

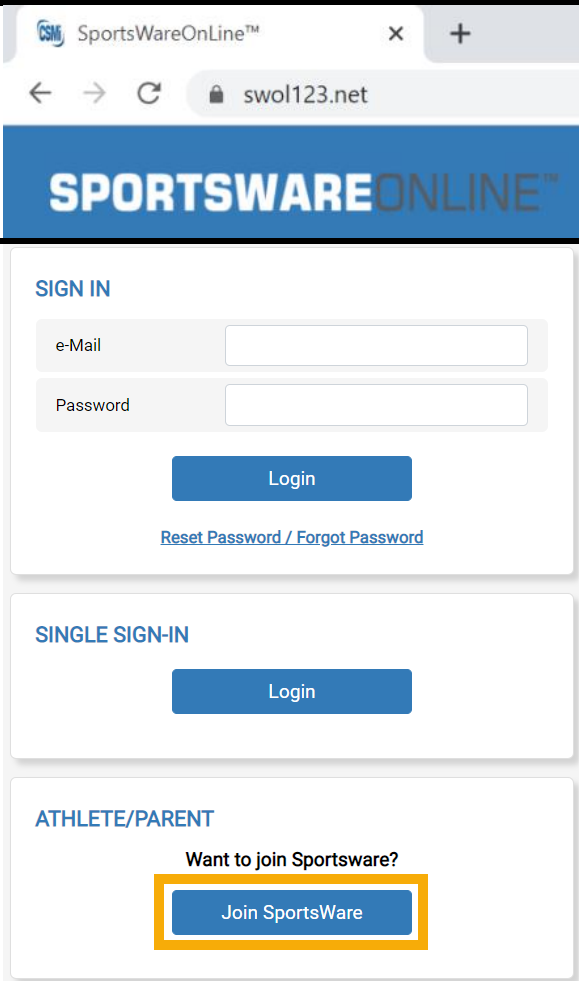
Dear NL Student-athletes and Parents

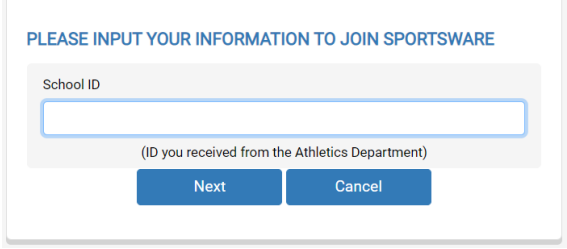
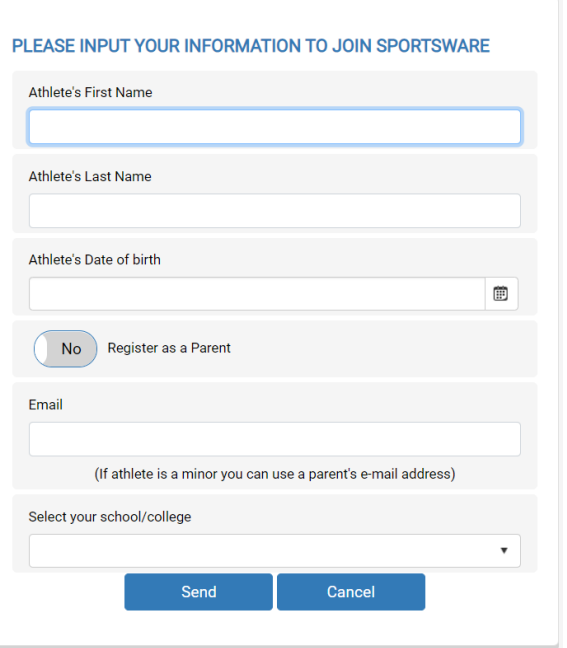
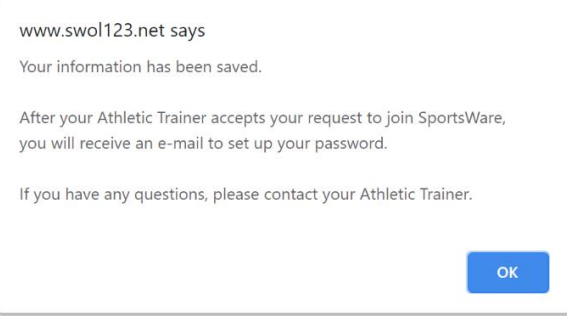
Prior to participating on a team from NORTHERN LEBANON SCHOOL DISTRICT, all athletes must provide the Athletic Department with current address, emergency contact, insurance, medical alert and health history information. To expedite this process Northern Lebanon uses an online data entry system.

