E-Forms: Online Instructions for SportsWare

- All Loyola parents and students are required to complete several authorization forms, update demographic information and complete a health history survey. These forms can be completed online and signed electronically.
- Some forms are intended for ALL students, while others are for students planning to participate in athletics. All forms are identified as to who must complete them.
- To expedite this process, Loyola High School uses an online data entry system called SportsWare. This system is secure and HIPAA compliant. Please refer to the instructions below to complete this process.

HOW TO LOG IN TO SPORTSWARE
1. Go to www.swol123.net
2. In the upper right corner, you will see a box labeled “Sign In”
3. In the box labeled “Email”
   - If you are an incoming freshman/new student, please enter the student’s mother’s email that was used during the registration process.
   - If you are a returning student, enter the email that was used last year.

*NOTE: There are two portals to the site—one for parents and one for students/athletes. To complete the online forms, you must be in the Parent Portal section.
4. In the box labeled “Password”
   - Incoming/New Student: Click “reset password/forgot password” under the “LOGIN” box. A password will be sent to the student’s mother’s email that was used during the registration process.
   - Returning Student: Enter the password you used from the previous year, click on “reset password/forgot password” under the “LOGIN” box. A password will be sent to the email you used last year to login.

Once you log in to the program, you can change the default email and password. You cannot use a student’s email in the “Parent Portal” section.
**Once you are logged into SportsWare, follow instructions below:**

Upon login, you will be directed to your dashboard page.

a. The page should have “**ATHLETE’S PORTAL - PARENT**” across the top.
b. Parents need to fill out the necessary requirements here.

There are three sections that are completed by parents and students:

1. Click “**My Info**” tab and verify/enter all fields that have a “RED” asterisk next to it. Make sure to click the various tabs.
2. Click “**Med History**” tab and answer all questions.
3. Click the “**FORMS**” tab. Please select each form that pertains to you and your son. The forms are signed electronically.

**PLEASE DO NOT DOWNLOAD FORMS AND MAIL THEM**

Below is a brief description of what each form is:

**PARENT FORMS**
- **Consent to Treat (ALL STUDENTS):** Electronically signed by parent
- **Concussion Info Parent (ATHLETICS):** Electronically signed by parent
- **Catastrophic Info for Parents (ATHLETICS):** Electronically signed by parent
- **Parent Opioid Information (ATHLETICS):** Electronically signed by parent
- **Over the Counter Medicine Consent (ATHLETICS):** Electronically filled/signed by parent
- **Sudden Cardiac Arrest Info Parent (ATHLETICS):** Electronically signed by parent

**STUDENT FORMS**
- **Catastrophic Information for Student (ATHLETICS):** Electronically signed by student
- **Concussion Information Student (ATHLETICS):** Electronically signed by student
- **Sudden Cardiac Arrest Info Student (ATHLETICS):** Electronically signed by student

Once you complete all the necessary forms and updates on the dashboard page, you should see the phrase “Your Athlete Information is COMPLETE.” If you see the phrase, “Your Athlete Information is INCOMPLETE” please complete the missing documents or information.

You can view your son’s health requirement progress by clicking on “**PAPERWORK**.” The boxes on the page will be completed by Loyola as your son fulfills each requirement.* Once a box has a date, that part of the requirement is completed.

*NOTE: The IMPACT is completed every two years, so depending on your son’s grade level, only one of those boxes will have a date.

**Should you have any questions or problems, please contact Director of Student Health, Mr. Tim Moscicki, at tmoscicki@loyolahs.edu.**