/2020 7:30:00 AM	ACCEPTED
<input type="checkbox"/>	2020-2021 Parent Concussion Letter-(ATHLETICS-Parents Signature Required)	6/27/2020 6:26:13 AM	<input checked="" type="checkbox"/>	<input type="checkbox"/>			NOT STARTED
<input type="checkbox"/>	2020-2021 Over the Counter Medicine Permission(PARENTS Signature Required)	6/27/2020 6:34:19 AM	<input checked="" type="checkbox"/>	<input type="checkbox"/>			NOT STARTED
<input type="checkbox"/>	2020-2021 Parent Catastrophic Liability Notification(ATHLETICS-Parent Signature Required)	6/27/2020 6:45:59 AM	<input checked="" type="checkbox"/>	<input type="checkbox"/>			NOT STARTED
<input type="checkbox"/>	2020-2021 Parent Opioid Information(ATHLETICS - Parent signature Required)	6/27/2020 6:52:06 AM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Tim Moscicki	6/27/2020 7:45:00 AM	SIGNED
<input type="checkbox"/>	2020-2021 Parent Sudden Cardiac Arrest Information(ATHLETICS-Parent Signature Required)	6/27/2020 6:54:51 AM	<input checked="" type="checkbox"/>	<input type="checkbox"/>			NOT STARTED
<input type="checkbox"/>	2020-2021 Student Athlete Concussion Information(ATHLETICS-Student Signature Required)	6/27/2020 6:59:22 AM	<input checked="" type="checkbox"/>	<input type="checkbox"/>			NOT STARTED
<input type="checkbox"/>	2020-2021 Student Catastrophic Liability Notification(ATHLETICS-Student signature Required)	6/27/2020 7:02:26 AM	<input checked="" type="checkbox"/>	<input type="checkbox"/>			NOT STARTED
<input type="checkbox"/>	2020-2021 Student Opioid Information(ATHLETICS-Student Signature Required)	6/27/2020 7:04:05 AM	<input checked="" type="checkbox"/>	<input type="checkbox"/>			NOT STARTED
<input type="checkbox"/>	2020-2021 Student Sudden Cardiac Arrest Information(ATHLETICS-Student Signature Required)	6/27/2020 7:05:47 AM	<input checked="" type="checkbox"/>	<input type="checkbox"/>			NOT STARTED
<input type="checkbox"/>	PPE -Form 2020	6/27/2020 7:52:34 AM	<input type="checkbox"/>	<input type="checkbox"/>			NOT EDITABLE

© Copyright 2019 by Computer Sports Medicine, Inc. (V1.99.1.0) (Ins: 45 Ath: 2282128) (Session timeout in 3591 seconds.) Online Help | CSMi Website

Thank you, if you have any questions or problems please contact Mr. Tim Moscicki at [tmoscicki@loyolahs.edu](mailto:tmoscicki@loyolahs.edu) or [studenthealthadmin@loyolahs.edu](mailto:studenthealthadmin@loyolahs.edu) .