To enter your information, visit www.swol123.net. The first time you visit the website you will need to request to join SportsWare using the instructions in Section 1: Joining SportsWareOnLine. If you already have a SportsWareOnLine account with Northern Lebanon you can gain access to your account via www.swol123.net, described in Section 2 or via the SportsWareOnLine app described in Section 3.

Any questions should be directed to Northern Lebanon's Athletic Trainer, Jeremy Stevens.

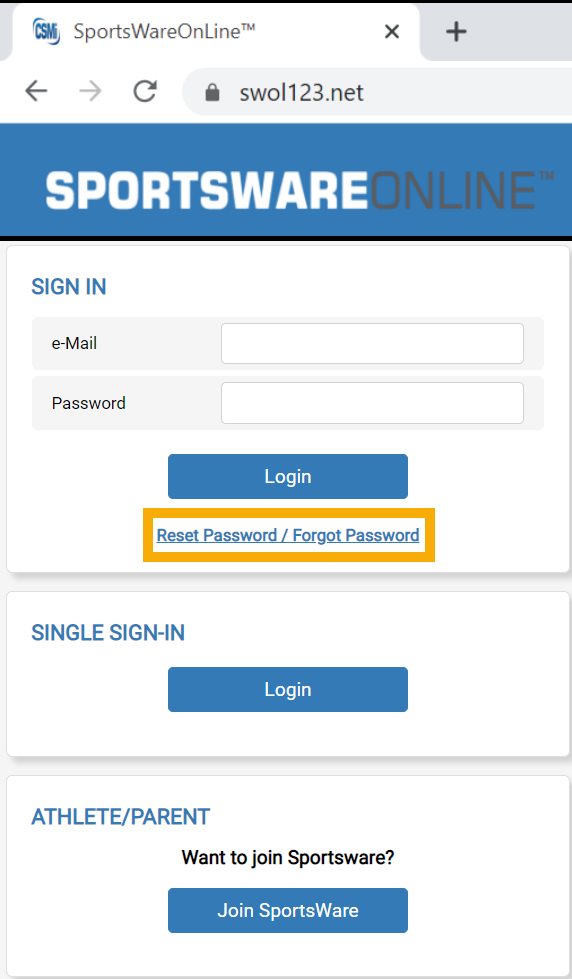
Section 1: Joining SportsWareOnLine

Instruction	Example
Go to www.swol123.net .	 A screenshot of a web browser displaying the SportsWareOnLine website. The browser's address bar shows 'swol123.net'. The website has a blue header with 'SPORTSWAREONLINE™'. Below the header, there are three main sections: 'SIGN IN' with fields for 'e-Mail' and 'Password' and a 'Login' button; 'SINGLE SIGN-IN' with a 'Login' button; and 'ATHLETE/PARENT' with the text 'Want to join Sportsware?' and a 'Join SportsWare' button highlighted with a yellow rectangle.
On the right side of the screen, under ATHLETE/PARENT, click the JOIN SPORTSWARE button.	

<p>Enter School ID: NLSD</p> <p>*This ID is unique to your school or institution. This School ID is assigned by your Athletic Trainer, it is not your Student ID.</p> <p>Click the NEXT button.</p>	
<p>Enter the following information to request an account:</p> <ul style="list-style-type: none"> • Athlete's First Name • Athlete's Last Name • Athlete's Date of Birth • Register as a parent if athlete is under 18 years of age. • Both Athlete and Parent must register separately (Both Athlete and Parent Email can be the same (but does not have to), however if using same Email each must have different unique passwords) • Athlete's Email (or parent/guardian's email if they will be responsible for the athlete's medical records) • Athlete's School/College: "NL Student-Athlete" <p>Click the SEND button.</p>	
<p>Your request to join SportsWare will then be sent to the Athletic Trainer for review.</p> <p>If you are a parent requesting to join multiple children, repeat this process for each child. The same email may be used for multiple children; however, each child will need a unique password as described in the "Setting you Password" section.</p> <p>*You may not see this message if you have a pop-up blocker enabled.</p>	

