

Dear Parent,

Prior to participating on a team from Westside Consolidated School District, athletes must provide the Athletic Department with current address, emergency contact, insurance, medical alert and health history information. To expedite this process Westside Consolidated School District uses an online data entry system.

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


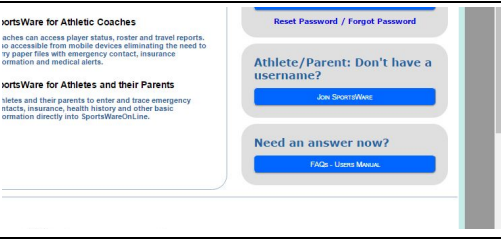
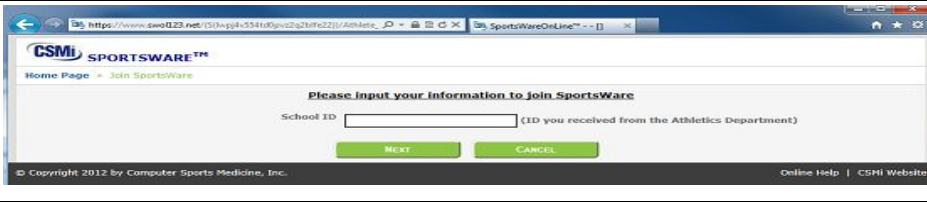

### Registered Last year?

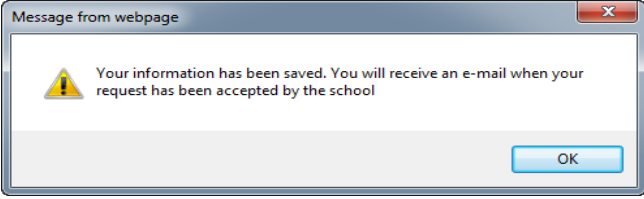
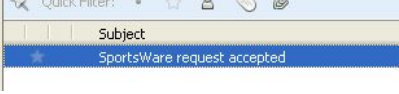
If you have an account and registered last year simply log in with your username and password. Once logged in update your information. Directions are below, if needed..

### Forgot your Password?

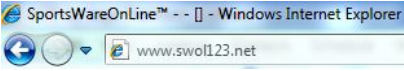
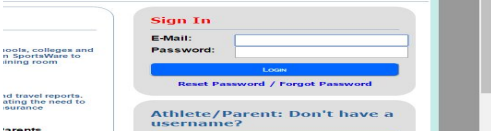

*If you have forgotten your password, Enter your email address in and click on the "Reset Password" button to be directed to reset your password.*

## Joining SportsWareOnLine

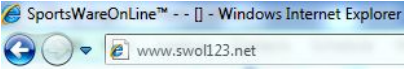

Instruction	Example
Go to <a href="http://www.swol123.net">www.swol123.net</a> .	
Scroll to the middle of the screen and click the <b>Join SportsWare</b> button.	
Enter your School ID  <b>All School IDs are 20007</b>  Then hit "Next"	
Enter your Student's First Name, Last Name, Email address, School group and click the Send button. You will have to set up a second account for any additional Students. You may use the same email address but set up a different password for each account.	

<p>Your request to join SportsWare will then be sent to the Athletic Trainer for review. This could take up to 24 hours.</p>	
<p>Once your request is accepted you will receive an email with the Subject <i>"SportsWare request accepted"</i>.</p> <p>Open the email and click on the link to setup your password.</p>	 <p>Once you receive your email from the athletic trainer you can proceed with registration as follows. Once the email is sent you have 24 hours to set up a password before the link expires. If this happens simply email your Athletic Trainer and they can help with any problems.</p>

## Setting Your Password

Instruction	Example
<p>Go to <a href="http://www.swol123.net">www.swol123.net</a></p>	
<p>Enter your Email Address and click the <b>Reset Password</b> button.</p>	
<p>You will receive an email with the Subject <i>"SportsWareOnLine Password Request"</i>.</p> <p>Open the email and click on the link to reset your password. Enter your email address, new password and click the <b>Save</b> button.</p>	

