

SportsWare Checklist

Please complete the following checklist to ensure your child has all the appropriate paperwork needed for 2021 spring sports.

- ☐ Make a SportsWare profile (pg. 1)
- ☐ Sections 1-5 & 10 filled and submitted (pg. 2)
- ☐ Section 6 uploaded (pg. 3)
- ☐ Recertification forms filled, if applicable (pg. 4)
- ☐ ImPACT test (pg. 5)

How to make a SportsWare account

1. Go to www.swol123.net. Once on the website, click “Join SportsWare” under the title “Athlete/Parent: Want to join SportsWare?”

2. Enter school ID: rllions (all lowercase)

3. Input athlete's first and last name, PARENT'S email, and select senior or junior high. Parents **MUST** be the primary source for all information entered. Be sure to register as a parent!

4. Your request to join will be sent to the Athletic Training Staff for review.
5. Once approved (this can take up to 24 hours on a weekday!!), you will receive an email notification with a link to log into SportsWare. **YOU MUST CLICK ON THIS LINK WITHIN 24 HOURS OF RECEIVING IT OTHERWISE YOU WILL BE LOCKED OUT OF YOUR ACCOUNT.** If you get locked out of your account, you will have to contact us to reset your password. *****IF you have multiple children within the school system, you can use the same email address BUT you will need a different password to create separate accounts.*****
6. Fill out all information under tab “MY INFO”. Please be sure to select what sport your child is participating in - if you do not select a sport, then we will not be able to review your child's paperwork and add them to their intended roster.

How to Fill out Sections 1-5 & 10

1. Click on the tab "FORMS"

SPORTSWARE ONLINE™

Athlete: White, Heather
Page: Dashboard

Logout

My info
Med History
COVID-19
Forms
Print
Logout...

ATHLETE PORTAL - PARENT

Forms: You have 4 form(s) to complete/download.

Status

Last COVID form: N/A
Your Athlete Information is **INCOMPLETE**. Please click [here](#) to complete it.
Your Medical History is **INCOMPLETE**. Please click [here](#) to complete it.

Game Status:
Practice Status:
Cleared To Play: No

Notices And Handbooks

Title
No records to display.

Calendar

2. **PICK ONE OF THE FOLLOWING:** Select the attachment "Physical (Sections 1-5)", click the button "Open" and enter your information on the fillable PDF OR click "ADD" and upload a picture of your physical filled out on paper

SPORTSWARE ONLINE™

Athlete: White, Heather
Page: Athlete Attachments

Save Cancel

ATTACHMENTS

+ Add Open Delete

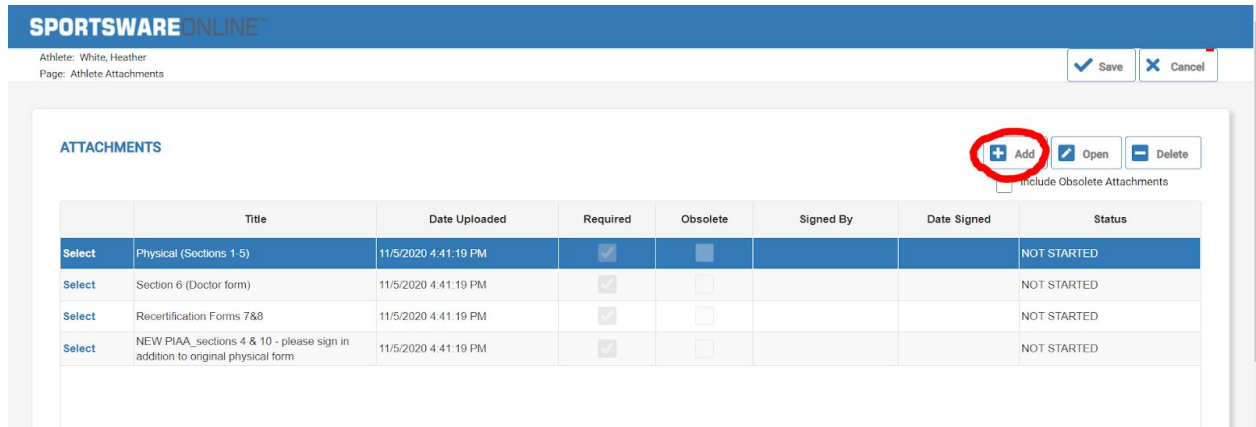
☐ Include Obsolete Attachments

	Title	Date Uploaded	Required	Obsolete	Signed By	Date Signed	Status
Select	Physical (Sections 1-5)	11/5/2020 4:41:19 PM	<input checked="" type="checkbox"/>	<input type="checkbox"/>			NOT STARTED
Select	Section 6 (Doctor form)	11/5/2020 4:41:19 PM	<input checked="" type="checkbox"/>	<input type="checkbox"/>			NOT STARTED
Select	Recertification Forms 7&8	11/5/2020 4:41:19 PM	<input checked="" type="checkbox"/>	<input type="checkbox"/>			NOT STARTED
Select	NEW PIAA_sections 4 & 10 - please sign in addition to original physical form	11/5/2020 4:41:19 PM	<input checked="" type="checkbox"/>	<input type="checkbox"/>			NOT STARTED

3. Repeat step #2 for attachment labeled "NEW_PIAA sections 4&10 - please sign in addition to original physical form" *****this form is mandatory for the 2021 spring season*****

How to Upload Section 6

1. Take a photo or scan of section 6 filled out, signed, **AND dated** by your doctor.
2. Click on the tab “Forms”, then “Add”.



