


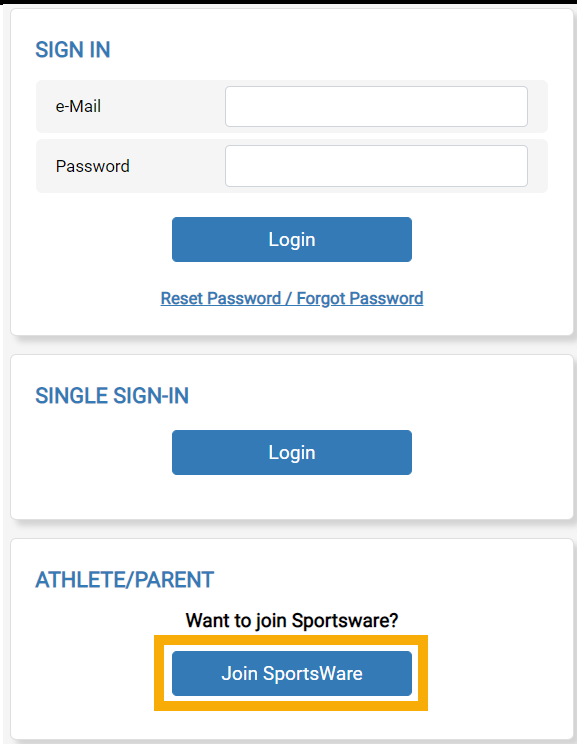
Dear Student Athletes

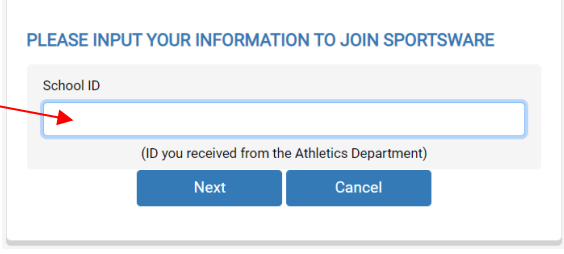
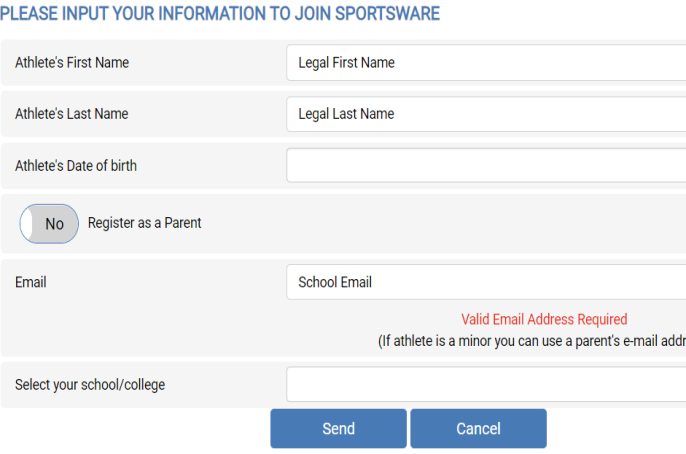
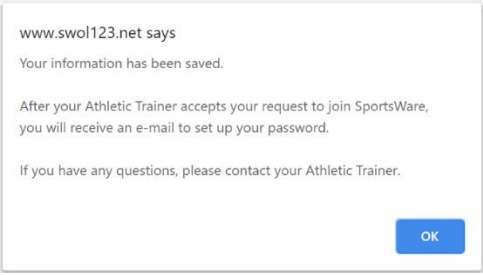
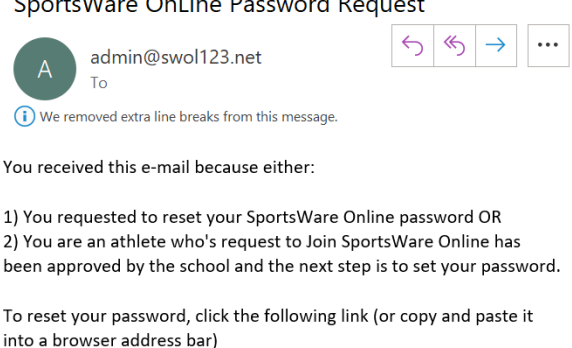
Prior to participating on a team from Prince William County Schools all athletes must provide the Athletic Department with current address, emergency contact, medical alert and health history information. To expedite this process PWCS uses an online data entry system.

