

Dear Student Athletes

Prior to participating on a team from Prince William County Schools all athletes can provide the Athletic Department with current address, emergency contact, medical alert, and health history information. To expedite this process PWCS uses an online data entry system.


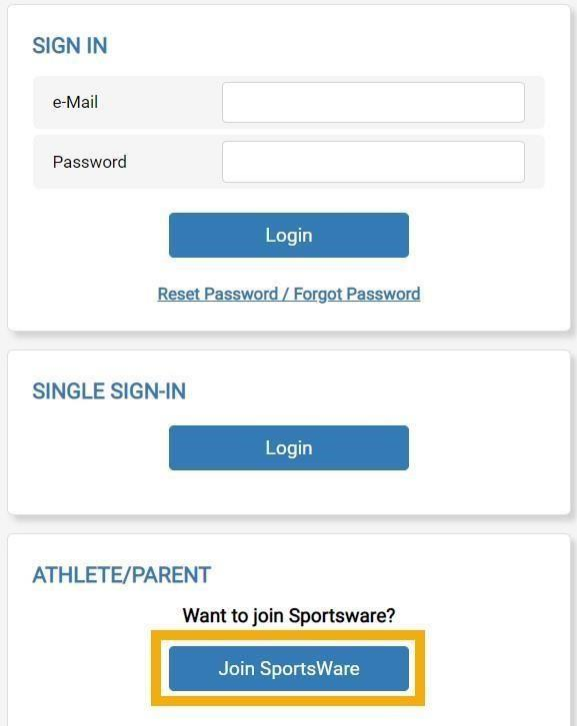
To enter your information, visit [www.swol123.net](http://www.swol123.net). The first time you visit the website you will need to request to join SportsWare using the instructions in Section 1: Joining SportsWareOnLine. If you need to reset your password proceed to Section 2.

Or follow the directions provided in this video tutorial

[https://www.youtube.com/watch?v=i\\_P5uro9mMc&feature=youtu.be](https://www.youtube.com/watch?v=i_P5uro9mMc&feature=youtu.be)

**Any questions should be directed to your Athletic Trainer. All contact information is on the last page.**

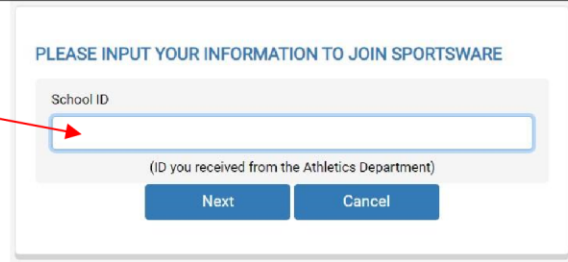
## Section 1: Joining SportsWareOnLine

Instruction	Example
<p>Go to <a href="http://www.swol123.net">www.swol123.net</a> using a computer only, the process will not work from a phone.</p>	
<p>On the right side of the screen, under ATHLETE/, click the <b>JOIN SPORTSWARE</b> button.</p>	

Enter School ID: **PWCS**

\*This ID is unique to your school or institution. This School ID is not your Student ID.

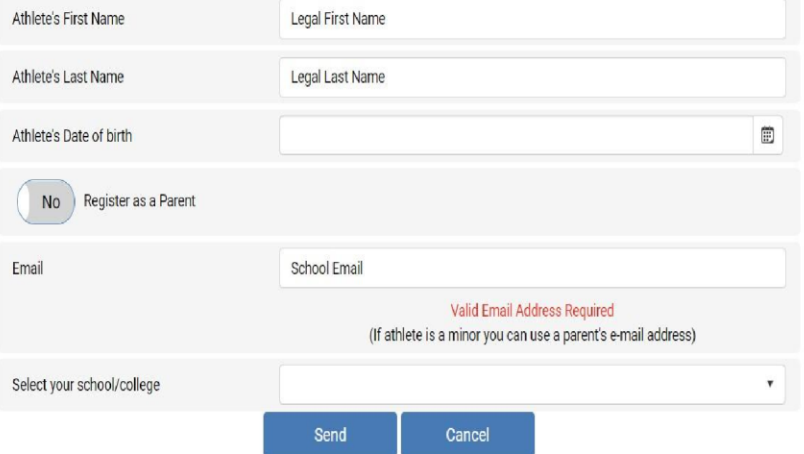
Click the **NEXT** button.



