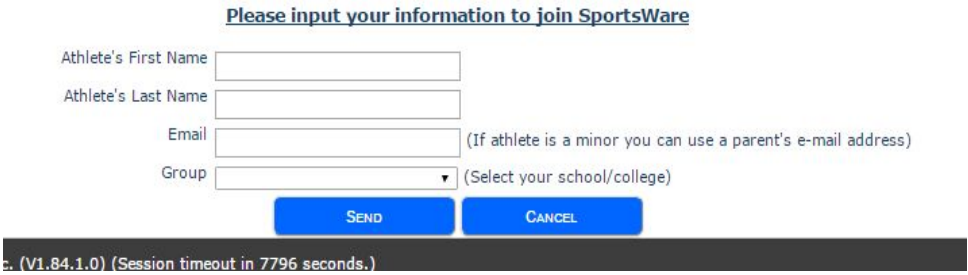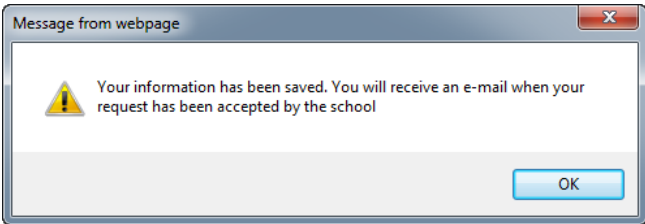Prior to participating on a team from Knox College, athletes must provide the Knox College Athletic Training Staff with basic demographic information including: current addresses, emergency contacts, insurances, medical alerts, and health history information. To expedite this process Knox College uses an online data entry system.
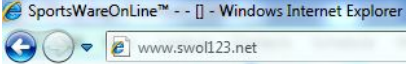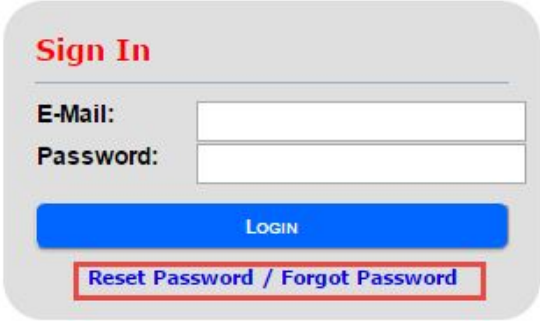
To enter your information, visit www.swol123.net. The first time you visit the website you will need to enter Join SportsWare using the instructions below:

Joining SportsWare OnLine
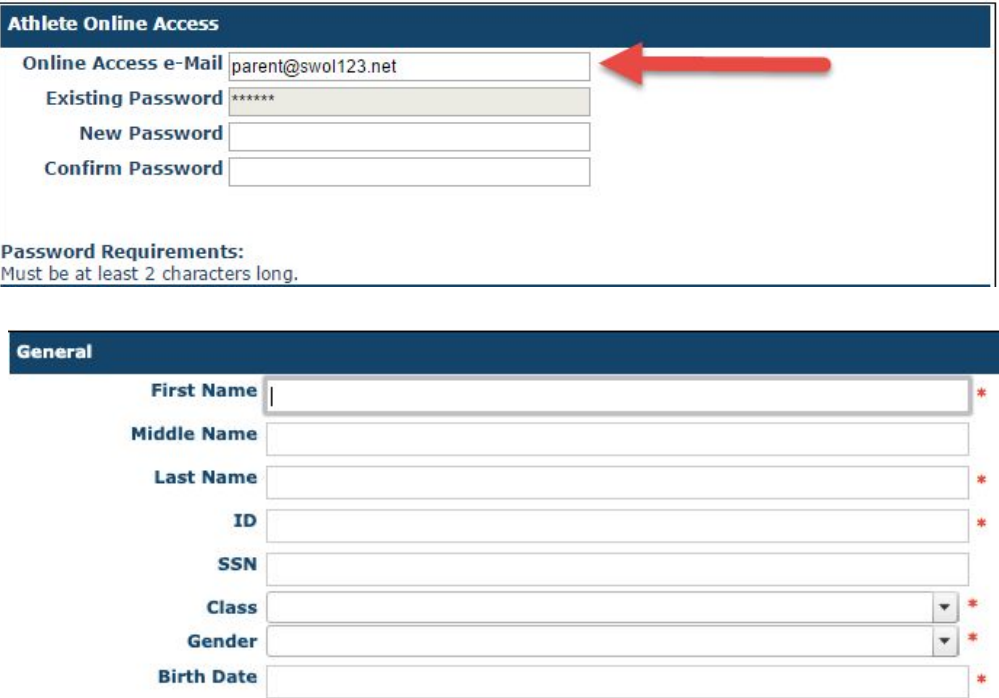
Instruction	Example
1. Go to www.swol123.net	
2. Scroll to the middle of the screen and click the **Join SportsWare** button.	
3. Enter **School ID = Knox**	
4. Enter your First Name, Last Name, Email address (preferably your school email) and click the Send button.	