To enter your information, visit www.swol123.net. 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 already have a SportsWareOnLine, you can gain access to your account via www.swol123.net, described in Section 2.


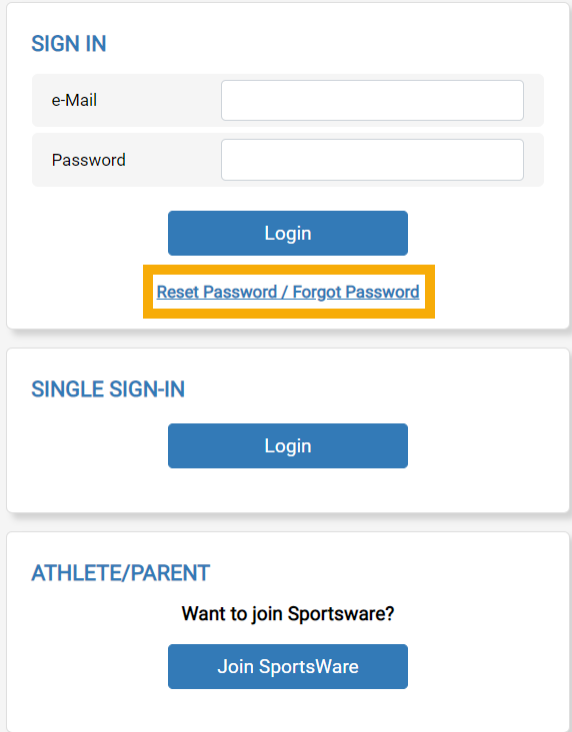
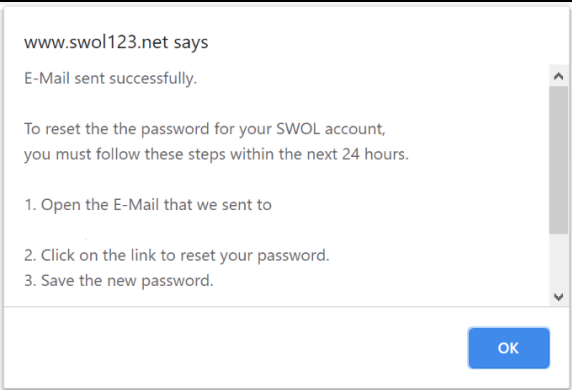
Any questions should be directed to your Athletic Trainer. All contact information is on the last page.

Section 1: Joining SportsWareOnLine

Instruction	Example
Go to www.swol123.net .	
On the right side of the screen, under ATHLETE/, click the JOIN SPORTSWARE button.	

<p>Enter School ID: PWCS</p> <p>*This ID is unique to your school or institution. This School ID is not your Student ID.</p> <p>Click the NEXT button.</p>	
<p>Enter the following information to request an account:</p> <ul style="list-style-type: none"> • Athlete's First Name • Athlete's 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 email extensions will be deleted) • Athlete's School (Unity Reed is still Stonewall HS for 20-21) <p>Click the SEND button.</p>	
<p>Your request to join SportsWare will then be sent to the Athletic Trainer for review. This process is not immediate.</p> <p>*You may not see this message if you have a pop-up blocker enabled.</p>	
<p>Once your request is accepted you will receive an e-mail with the subject "<i>SportsWareOnLine Password Request</i>".</p> <p>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.</p> <p>*If you do not see this email check your spam folder.</p>	

Section 2.1: Setting Your Password via Web Browser

Instruction	Example
<p>Go to www.swol123.net</p>	
<p>Under SIGN IN enter your PWCS e-mail address and click the RESET PASSWORD/FORGOT PASSWORD link.</p>	
<p>Once you click the RESET PASSWORD/FORGOT PASSWORD you should see this pop-up</p> <p>*You may not see this message if you have a pop-up 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>	

You will receive an e-mail with the subject "SportsWareOnLine Password Request".