Enter the following information to request an account:

- Athlete's Legal First Name
- Athlete's Legal Last Name
- Athlete's Date of Birth
- Register as a parent in a later section **DO NOT CLICK YES HERE.**
- Athlete's Email (**PWCS school email Requests from personal email will be deleted.**)

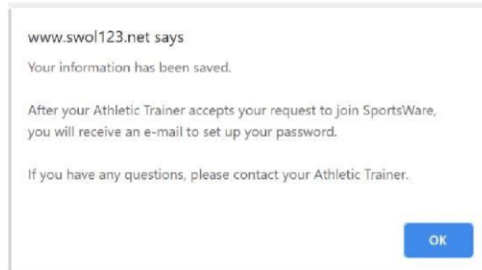
PLEASE INPUT YOUR INFORMATION TO JOIN SPORTSWARE



Click the **SEND** button.

Your request to join SportsWare will then be sent to the Athletic Trainer for review. ***This process is not immediate.***

\*You may not see this message if you have a pop-up blocker enabled.



Once your request is accepted you will receive an e-mail with the subject "*SportsWareOnLine Password Request*".

Open the e-mail and click the password reset link to continue to SportsWareOnLine or follow the directions below on how to set a password.

\*If you do not see this email check your spam folder.

SportsWare OnLine Password Request


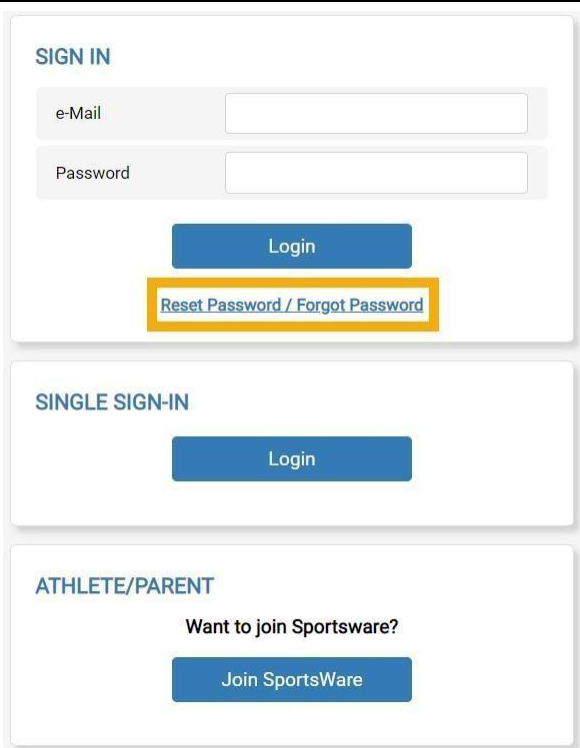
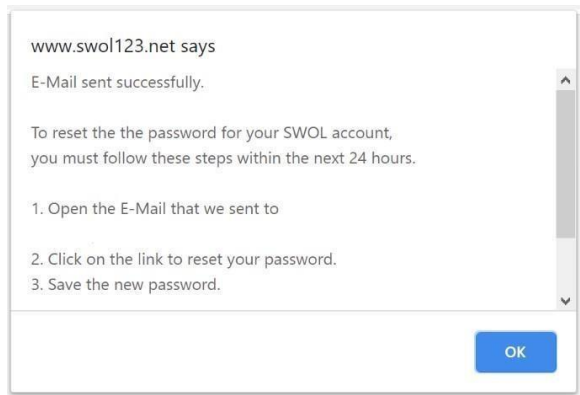



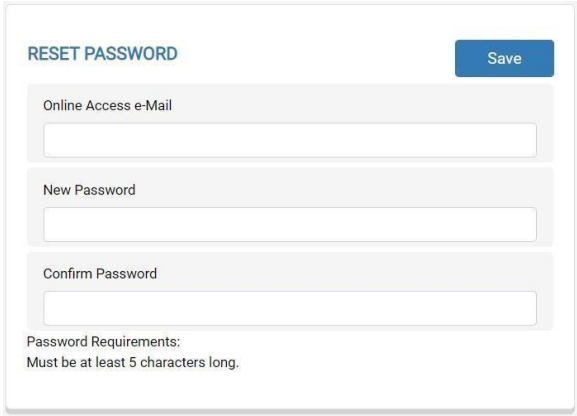
You received this e-mail because either:

- 1) You requested to reset your SportsWare Online password OR
- 2) You are an athlete who's request to Join SportsWare Online has been approved by the school and the next step is to set your password.