The screenshot shows the SPORTSWARE ONLINE interface. At the top, there's a blue header with the logo. Below it, a sub-header shows 'Athlete: White, Heather' and 'Page: Athlete Attachments'. On the right, there are 'Save' and 'Cancel' buttons. The main content area is titled 'ATTACHMENTS'. To the right of this title are three buttons: 'Add' (circled in red), 'Open', and 'Delete'. Below these buttons is a checkbox labeled 'Include Obsolete Attachments'. A table lists attachments with columns: Select, Title, Date Uploaded, Required, Obsolete, Signed By, Date Signed, and Status.

Select	Title	Date Uploaded	Required	Obsolete	Signed By	Date Signed	Status
Select	Physical (Sections 1-5)	11/5/2020 4:41:19 PM	<input checked="" type="checkbox"/>	<input type="checkbox"/>			NOT STARTED
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Select	NEW PIAA_sections 4 & 10 - please sign in addition to original physical form	11/5/2020 4:41:19 PM	<input checked="" type="checkbox"/>	<input type="checkbox"/>			NOT STARTED

3. Upload your scan or photo directly onto your child's profile. Please title your photo upload “Section 6 COMPLETED”.

Do I need to fill out Sections 7&8?

- To be valid for the spring season, all physicals must be dated on or after June 1st, 2020.
- If a physical is dated AFTER June 1st, 2020, but BEFORE January 25th, 2021, then Sections 7&8 are needed. Fill this out the same way you completed Sections 1-5. (Via fillable PDF titled "Recertification forms 7&8" or via upload under tab "Add")

SPORTSWARE ONLINE

Athlete: White, Heather
Page: Athlete Attachments

Save Cancel

ATTACHMENTS

Add Open Delete

☐ Include Obsolete Attachments

	Title	Date Uploaded	Required	Obsolete	Signed By	Date Signed	Status
Select	Physical (Sections 1-5)	11/5/2020 4:41:19 PM	<input checked="" type="checkbox"/>	<input type="checkbox"/>			NOT STARTED
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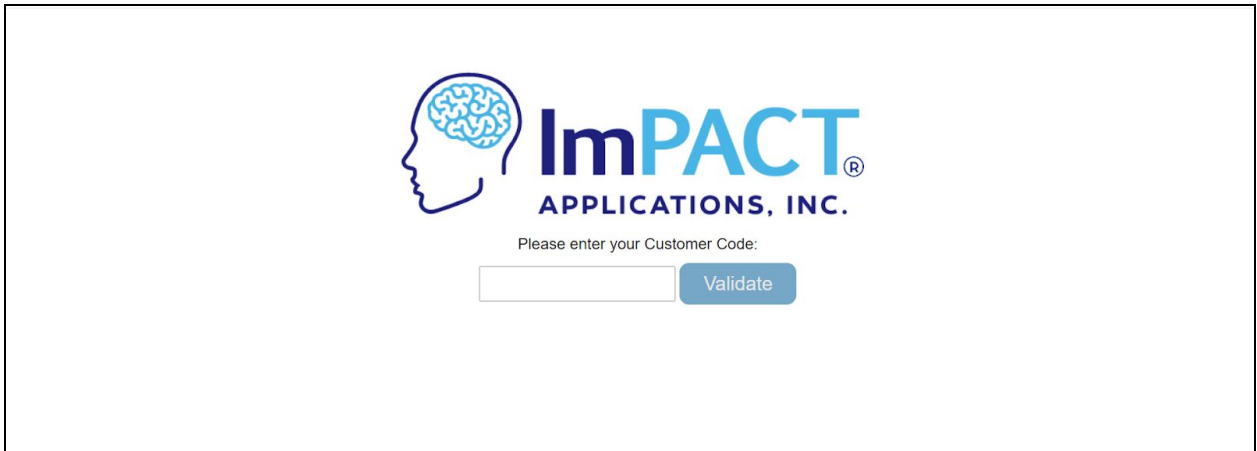
- If a physical is dated ON or AFTER January 25th, 2021, then Sections 7&8 are not needed.

How to take an ImPACT test

The ImPACT test is the tool we use when we suspect an athlete has a concussion, and we need all baseline evaluations on all students to be current. If your child's ImPACT test is greater than two years old, then they will need to take another baseline test.

If your child needs to take a baseline ImPACT test, please do the following:

1. Go to impacttestonline.com/testing - it will take you to the screen pictured below.



2. Input customer code **WF852HDGEP**
3. Ensure your child has a quiet room with no distractions to take the test - the test will take approximately 20-25 minutes.

Not sure if your child needs to take a baseline test? Email us at rlatstaff@gmail.com and we will confirm whether or not they need to take it. This should be taken every two years, ideally their 7th, 9th, and 11th grade years.

**Questions? Not sure if you're
done? Want to confirm
everything is complete?**

If you have completed the checklist and
want to verify your child's profile is
complete, email us at
[rlatstaff@gmail.com!](mailto:rlatstaff@gmail.com)

Thank you and GO LIONS!