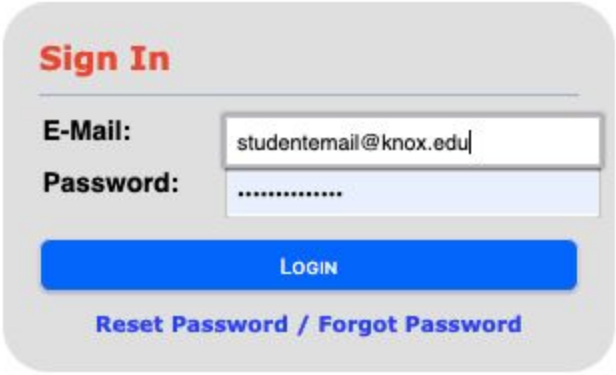|	
5. Your request to join SportsWare will then be sent to the Knox College Athletic Training Staff for review.	**Message from webpage** ⚠ Your information has been saved. You will receive an e-mail when your request has been accepted by the school [OK]
6. Once your request is accepted you will receive an email with the Subject *"SportsWare request accepted"*. 6a. Open the email and click the www.swol123.net link to continue to SportsWare OnLine.	SportsWare OnLine Password Request • You received this e-mail because either: 1) You requested to reset your SportsWare Online password OR 2) You are an athlete who's

Setting Your Password

Instruction	Example
1. Go to www.swol123.net	SportsWareOnLine™ - - [] - Windows Internet Explorer www.swol123.net
2. Enter your Email Address and click the **Reset Password** button.	**Sign In** E-Mail: Password: LOGIN Reset Password / Forgot Password
3. You will receive an email with the Subject *"SportsWare OnLine Password Request"*. Open the email and click on the link to reset your password. Enter your email address, new password and click the **Save** button.	SAVE **Online Access** Online Access e-Mail New Password Confirm Password

Updating Your Information

Instruction	Example
1. Go to www.swol123.net	SportsWareOnLine™ - - [] - Windows Internet Explorer www.swol123.net
2. Enter your Email Address and password, click the **Login** button.	**Sign In** E-Mail: studentemail@knox.edu Password: .... LOGIN **Reset Password / Forgot Password**
3. **Select My Info:** Update your **address**, **emergency contact** and **insurance information**.	**My Info** **Med History** **Forms** **Print**
4. Start entering your information. 4a. Complete the Athlete Online Access section by updating it with your email address (*defaults with Parents initially*). 4b. Complete the **General** and **Sports/Group Sections** (See below picture as well).	**Athlete Online Access** Online Access e-Mail parent@swol123.net Existing Password ****** New Password Confirm Password **Password Requirements:** Must be at least 2 characters long. **General** First Name * Middle Name Last Name * ID * SSN Class * Gender * Birth Date *

Sports/Group

Sport 1	▼ *
Sport 2	▼
Sport 3	▼
Current	⦿ Sport 1 ◯ Sport 2 ◯ Sport 3
Group:	▼

4c. Continue to click though the Tabs at the top of the screen. Making sure to complete all sections: **General**, **Address**, **Emergency**, **Insurance**, **Medical**

General	Address	Emergency	Insurance	Medical

4d. **Under Insurance Tab** You will need to attach a scanned PDF copy of your insurance cards. **NO PICTURES ALLOWED.** *****Please use a Scanning App or a Traditional Scanner. Must upload as a PFD.*

Insurance Card

Upload Insurance Card   Choose File No file chosen

☐ **Front Uploaded ***   Add   Open   Delete

☐ **Back Uploaded ***   Add   Open   Delete

See instructions on how to scan using an app below Pg. 9

5. Once done with My Info go to:	
5a. **Med History:** Complete a Medical History questionnaire.	
5b. **Forms:** View/complete required athletic paperwork. Note: SportsWare will also display "*You have (x) forms to complete / download*".	**Forms** You have **2** form(s) to complete/download.
You will be able to open the document and fill out the required text	
	NOTE: These documents are a fillable PDF. Select then open the document in which you intend to complete. Once open, fill out any pertinent information, please be as accurate as possible. If you need to come back to this document, you may hit "Save" and edit at a later date. Once you're certain all the information is correct you may click "Save & Submit", note that once this step is complete you will not have access to change the document till the Athletic Trainer gives you permission.
Print: Print My Info and Medical History data.	

Downloading Additional Forms: Physical Form, Sickle Cell Trait Form, NCAA Reporting Forms, Minor Consent Form from SportsWare Online

Some of these documents require physician signatures and they are located on your Athlete Portal main page for easy access.
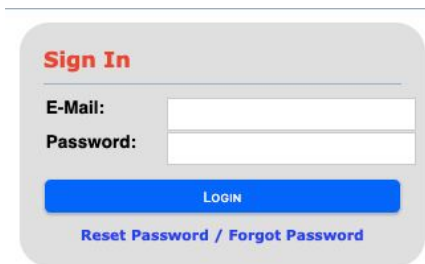
*Before you begin practice with the team, all athletes must have an **annual physical exam signed by a physician on the Knox College Athletics Physical Form.**

*You must complete a **Sickle Cell Trait Testing Form** prior to participating in practice, competition, and/or strength and conditioning activities at Knox College **(1st YEARS ONLY)**

