

Student-Athlete NCAA & Athletic Training Paperwork Instructions The Center for Health & Sports Medicine

1. Visit <u>www.swol123.net</u> & click "Join SportsWare". The school I.D. is: spartans



A. Enter your information and click send. **Please use your <u>Manchester</u>* <u>University EMAIL</u> account as your email address for SportsWare); however any email address will work.

2. Wait for a staff member to verify your name. Once you have been verified you will receive an email notification. *Note- sometimes the email doesn't come through. If this happens you can do the "forgot password" route for access.* Follow the steps to change your password by re-visiting <u>www.swol123.net</u> & clicking *"Reset Password."*

3. Log-in to SportsWare. Once logged-in, complete the forms under "Forms" in the middle of the screen (highlighted in blue in the below screenshot).

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-For each form, select the form and then click open on the tabs to the left of the screen until each form is filled out.

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- 5. Upload your Physical by hitting the Add function on the left side of the screen. Your Physical will be reviewed by your Athletic Trainer and this is a requirement of your Participation as a Collegiate Student Athlete.
- 6. Next step is to complete all of your "My Info" and "Med History" under

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"Status" (fig. 1) or from the tabs at the top of the screen (fig. 2).

7. <u>Make sure you upload your current insurance card when you enter your</u> <u>insurance information</u>. It is <u>required</u> to have insurance in order to participate in athletics.

8. It is best to work on this information with your family members.

9. <u>Please complete all steps by July 31st. You cannot be cleared for participation</u> <u>until all of these steps are completed.</u>

10. Questions please contact:

Josh Slayton Head Athletic Trainer JESlayton@manchester.edu or Health Services healthservices@manchester.edu