

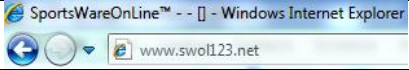

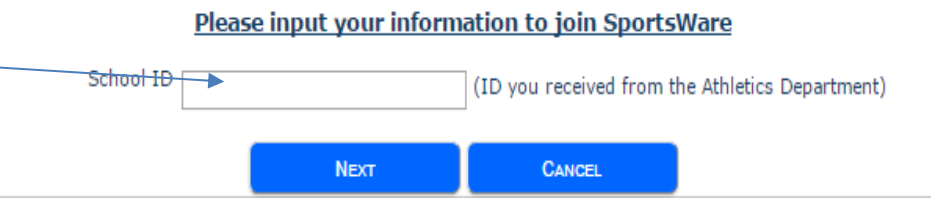
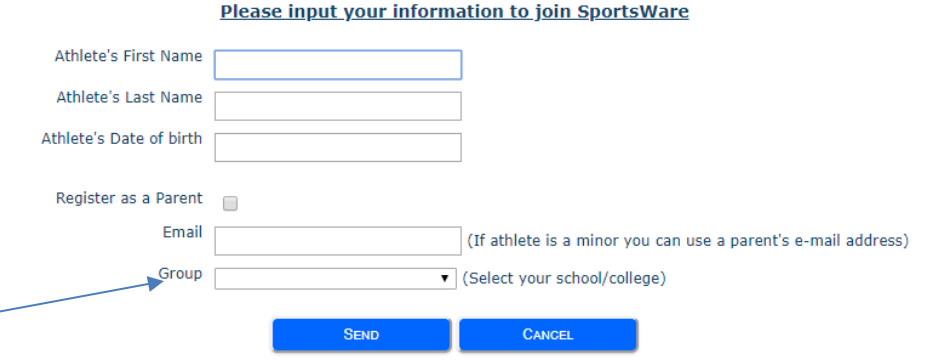
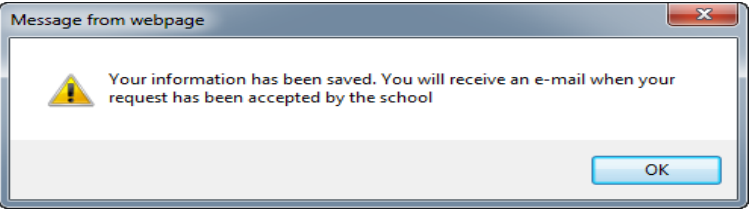

STEP BY STEP INSTRUCTION FOR INSURANCE QUESTIONNAIRE AND CONCUSSION EDUCATION FORM

9th/Incoming/New Parent: Start at Step A on instructions below

Returning Parent: Skip to Step C

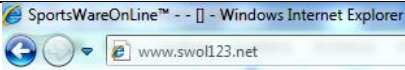
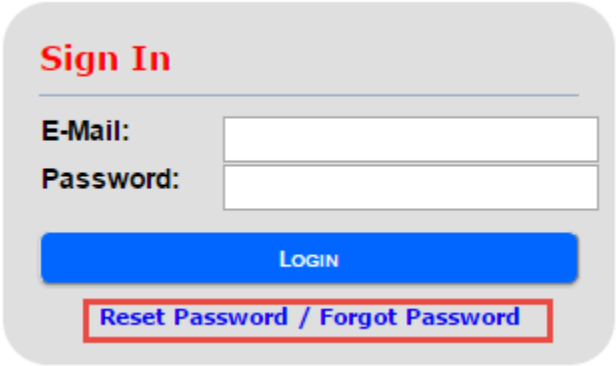
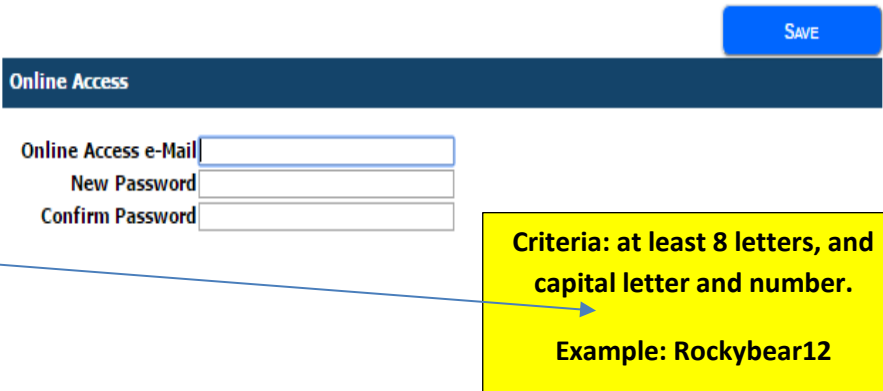
- You have already entered information from last year. Please update any new information (**MyInfo, Med History**) and update e-signature on Insurance Questionnaire and Concussion information (**Form**)

