

## Instructions for Online Athletic Form Collection

Starting with the 2017-18 school year, we will be collecting most of the athletic forms online via an online database. Below are instructions to complete this process. **Please follow them closely and read directions thoroughly.** Both the athlete and parent/guardian will need to be present to complete all required documents. If you have questions or need additional guidance, please contact Alyssa Lee, Athletic Trainer at 920-495-4177 or [alyssa.lee@dcmedical.org](mailto:alyssa.lee@dcmedical.org) or Mary Nickel, Data Specialist at 920-746-3876 or [mnickel@sturbay.k12.wi.us](mailto:mnickel@sturbay.k12.wi.us).

### To Begin:

Go to [www.swol123.net](http://www.swol123.net)

On **RIGHT** side of screen, click **'Join SportsWare'** in the box for Athlete/Parent

On the next screen, enter **'DCMC'** as the school ID

Enter athlete's COMPLETE First and Last Name

Enter Email \*\*\*You will need to be able to access this email to continue with the following steps

Choose **'Sturgeon Bay'** under the drop down for 'Group'

Click **'SEND'** at the bottom of the screen

\*\*\*An administrator now needs to accept your request before you can continue. Once your request is accepted you will receive an email confirmation with a link to proceed. This link is only good for 24 hours once sent. Administration will do their best to check these frequently, however, please feel free to email Alyssa Lee at [alyssa.lee@dcmedical.org](mailto:alyssa.lee@dcmedical.org) stating that you submitted information and are waiting to be accepted.

**\*\*\*You may use the same email for multiple athletes. However, each password must be different and a separate request must be made for each athlete.**

### After Administration Approval:

Click on the link provided in the confirmation email

On the next screen, type email (Must be same email that was used previously)

Create a password – must meet the criteria listed towards the bottom of the screen

Click the **'SAVE'** button (upper RIGHT)

On the next screen, sign in with email and password that you just finished creating

\*\*\*Please note that you may begin completing this online information and log in and out as many times as needed until information is complete. You **DO NOT** need to complete all information in one sitting!

## Once In Athlete Home Page:

Click **'My Info'** (upper **LEFT**, on light blue stripe)

\*\*\***All Blanks followed by a red asterisk need to be completed, those without a red asterisk can be left blank**

Complete the required information under 'General', 'Address', 'Emergency', and 'Medical'

\*\*\***NO INFORMATION IS NEEDED UNDER 'INSURANCE' or 'PAPERWORK'**

## Special Notes for Completion:

'General' Tab:

'Class': please choose your athlete's year of graduation

No 'parent online access' will be used. 'Athlete online access' will be used for both parents and athletes

'Sports/Groups': Sport 1 = Fall Sports, Sport 2 = Winter Sports, Sport 3 = Spring Sports

Please use correct spot and leave others blank if necessary

Please **DO NOT** change the current sport that is chosen for 'Current'

'Address' Tab:

If cell phone number is only phone, please enter that number for both 'Phone' and 'Cell'

Only one address is required, however a secondary address can be listed if appropriate

'Emergency' Tab:

Please provide as many phone numbers as possible for emergency contacts so that we can do our best to reach them in an emergency. However, if necessary, repeat numbers so that all required fields are complete

'Medical' Tab:

**'Alerts': This area is for major health concerns like allergies, diabetes, asthma, heart conditions, unpaired organs, etc.**

You may choose the correct diagnosis or allergy from the drop down, or free type if not listed

**Immunizations DO NOT need to be listed**

'Medications': please include **ANY** and **ALL** medication that your athlete takes. Medications can be free typed one at a time and then the **'Insert'** button clicked to add them to the **'Notes'** box

When completed with this section, click the blue **'SAVE'** button in the upper **RIGHT**. If you have missed any required information, it will be listed here for you. **If you have missed something, please click the blue 'Go Back' button at the upper RIGHT and completed any missed fields.** If you have completed everything, you will be directed back to the athlete home page.

## To Continue:

Click **'Med History'** (upper **LEFT**, on light blue stripe)

On the next screen, please choose the first sport that your athlete will participate in if they do more than one sport

Read through all of the listed conditions and choose either **'Yes'** or **'No'** from the drop down box for each one.

Please use the comment box to further describe any **'Yes'** answers

**\*\*\*The very last item is blank, please choose 'No' for this. This is a flaw in the software and forms will not be considered "complete" without this field filled.**

When completed with this section, click the blue **'SAVE'** button in the upper **RIGHT**. If you have missed any required information, it will be listed here for you. **If you have missed something, please click the blue 'Go Back' button at the upper RIGHT and completed any missed fields.** If you have completed everything, you will be directed back to the athlete home page.

## To Continue:

Click **'Forms'** (upper **LEFT**, on light blue stripe)

On the next screen, click **'Select'** to the **LEFT** of **'Consent to Treat'**, then click the blue **'OPEN'** button on the far **LEFT**

Read through the document and complete all necessary fields.

Please type name into the signature field, when submitting, you will be asked to verify that you are electronically signing the document.

When the form is complete, click the blue **'SAVE & SUBMIT'** button at the top **RIGHT**

**A box asking you to type your full name and acknowledge the electronic signature will appear, complete this and then click the blue 'SUBMIT' button**

All 5 forms will be completed this way. However, there are separate 'Co-Curricular Code' and 'Concussion Agreement' forms for both the student/athlete and parent/guardian. **Please make sure the correct people are filling out these forms.**

When all 5 forms are complete and submitted, click the blue **'OK'** button at the top **RIGHT**

**At this point, all of your online information should be completed and you can log out! However, this does not mean that you have submitted everything that your athlete needs to receive their permit to practice.**

**The following items must be turned in/checked off in the high school office before receiving a permit to practice:**

- **\$25 participation fee (per sport)**
- **Health Physical or Alternate Year Card**
- **Attend a Co-Curricular Meeting (Grade 9 or Transfer Students) or watched the online video (Grade 10,11,12)**
- **Complete ImPACT Testing (completed with Athletic Trainer at School)**
- **Verify student has no outstanding fines/fees and all detentions are served**