<p>Once your request is accepted you will receive an e-mail with the subject “<i>SportsWareOnLine Password Request</i>”.</p> <p>Open the e-mail and click the password reset link to continue to SportsWareOnLine or follow the directions below on how to set a password.</p> <p>*If you do not see this email check your spam folder.</p>	<div> <div>SportsWare OnLine Password Request</div> <div> <div> <div>A</div> <div>admin@swol123.net</div> <div>To</div> </div> <div> <div>↩</div> <div>↶</div> <div>→</div> <div>...</div> </div> </div> <div> <div> <div>i</div> <div>We removed extra line breaks from this message.</div> </div> </div> <p>You received this e-mail because either:</p> <ol style="list-style-type: none"> 1) You requested to reset your SportsWare Online password OR 2) You are an athlete who's request to Join SportsWare Online has been approved by the school and the next step is to set your password. <p>To reset your password, click the following link (or copy and paste it into a browser address bar)</p> </div>
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Section 2.1: Setting Your Password via Web Browser

Instruction	Example
Go to www.swol123.net	
Under SIGN IN enter your e-mail address and click the RESET PASSWORD/FORGOT PASSWORD link.	

Once you click the **RESET**

PASSWORD/FORGOT PASSWORD you should see this pop-up

*You may not see this message if you have a pop-up blocker enabled.

**If you see the message *"The e-mail address was not found in SportsWareOnLine make sure it is typed correctly and try again"* be sure you are using the same e-mail when you requested to join SportsWare. If you are still seeing this error, contact your school's athletic trainer to see if they have accepted your account request.

www.swol123.net says

E-Mail sent successfully.

To reset the the password for your SWOL account, you must follow these steps within the next 24 hours.

1. Open the E-Mail that we sent to
2. Click on the link to reset your password.
3. Save the new password.

OK

You will receive an e-mail with the subject *"SportsWareOnLine Password Request"*.

Click the link under your name in this e-mail.

If you are a parent with multiple children in SportsWare under the same email address you will see multiple reset password links in this email. Be sure you are using the link associated with the child whose password you are looking to reset.

*If you do not see this email check your spam folder.

SportsWare OnLine Password Request



admin@swol123.net
To



We removed extra line breaks from this message.

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 to Join SportsWare Online has been approved by the school and the next step is to set your password.

To reset your password, click the following link (or copy and paste it into a browser address bar)

Enter your e-mail address, new password and confirm password. Make note of your school's password requirements.

Click the **SAVE** button.

If you are a parent with multiple children in SportsWare under the same email address you will need to use a unique password for each child.
All athletes must have a unique email/password combination.

RESET PASSWORD

Save


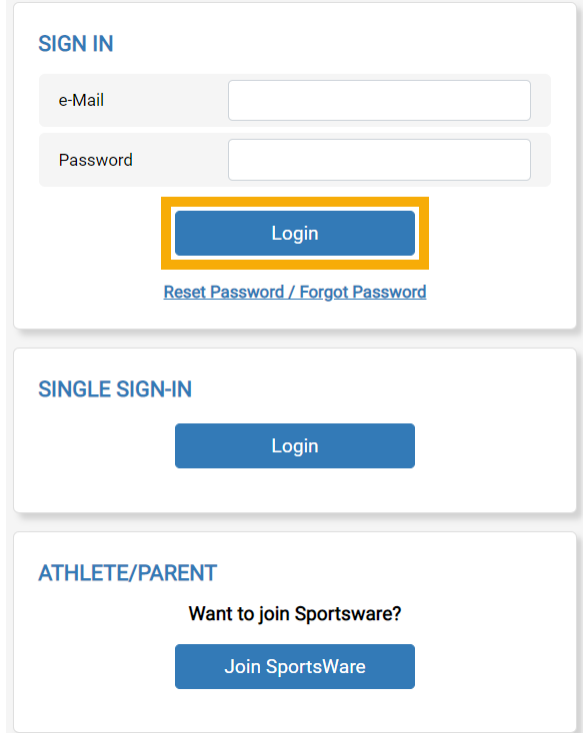
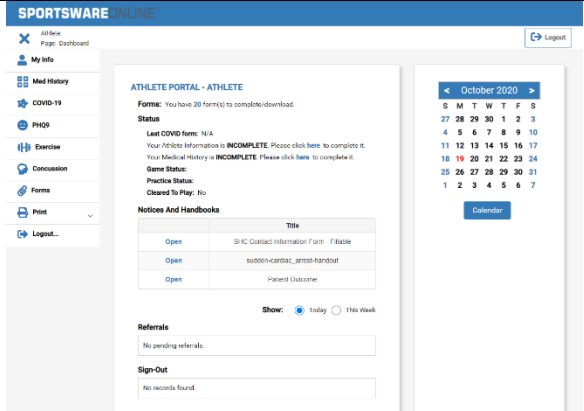
Online Access e-Mail