*If you will not be **18 years** of age at the start of the athletic and/or academic year, please fill out the **Minor Student-Athlete Consent for Medical Treatment form**.
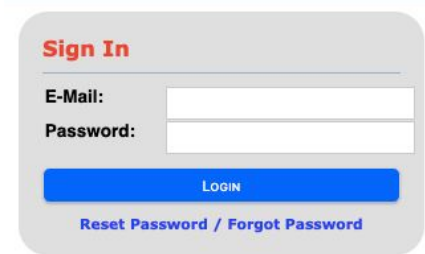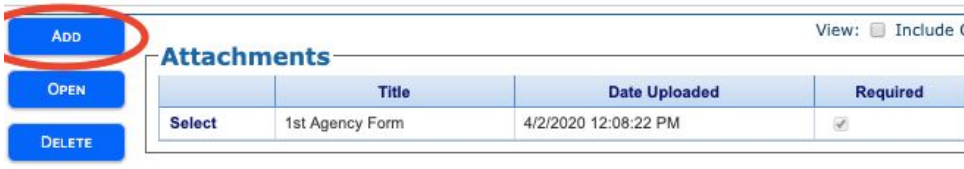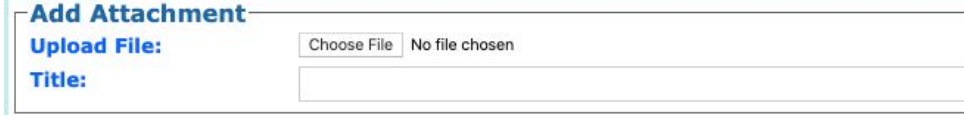
*If you have a diagnosis of Attention Deficit Hyperactive Disorder (ADHD) and your treatment includes taking a banned stimulant medication, please fill out the **NCAA Medical Exception Reporting Form**. *You are only required to fill out this document if it pertains to you.*

Downloading

Instruction	Example
1. Go to www.swol123.net	
2. Login to SportsWare Online using your email address and password to access your Athlete Portal	
3. Scroll to the middle of the screen and see the **Notices and Handbooks** Section	*Returners will see only these documents*

Notices And Handbooks

	Title
Open	Physical Form
Open	Sickle Cell Trait Form
Open	Minor Consent Form
Open	NCAA Medical Exception Reporting Form

1st years will see all these documents

4. To **Download** each form click on **Open**	
5. Fill out the necessary information to complete the document(s) including **physician signatures**	

Uploading Additional Forms: Physical Form, Sickle Cell Trait Form, NCAA Reporting Forms, Minor Consent Form from SportsWare Online

Instruction	Example
1. Go to www.swol123.net	
2. Login to SportsWare Online using your email address and password to access your Athlete Portal	
3. Go to the **Forms** tab at the top left of the page	
5. Click **Add**	
6. **Choose file** and **upload** your completed document 6a. Name the Title	
8. Once you're certain the correct file has uploaded, click **OK** at the top right	

9. Check to make sure your uploaded document(s) are present	**NOTE:** All **returning** athletes should have submitted a current Physical Form and 1st Agency Form. **1st year** athletes will have to submit a Sickle Cell Form (if you have been tested and have your results, please present them to an Athletic Training Staff member upon your arrival to campus). **NOTE:** You only have to submit a Minor Consent Form if you are under the age of **18.** **NOTE:** You only have to fill out the NCAA Reporting Form if you are currently taking a **banned substance**.

How to Scan Using Your Smartphone

The Knox College Athletic Training Staff ask that **ALL DOCUMENTS** uploaded into SportsWare Online be **scanned PDF documents**. **NO PICTURES ALLOWED.** Having these documents uploaded as a PDF ensures that the document can be downloaded correctly and read legibly. You may do this for **insurance cards**, the **Physical Form**, or the **NCAA Medical Exception Reporting Form**.

There are a couple ways to scan your documents:

1. Scan/upload the document(s) using a traditional scanner
2. Use your smartphone to scan/upload the document(s)
    a. **IPhone Users:**
        i. Open "Notes"
        ii. Create New Note
        iii. Tap 📷 , then tap Scan Documents
        iv. Place your document in view of the camera on your device
        v. Tap ⚪ or one of the Volume buttons
        vi. Drag the corners to adjust the scan to fit the page
        vii. Then tap Keep Scan
        viii. You can add additional scans to the document or tap "Save"
        ix. Tap ⬆️ , to Save to Iphone Files or upload to Google Drive when you're done.

    b. **Android Users (Scan with Google Drive):**
        i. Open the Google Drive app 📁
        ii. In the bottom right, tap Add (+)
        iii. Tap Scan 📷
        iv. Take a photo of the document you'd like to scan
        v. Adjust scan area: Tap Crop ⬜
        vi. Take photo again: Tap Re-scan current page ↻
        vii. Scan another page: Tap Add +
        viii. To save the finished document, tap Done ✓

Once you have the document(s) scanned and saved as a PDF you then can follow the instructions above to upload them into SportsWare Online.

If you have any questions please feel free to contact the Knox College Athletic Training Staff