A. Joining SportsWareOnline

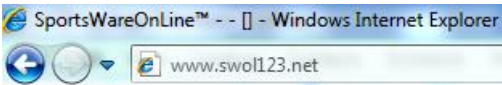

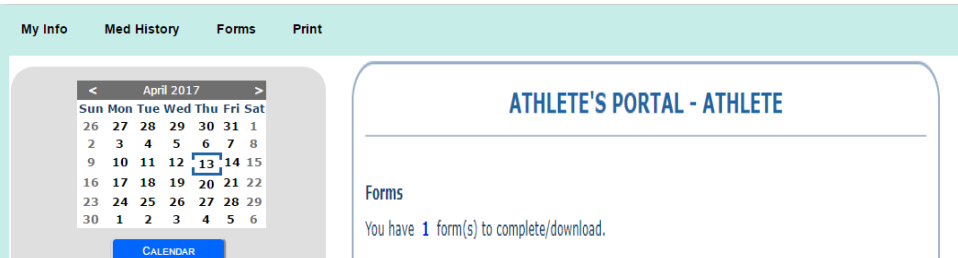
Instruction	Example
1.Go to www.swol123.net.	
2.Scroll to the middle, right of the screen and click the Join SportsWare button.	
3.Enter your School ID <i>Rockyathlete</i>	
4.Enter athlete First Name, Last Name, Date of birth. Click ther 'Register as a Parent' and enter PARENT Email address and click the Send button. You can add the athlete email and grant access to them later NOTE: This process is only completed one time (per child). Please make note of the email address provided for future use. You can use the same email. Can leave Group section blank	
5. Your request to join SportsWare will then be sent and the athletic trainer will accept through the system You will likely be approved quickly but may take as long as 24 hours depending on circumstances.	
6. Once your request is accepted you will receive an e-mail with the Subject " <i>SportsWare request accepted</i> ". Open the e-mail and click the link that corresponds with the athlete. Create a password for the athlete that is 8 characters long, has a capital letter and a number. GO to STEP C once the password is created	 <p>**Please notify your Athletic Trainer ONLY if request acceptance takes longer than 24 hours.</p> <p>Send an email to Kraack.monica@westada.org OR white.kelly@westada.org</p>



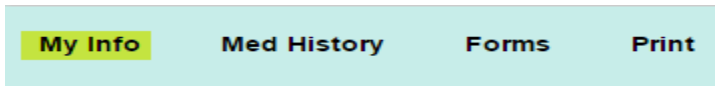
B. Setting Your Password (only use this if you forgot password or want to make a new one)

Instruction	Example
1. Go to www.swol123.net	
2. Enter the Parent Email Address from prior step and click the Reset Password button.	
<p>3. You will receive an e-mail with the Subject <i>"SportsWareOnLine Password Request"</i>.</p> <p>Open the e-mail and click on the link to reset your password. Enter your e-mail address, new password (capital letter and number) and click the Save button.</p> <p>NOTE: If you are registering more than one child (currently or in the future) you will use the same email address but different passwords for each child.</p>	 <p>Criteria: at least 8 letters, and capital letter and number.</p> <p>Example: Rockybear12</p>

C. Updating Your Information (start here if you already have made account)

Instruction	Example
1. Go to www.swol123.net.	
2. Enter parent Email Address and password, click the Login button.	
<p>3. You will be taken to your student athlete's "Athlete's Portal" (mint green tool bar)</p> <p>Here you will see the required forms (My Info, Med History, Forms) and information needed to be completed.</p>	

4. Select: My Info:

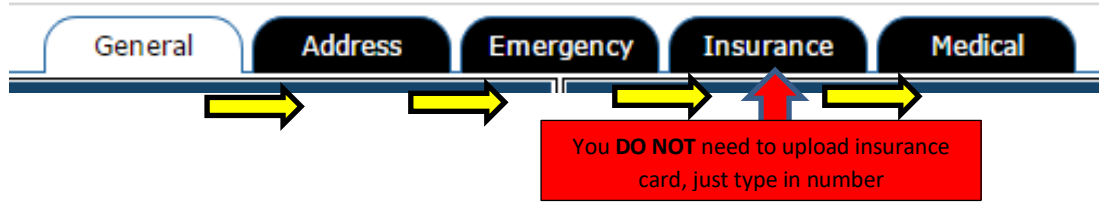


5. Start entering Athlete's required information indicated with *

Under **General tab**: Choose to: 1) copy and paste Parent email from athlete online access into parent online access and make a new password. OR 2) keep it the way it is.