New Password

Confirm Password

Password Requirements:
Must be at least 5 characters long.

Section 2.2: Updating Your Information via Web Browser

Instruction	Example
Go to www.swol123.net .	
<p>Under SIGN IN enter your e-mail address and password.</p> <p>Click the Login button.</p>	
<p>You are now on the dashboard of the Athlete Portal. Your page may look different depending on what information/forms your school has chosen to collect through SportsWareOnLine.</p> <p>If you cannot see the main menu on the left, click the navicon (≡) to expand it.</p>	

My Info: Includes demographic, sport, address, emergency contact, insurance, medications, medical alerts, immunizations and other paperwork

*If you do not have the information required (i.e. insurance address) enter "N/A"

Student ID: If you do not have a Student ID from NL then use your birthday (MMDDYY) as your student ID.

Sport 1 (Fall Sport)
Sport 2 (Winter Sport)
Sport 3 (Spring Sport)

Med History: A Medical History questionnaire. (For FEMALE ONLY questions, if MALE answer NO)

COVID-19: A daily coronavirus symptom and possible exposure survey.


Forms: View/complete paperwork. (See page 7 for descriptions of each form.)


- PIAA CIPPE Sections 1-6
- PIAA CIPPE Section 7
- NL Code of Conduct Form
- Participation Acknowledgment for Communicable Diseases Including COVID-19 Form


Print: Print My Info and Medical History data.


Required fields are labeled "**Required**"


Changes will not be saved if you exit a window without clicking the **SAVE** button.


When you have completed your session be sure to **LOGOUT** ( Logout) of SportsWare


 Athlete:
Page: Dashboard


 **My Info**



 **Med History**


 **COVID-19**

 **Exercise**

 **Concussion**


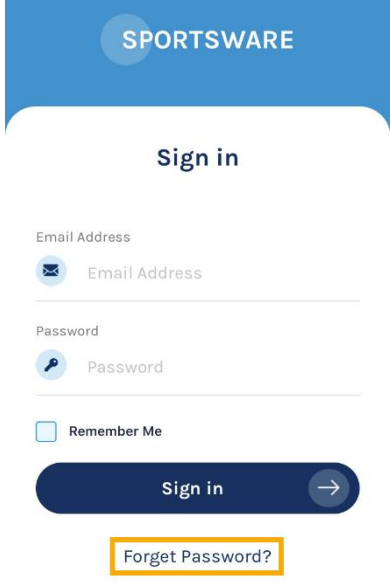
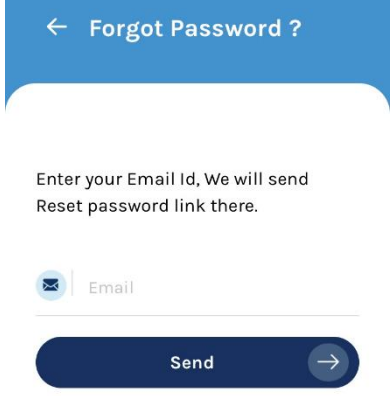
 **Forms**