To reset your password, click the following link (or copy and paste it into a browser address bar)

## Section 2.1: Setting Your Password via Web Browser (Return Users)

Instruction	Example
<p>Go to <a href="http://www.swol123.net">www.swol123.net</a> using a computer only, the process will not work from a phone.</p>	
<p>Under SIGN IN enter your PWCS e-mail address and click the <b>RESET PASSWORD/FORGOT PASSWORD</b> link.</p>	
<p>Once you click the <b>RESET PASSWORD/FORGOT PASSWORD</b> you should see this pop-up</p> <p>*You may not see this message if you have a popup blocker enabled.</p> <p>**If you see the message “<i>The e-mail address was not found in SportsWareOnLine make sure it is typed correctly and try again</i>” be sure you are using the same e-mail when you requested to join SportsWare. If you are still seeing this error, contact your school’s athletic trainer to see if they have accepted your account request.</p>	

<p>You will receive an e-mail with the subject “SportsWareOnLine Password Request”.</p> <p>Click the link under your name in this e-mail.</p> <p>*If you do not see this email check your spam folder.</p>	
<p>Enter your PWCS e-mail address, new password and confirm password. Make note of your school's password requirements.</p> <p>Click the <b>SAVE</b> button.</p>	

## Section 2.2: Updating Your Information via Web Browser

Instruction	Example
<p>Go to <a href="http://www.swol123.net">www.swol123.net</a>.</p>	

Under SIGN IN enter your PWCS e-mail address and password.

Click the **Login** button.

**SIGN IN**

e-Mail

Password

**Login**

[Reset Password / Forgot Password](#)

**SINGLE SIGN-IN**

**Login**

**ATHLETE/PARENT**

Want to join Sportsware?

**Join SportsWare**

You are now on the dashboard of the Athlete Portal. Your page may look different depending on what information/forms your school has chosen to collect through SportsWareOnLine.

If you cannot see the main menu on the left, click the navicon (☰) to expand it.

**SPORTSWARE ONLINE**

Close Page: Dashboard

**My Info**

- Med History
- COVID-19
- PIVQ
- Exercise
- Concussion
- Forms
- Print
- Logout...

**ATHLETE PORTAL - ATHLETE**

**Forms:** You have 28 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
Open	SIRC Contact Information Form - 7/2020
Open	subcon-cardiac_janet-handout
Open	Parent Outcome



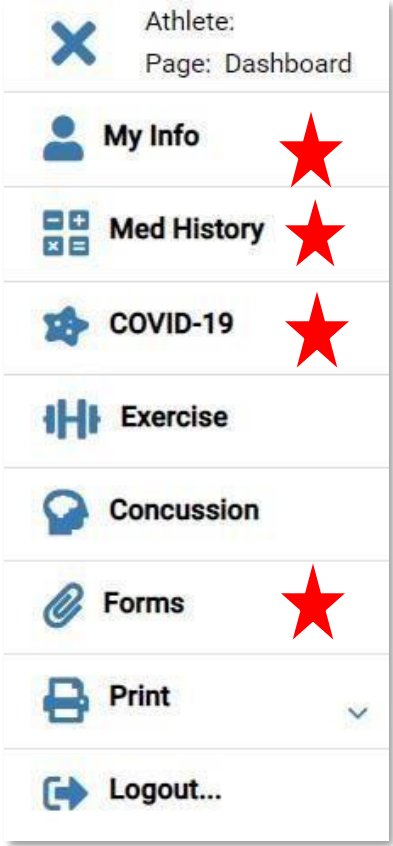













**Show:** Today This Week

**Referrals**

No pending referrals.

**Sign-Out**

No records found.

<p><b>Complete Starred  sections.</b></p> <p><b>My Info:</b> Includes demographic, sport, address, emergency contact, medications, medical alerts, immunizations and other paperwork</p> <p><b>Med History:</b> A Medical History questionnaire.</p> <p><b>COVID-19:</b> A daily coronavirus symptom and possible exposure survey. *Completed prior to each practice.</p> <p><b>Forms:</b> View/complete required paperwork. *SportsWare will also display the number of forms you must complete.</p> <p><b>Print:</b> Print My Info and Medical History data.</p> <p>Required fields are labeled "<i>Required</i>"</p> <p>Changes will not be saved if you exit a window without clicking the <b>SAVE</b> button.</p> <p>When you have your session be  completed sure to <b>LOGOUT</b> ( ) of SportsWare</p>	 <p>Athlete:   Page: Dashboard</p> <ul style="list-style-type: none"> <li> <b>My Info</b> </li> <li> <b>Med History</b> </li> <li> <b>COVID-19</b> </li> <li> <b>Exercise</b></li> <li> <b>Concussion</b></li> <li> <b>Forms</b> </li> <li> <b>Print</b> </li> <li> <b>Logout...</b></li> </ul>
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**My Info General Tab-** please fill out this information.

