



## Hello Parents and Welcome to Capital Athletics!

Before participating in any practice or game, student-athletes must complete the required documents required by the Boise School District and the Idaho High School Activities Association. These instructions provide you with step-by-step instructions on entering your athlete's information into SportsWare. If at any point you have any questions; please e-mail me your problem or question at [pam.arriola@boiseschools.org](mailto:pam.arriola@boiseschools.org).

**NOTE:** If you have more than one child participating in Capital Athletics, **YOU WILL HAVE to create a SEPARATE account/password for each child!** You can use the same email, but each child will have a separate password.

### **IMPORTANT INFORMATION**

**\*\*If you have gone through the registration process in the past for a particular athlete; please login to SportsWare using the e-mail and password you created. If you do not know your password, you can click on *reset or forgot password* at the login page. Once you log in; start with Step #3. If this is a new registration & the athlete has not been registered in the system; start with Step #1.**

### **STEP 1 – Joining Sportsware**

- Go to [www.swol123.net](http://www.swol123.net).
- Click "Join SportsWare".
- Enter Capital's ID: **303**.
- Enter your **ATHLETE's First and Last Name**, the **Parent email address**, and select "*Capital High School*" from the Group pull-down (your only option).
- You will need to be approved in SportsWare manually by Capital's athletic trainer before you can continue to STEP 2!
  - You will likely be approved quickly but may take as long as 24 hours depending on circumstances.

### **STEP 2 – Creating Password & Logging In**

- Once approved, you will receive an email that will welcome you to SportsWare OnLine, and ask that you to create a password. Please follow the steps to creating a new password. If you do not see the email, check your spam folder.
- Next, Login using your email address, and the password you just created. You are now ready to begin the online portion of athletic paperwork.
- You will be directed to the main CSMi SportsWare Athlete Portal page. On the left side of the screen, you will see a tool bar with the tabs: *My Info*, *Med History*, and *Forms*.

### **STEP 3 – Athlete Medical History ~ this must be updated yearly!**

- Click "**Med History**" from the tool bar on the left side of the screen.
- Please answer or update all medical history questions "yes" or "no".
  - If yes, please comment briefly as indicated to the right side of each question.
  - All items are required to be answered.
  - **Make sure to change the date to "today's date"** at the bottom of the drop-down box with the **red required**
- Click "**Save**".
  - You are directed back to the home page

#### STEP 4 – Boise School District Forms

- **Click "Forms" from the tool bar on the left side the screen.**
- **Complete EACH of the 3 required forms with an electronic signature. This must be a parent's signature!**
  - To complete each form, click "Select" for the form, then "Open" (top right of screen)
  - Do this for each form
- You must fill in all the appropriate boxes and click the "Save and Submit" Button when completed in order for it to reach Capital and be recorded
- You will be prompted to electronically sign after you click "Save and Submit". This must be a **parent signature!**
  - If you forgot an area, you will be prompted back to the form to complete it

#### STEP 5 – Athlete Information

- Click on **MyInfo**.
- Please fill in the information for ALL of these tabs
  - *General / Address / Emergency / Insurance / Medical*
  - All Boxes with "**Required**" in it need to be completed
- **On the "Medical" tab.**
  - Under Alerts, please select (or type in) any medical conditions and or allergies your child may have.
  - If there are none, please choose "No Known Allergies" for one box and "No Known Med Problems" for the second box.
  - Under the Drugs Taken section, please type in any medications that your child takes regularly. If there are no medications, please select "None" then click on +ADD.
  - Under the Doctor Section, please type in your Family or Primary Care Physician. If you do not have one, just type in "None."
  - **Click "Save".**
    - You will be directed back to the home page.

You are now finished with your child's Boise School District Athletic Paperwork!

**Do not worry if the system states "not cleared to play". If you are missing something, we will let you know!**

**NOTE:** *The Pre-Participation Physical Exam process has not changed. This form needs to be completed and signed by a physician! Physical Exams will still be hard copies and are turned in to your athletic trainer at Capital High School. You can scan & e-mail the physical copy if you would like to do so. You can also upload physical forms in the Forms section of SportsWare by choosing the +ADD button & following steps there.*

**[If you may have questions, please contact me via email at pam.arriola@boiseschools.org.](mailto:pam.arriola@boiseschools.org)**

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