 **Print** 

 **Logout...**

- **PIAA Comprehensive Initial Pre-participation Physical Evaluation (CIPPE) Form**
(Any student wishing to play an interscholastic sport must complete **Sections 1-7** of the PIAA CIPPE current physical form. Section 7 of the form must be completed by a physician after **June 1**. **DO NOT** submit Form 8-10 with the original physical.)
- **PIAA Section 8: Re-certification by Parent/Guardian Form**
(Any student wishing to play an interscholastic sport and has completed **Sections 1-7** of the PIAA CIPPE current physical form for a previous season (i.e. Fall and/or Winter) must complete **Section 8** of the PIAA CIPPE current physical form. This form must be completed not earlier than six weeks prior to the first Practice day of the sport(s) in the sports season(s). The **Section 8 Form** is to be completed by the student and parent/guardian. If any SUPPLEMENTAL HEALTH HISTORY questions are either checked yes or circled, the herein named student shall submit a completed **Section 9: Re-Certification by Licensed Physician of Medicine or Osteopathic Medicine**, that is to be completed by a licensed physician.) (i.e. MD, DO)
- **PIAA Section 9: Re-certification by Licensed Physician of Medicine or Osteopathic Medicine Form**
(This form must be completed for any student who, subsequent to completion of Sections 1 through 7 of this CIPPE Form, required medical treatment from a licensed physician of medicine or osteopathic medicine. This Section 9 may be completed any time following completion of such medical treatment. If any SUPPLEMENTAL HEALTH HISTORY questions on the **Section 8 Form** are either checked yes or circled, the herein named student shall submit a completed **Section 9**, that is to be completed by a licensed physician.) (i.e. MD, DO)
- Please read the **Code of Conduct** (DO NOT submit with Code of Conduct agreement. This is for the student and parent/guardian to keep and reference.)
- Please complete the **Code of Conduct agreement**.
(Any student wishing to play an interscholastic sport must complete the NL Code of Conduct agreement **one time per year for all sports** they plan to participate.)
- Please read and complete the **NL Participation Acknowledgment of Communicable Diseases Including COVID-19 Form**.
(Any student wishing to play an interscholastic sport must complete this form prior to any school related practices/competitions. This form only needs to be completed **once a year**.)

Section 3.1: Setting Your Password via SportsWare App

Instruction	Example
<p>Go to the Google Play or Apple App Store.</p> <p>Search “sportswareonline”.</p> <p>Download the SportsWareOnLine app by Computer Sports Medicine, Inc.</p>	
<p>*The steps outlined in section “Joining SportsWareOnLine” must be completed through a web browser prior to using the SWOL app.</p> <p>If this is your first time accessing SportsWare click the FORGET PASSWORD? link.</p>	
<p>Enter the email you requested to join SportsWare with.</p> <p>Click the SEND button.</p>	

You will receive an e-mail with the subject "SportsWareOnLine Password Request".

Click the link under your name in this e-mail. This will direct you to the web browser on your phone.

If you are a parent with multiple children in SportsWare under the same email address you will see multiple reset password links in this email. Be sure you are using the link associated with the child whose password you are looking to reset. While multiple accounts may use the same email, **each athlete must have a unique email/password combination.**

*If you do not see this email check your spam folder.

SportsWare OnLine Password Request



admin@swol123.net

1:19 PM

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 to Join SportsWare Online has been approved by the school and the next step is to set your password.

To reset your password, click the following link (or copy and paste it into a browser address bar)

Athlete Name :

<http://url4004.swol123.net/ls/click?upn=HRXH-2BsQMd9EFUcxozF9C88V1pTdY-2BtR->

Enter your e-mail address, new password and confirm password. Make note of your school's password requirements.

Click the **SAVE** button.

Close your web browser and reopen the SportsWare app.