- Sport 1 (Fall)-** Cross Country Field Hockey, Football, Volleyball, Golf, Cheer Comp, ROTC, Band,
- Sport 2(Winter)-** Basketball, Wrestling, Swim/Dive, Cheer Sideline, Gymnastics, Indoor Track, Dance
- Sport 3 (Spring)-** Soccer, Lacrosse, Tennis, Baseball, Softball, Track, Crew

## SPORTS/GROUP

Sport 1	Ice hockey	▼	
Sport 2	Gymnastics	▼	
Sport 3	Non-sport injury	▼	
Current	<input type="radio"/> Sport 1	<input checked="" type="radio"/> Sport 2	<input type="radio"/> Sport 3
Group:	Forest Park HS	▼	

**\*Parent Online Access-** For Parents who also wish to access SportsWare, please enter your email here. DO NOT REGISTER SEPARATELY. You will be able to access SportWare using the email and password you set here.

## PARENT ONLINE ACCESS

Online Access e-Mail	<input type="text"/>
Existing Password	*****
New Password	<input type="text"/>
Confirm Password	<input type="text"/>
<b>Password Requirements:</b> Must be at least 6 characters long. Must have at least 1 number. Must have at least 1 special character !@#\$*()-+={} ;:<> ./?	

\*If you are a parent requesting to join multiple children, repeat this process for each child. The same email may be used for multiple children; however, each child will need a unique password described in the "Setting you Password" section

**Medical Tab-** Please list any medical alerts indicated on your emergency card or physical.

General Address Emergency Insurance **Medical** Paperwork

### ALERTS

\*None

Allergies/Seasonal

Epipen/Bees

**PLEASE UPLOAD A COPY OF YOUR VACCINATION CARD TO THE FORMS SECTION, ONCE YOU ARE VACCINATED.**

### **Daily COVID Screening Directions**

**This is the APP interface DO NOT REGISTER or COMPLETE YOUR PROFILE USING THE APP.**

Here is a link for directions on filling out the COVID Survey


<https://www.youtube.com/watch?v=3NMSxYrvync&feature=youtu.be>

The daily COVID screening in SportsWare(SWOL) must be completed prior to your practice or competition.


Please download the SportsWareOnline application and complete the daily check-in with the application.

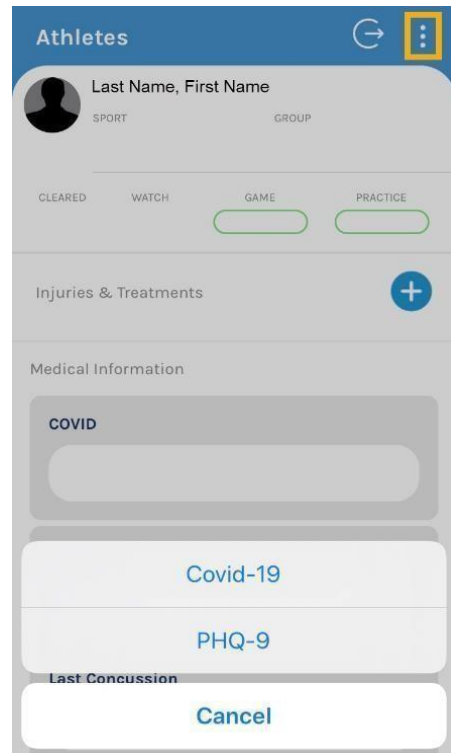


**This Must be completed each day of practice and competition.**

To enter a **COVID-19 symptom** or PHQ-9 mental health survey click the navicon  in the upper right corner.