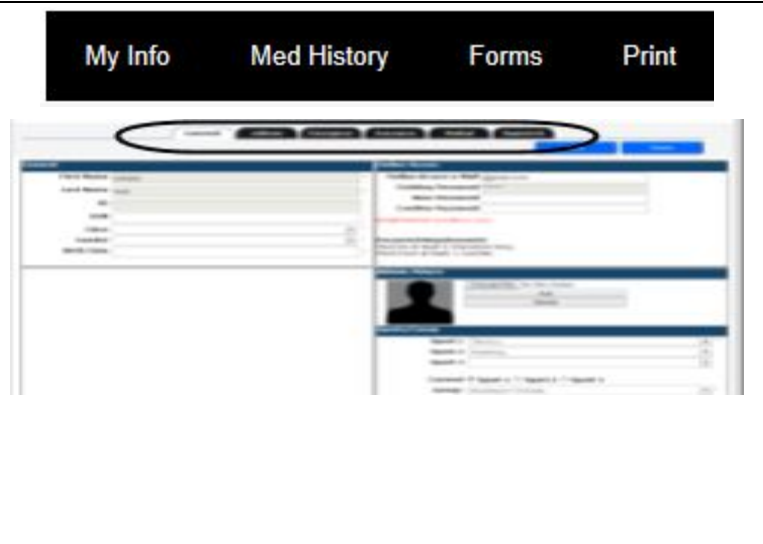
## Updating Your Information

Instruction	Example
<p>Go to <a href="http://www.swol123.net">www.swol123.net</a></p>	
<p>Enter your Email Address and click the <b>Login</b> button.</p>	

At the top of the homepage is the Menu Bar.

Go to:

**My Info tab:** Fill in required fields in the General Information page. Don't forget to scroll down to the bottom right side of the page and click at least one sport. Some information might be already present. Please make sure it is accurate then Click on the **Emergency tab** circled in the picture on the right. Fill out required fields and then add any medical alert information under the **Medical tab**. Once this is completed hit save.



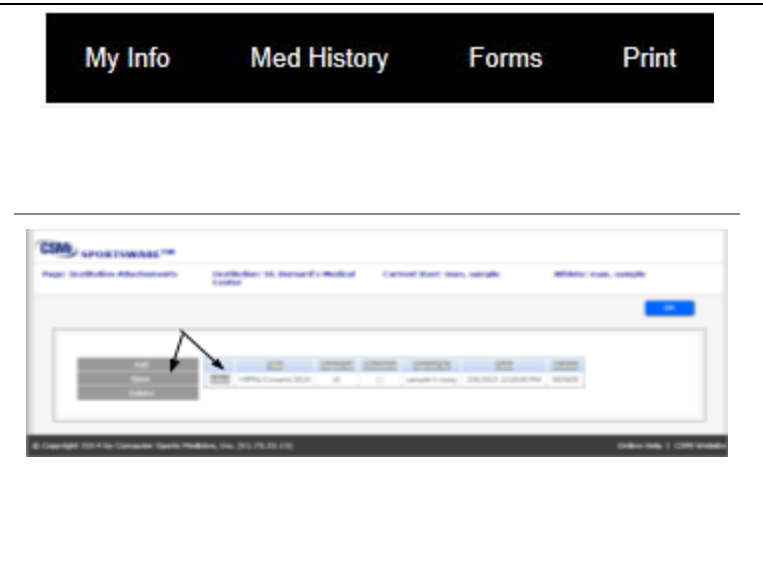
RETURN TO THE HOME PAGE TO FINISH ENROLLMENT  
see next page

**From the homepage again...**

Go to:

**Med History tab:** Complete a Medical History questionnaire as all areas are required.

**Forms Tab:** 1. Click on the Forms Tab at the Top. 2. Click "select" until the row is highlighted. 3. Click "open". 4. READ and fill out the form for submission. Be sure to click the acknowledgment box at the top when it pops up at the end. Once you have completed the form Click the **"Save and Submit"** Button. You will do this for all the forms listed. There should be 4 to fill out.



Thank you for your participation. If you have any questions, please contact your athletic trainer via email or phone.

Sincerely,

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