You may now sign into your SportsWare account through the SportsWareOnLine App.

swol123.net/cfrmResetf

SPORTSWARE^{ONLINE}

RESET PASSWORD

Save

Online Access e-Mail


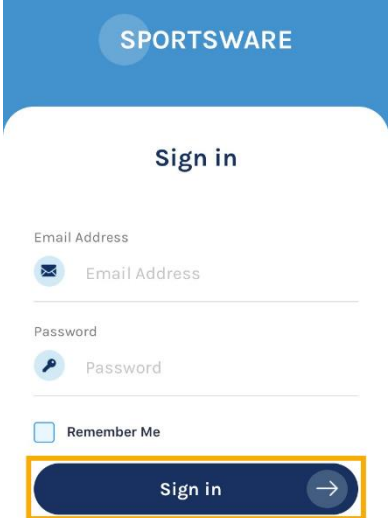
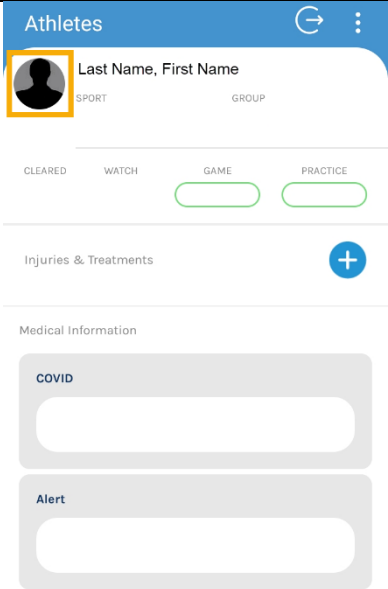
New Password






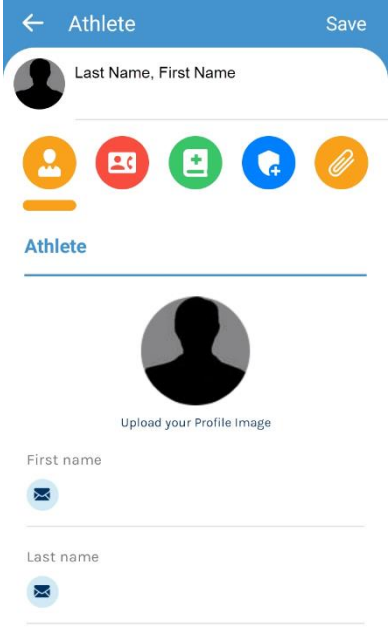



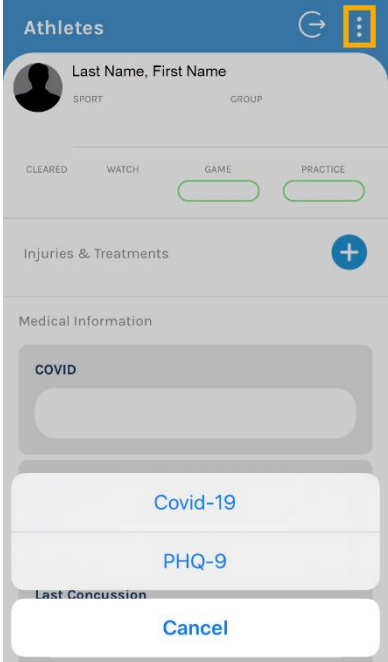
Confirm Password

Password Requirements:

Must be at least 5 characters long.

Section 3.2: Updating Your Information via SportsWare App

Instruction	Example
<p>Open the SportsWare App from your mobile phone.</p>	
<p>Enter your e-mail address and password.</p> <p>Click the SIGN IN button.</p>	
<p>You are now logged into SportsWare. Your home page may look different depending on what information/forms your school has chosen to collect through SportsWareOnLine.</p> <p>Click on your picture to update your personal information.</p>	

<p><<update this section to fit your school's needs>></p> <p>Click through the various icons to enter your contact, insurance, and medical information.</p> <ul style="list-style-type: none">  Athlete Information  Emergency Contact  Medical Information  Insurance Information  Forms <p>Click the SAVE button.</p>	
<p>To enter a COVID-19 symptom survey click the navicon () in the upper right corner.</p> <p>Select the type of survey you would like to complete.</p> <p>To record a new entry hit the plus icon () in the lower right corner.</p> <p>Click the SAVE button.</p> <p>When you have completed your session be sure to LOGOUT () of SportsWare.</p>	

Thank you for setting up your account. If you have any questions, please contact me at (717) 376-7518 or jstevens@norlebk12.pa.us for assistance.

Sincerely,

Jeremy Stevens, MS, LAT, ATC, OTC