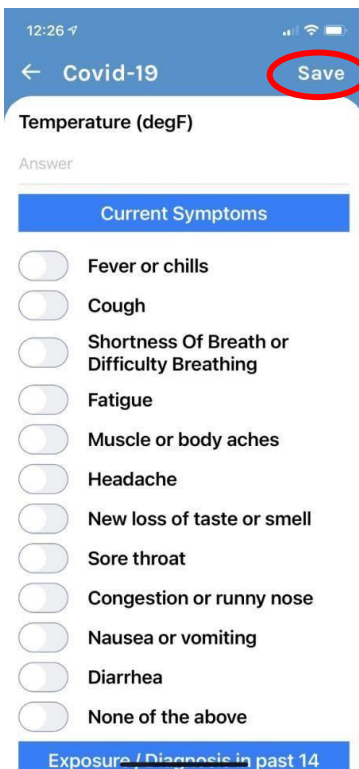
Select the type of survey you would like to complete. **COVID-19**

To record a new entry hit the plus  icon in the lower right corner.



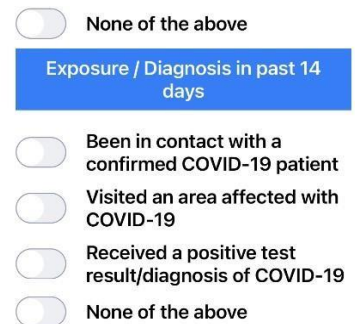
Enter the current symptoms you are experiencing, related to COVID-19. Muscle & body aches and fatigue from practicing are normal. Excessive fatigue and overall body aches that feel different than typical muscle soreness should be reported as COVID-19 symptoms.

Click "None of the above", if you have no symptoms or exposure.



Click the **SAVE** button.

**THIS IS IMPERATIVE!**

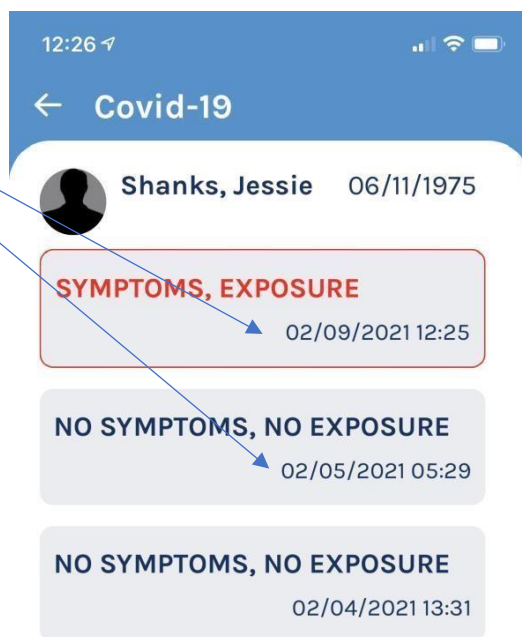


Once you click “Save”, you will be taken back to the COVID-19 record.  
You will see the timestamp indicating that the screening was saved.

If you have symptoms, the record will appear red.  
***You should contact your coach and athletic trainer immediately, if you have symptoms or an exposure to someone who has tested positive for COVID-19.***

A list of the athletic trainers is on the next page.

You are finished, DO NOT Enter another screening, unless instructed to do so by your athletic trainer.



If you have any questions, please contact your school’s athletic trainer first:

Battlefield- Christi Nelson [Nelsoncl@pwcs.edu](mailto:Nelsoncl@pwcs.edu)  
Brentsville- Emily Sterling [emilyem@pwcs.edu](mailto:emilyem@pwcs.edu)  
Colgan- Ashley Ausborn [ausbora@pwcs.edu](mailto:ausbora@pwcs.edu)  
Potomac- Rick Stewart [stewarrm@pwcs.edu](mailto:stewarrm@pwcs.edu)  
Gainesville- Kat May [maykt@pwcs.edu](mailto:maykt@pwcs.edu)

Hylton- Dr.Brandon Holland [Hollanbi@pwcs.edu](mailto:Hollanbi@pwcs.edu)  
Osborn Park- Lauren Field [fieldle@pwcs.edu](mailto:fieldle@pwcs.edu)  
Patriot- Toby McCullough [mcculltd@pwcs.edu](mailto:mcculltd@pwcs.edu)  
Forest Park- Jessie Shanks [shanksjl@pwcs.edu](mailto:shanksjl@pwcs.edu)

The PWCS SportsWare liaisons are Jessie Shanks [shanksjl@pwcs.edu](mailto:shanksjl@pwcs.edu) and Ashley Ausborn [ausbora@pwcs.edu](mailto:ausbora@pwcs.edu) or Kelly Gardner, Supervisor of Student Activities. Please include the athlete’s name and school when contacting Jessie or Ashley.

Sincerely,  
Prince William County Schools