You will need to have an Athlete email in this section, you can put athlete's email and tell them the password to grant access.

6. Complete the remaining required Black tabs for – Address, Emergency, Insurance, and Medical. ****you DO NOT need to upload insurance card, just type in #**



7. Under **Medical tab: 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" for one box and "No Known Med Problems" for the second box.

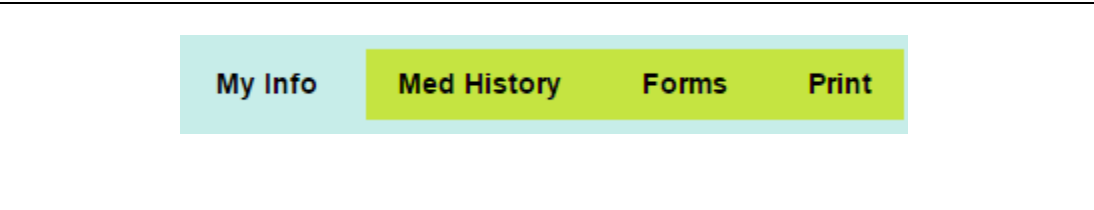
Under the Drugs Taken section, please type in any medications that your child takes regularly. If there are no medications, please type in "None."

Under the Doctor Section, please type in your Family or Primary Care Physician. If you do not have one, just type in "None." Click: **SAVE***. This will take you back to Athlete portal.

If a GO BACK button appears you are missing required information. Click GO BACK and fill in required info.

After you click 'Save,' SportsWare will tell you if you are missing anything. The issue is that it will not tell you where to find it. Go back to the tabs and look for any '*' that might have been missed and fill it in. If the only thing missing is the 'password' but you were able to log in, ignore what SportsWare is telling you and move on in the steps. The athletic trainer will contact you, if you have not completed it.

8. Once done with My Info go to:
Click: Med History:
 Complete the Medical History questionnaire.
 Click **SAVE** when finished



9. Click: Forms:
 (You can click forms from mint green tool bar or from middle of screen.)
 View/complete required paperwork.
 - RMHS Insurance Waiver
 - RMHS Concussion Handout

To complete the form, click "Select" for the form, then "Open".

Fill in your option for Insurance and review concussion education. Click **"Save and Submit"** Button when completed in order for it to reach Rocky and be recorded

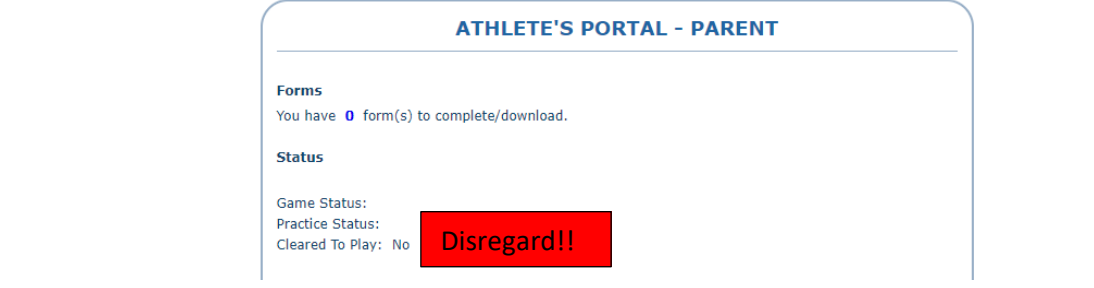
You (PARENT) will be prompted to electronically sign after you click "Save and Submit". There must be a parent name listed here to be accepted by the athletic trainer.

If you forgot an area, you will be prompted back to the form to complete it



Click OK when signature/form is complete

10. Your athlete's portal should look like this:
Disregard the "clear to play: no", it is the default setting so the athletic trainer will review the paper work.



NOTE: The Pre-Participation Physical Exam process has not changed. This form needs to be completed and signed by a physician! Physicals are to be completed during the athlete's **9th and 11th** grade years (per IHSAA rules). Physical Exams will still be hard copies and are turned in to the Rocky Mountain High School athletic trainers (Monica Kraack or Kelly White) prior to participation in any Rocky Mountain High School athletics. IQ and Concussion Education forms are to be completed yearly.

If you have any questions, please contact Monica Kraack (Kraack.monica@westada.org) or Kelly White (white.kelly@westada.org)

Sincerely,
 Monica Kraack, Head Athletic Trainer
 Kelly White, Associate Athletic Trainer