

Westminster Academy Athletic Forms and Physicals

All sports physicals and paperwork will be uploaded to SportsWareOnline.

Some friendly reminders:

- Sports physicals (specific to the FHSAA, can be found on SportsWareOnline or the FHSAA website) and the general health physicals required by the school (DH 340) are two separate processes. Please turn in general health physicals to the school nurse.
- If your child participated in a spring sport or handed in a new physical that will be valid in the current school year, please obtain a copy from your physician and re-uploaded it to SportsWareOnline.
- You must complete the following four athletics participation requirements before the first day of tryouts. If not, student-athletes will not be able to take part in tryouts. Thank you for your understanding, as this is to ensure your child's safety.

Athletics Participation Requirements

- 1. **Sports Physical**—Print directly from SportsWareOnline or the FHSAA website, have it completed by a licensed physician, and then upload it to SportsWareOnline
- 2. **Parent Understanding Form**—Complete and sign directly on SportsWareOnline
- 3. **Travel Information Form**—Complete and sign directly on SportsWareOnline
- 4. **NFHS Required Videos**—Certificates must be uploaded to SportsWareOnline after completion by the student-athlete

- a. Please go to <u>nfhslearn.com</u>
- b. Create an account in the top right corner
- c. Search for courses: Concussion for Students, Heat Illness Prevention, and Sudden Cardiac Arrest
- d. "Purchase" the courses (they're free). Select Florida from the drop-down menu
- e. Watch/read through the course (it will take 35–45 minutes each). Take the quiz at the end
- f. Screenshot/download the certificate and upload all three (Concussion for Students, Heat Illness Prevention, and Sudden Cardiac Arrest) to your SportsWareOnline account

Below are step-by-step instructions to create an account and upload all documents to SportsWareOnline.

SportsWareOnLine Step-by-Step Instructions

Section 1- Creating an Account

Instruction	Example
Go to <u>www.swol123.net</u> .	SportsWareOnLine™ × +
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	SPORTSWARE ONLINE [™]
On the right side of the screen, under ATHLETE/PARENT, click the JOIN	SIGN IN
SPORTSWARE button.	e-Mail
	Password
	Login
	Reset Password / Forgot Password
	SINGLE SIGN-IN
	Login
	ATHLETE/PARENT
	Want to join Sportsware? Join SportsWare
Enter School ID: << WALIONS>>	
*This ID is unique to your school or institution. This School ID is assigned by your Athletic Trainer. It is not your Student ID. Westminster Academy's code is WALIONS.	PLEASE INPUT YOUR INFORMATION TO JOIN SPORTSWARE School ID (ID you received from the Athletics Department)
Click the NEXT button.	Next Cancel

 Enter the following information to request an account: Athlete's First Name Athlete's Last Name Athlete's Date of Birth Athlete's Email (WA Emails Only) Athlete's School (WA Middle or High school) Click the SEND button. 	PLEASE INPUT YOUR INFORMATION TO JOIN SPORTSWARE Athlete's First Name Athlete's Last Name Athlete's Date of birth No Register as a Parent Email (If athlete is a minor you can use a parent's e-mail address) Select your school/college Your School/college
Your request to join SportsWare will then be sent to the Athletic Trainer for review. Please allow 2-3 for the Athletic Trainer to accept your request. If you are a parent requesting to join multiple children, repeat this process for each child. *You may not see this message if you have a pop-up blocker enabled.	www.swol123.net says Your information has been saved. After your Athletic Trainer accepts your request to join SportsWare, you will receive an e-mail to set up your password. If you have any questions, please contact your Athletic Trainer. OK
Once your request is accepted, you will receive an email with the subject <i>"SportsWareOnLine Password Request."</i> Open the e-mail and click the password reset link to continue to SportsWareOnLine or follow the directions below on setting a password. *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)
Instruction	Example
Go to <u>www.swol123.net</u>	SportsWareOnLine™ × + ← → C*

Under SIGN IN, enter your e-mail address and click the RESET PASSWORD/FORGOT PASSWORD link.	SIGN IN e-Mail Password Login Reset Password / Forgot Password SINGLE SIGN-IN Login ATHLETE/PARENT Want to join Sportsware? Join SportsWare
Once you click the RESET PASSWORD/FORGOT PASSWORD , you should see this pop-up.	www.swol123.net says E-Mail sent successfully.
 *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 used 	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.
the same email when you requested to join SportsWare. If you still see this error, contact your school's athletic trainer to see if they have accepted your account request.	ОК
You will receive an email with the subject "SportsWareOnLine Password Request."	SportsWare OnLine Password Request
Click the link under your name in this email.	A admin@swol123.net To (1) We removed extra line breaks from this message.
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 want to reset.	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.
*If you do not see this email, check your spam folder.	To reset your password, click the following link (or copy and paste it into a browser address bar)

Enter your e-mail address and the new password, and confirm the password. Make a 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 must use a unique password for each child. All athletes must have a unique email/password combination .	Save Online Access e-Mail Mew Password Confirm Password Password Requirements: Must be at least 5 characters long.
Section 2- Updating Your Information Instruction	Example
Go to <u>www.swol123.net</u> .	SportsWareOnLine™ × + ← → C
Under SIGN IN, enter your e-mail address and password. Click the Login button.	SIGN IN e-Mail Password Login Reset Password / Forgot Password SINGLE SIGN-IN Login ATHLETE/PARENT Want to join Sportsware? Join SportsWare

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. If you cannot see the main menu on the left, click the navicon (≡) to expand it. Under Notices and Handbook, you will see two attachments. This is the Sport Physical required for all athletes. Please Print both pages and have them completed by a licensed physician.	Windform Image: Constraint Con
 My Info: Includes demographic, sport, address, emergency contact, insurance, medications, medical alerts, immunizations, and other paperwork Medical History: A Medical History questionnaire. This must be completed by all student-athletes. Forms: View/complete required paperwork. *SportsWare will also display the number of forms you must complete. Here is where you will find the athletic forms required by WA. -EL3 1-4 is listed. Please complete and submit directly on SportsWareOnline. Travel Info/Parent Understanding listed. Please complete and submit directly on SportsWareOnline. At the top of the forms page, you will see an "ADD" button. Here is where you will upload the following items -Physical (2 pages) -FSHAA Videos certificates (3) 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 Med History COVID-19 Concussion Concussion Forms Print Logout