Click the link under your name in this e-mail.

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

SportsWare OnLine Password Request



admin@swol123.net
To



We removed extra line breaks from this message.

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)

Enter your PWCS e-mail address, new password and confirm password. Make note of your school's password requirements.

Click the **SAVE** button.

RESET PASSWORD

Save


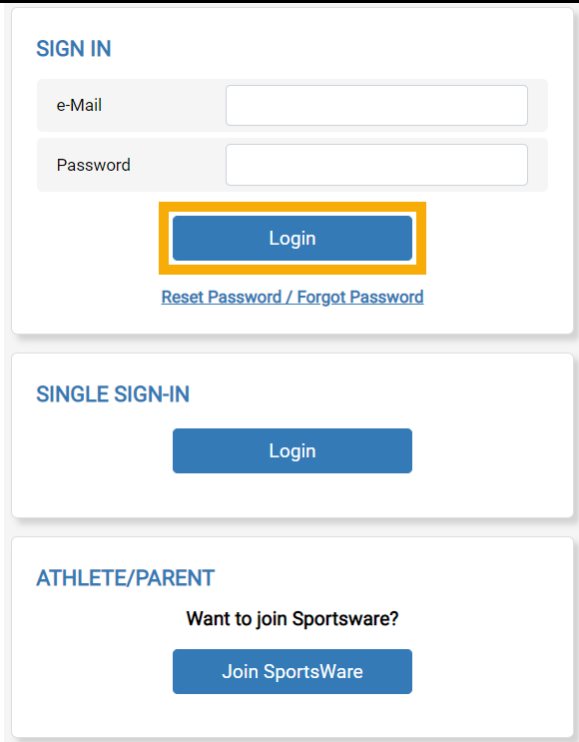
Online Access e-Mail

New Password

Confirm Password

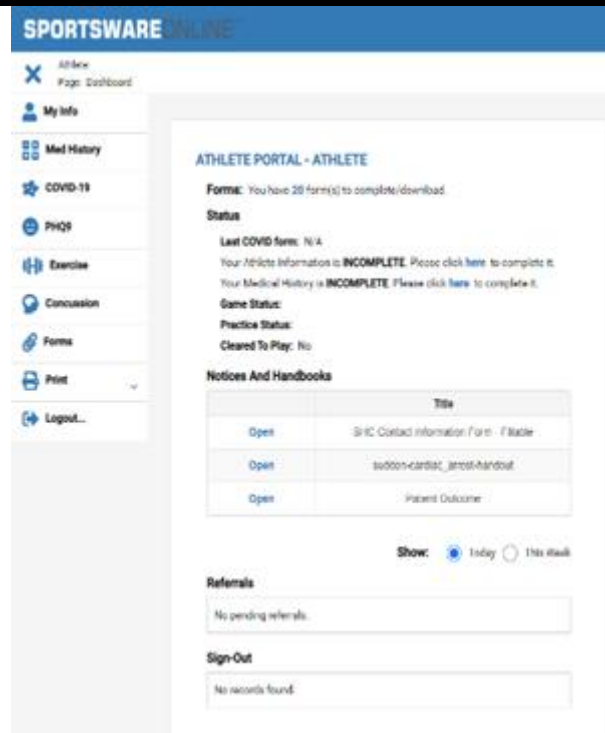
Password Requirements:
Must be at least 5 characters long.

Section 2.2: Updating Your Information via Web Browser

Instruction	Example
Go to www.swol123.net .	
Under SIGN IN enter your PWCS e-mail address and password. Click the Login button.	

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.



Complete Starred ★ sections.

My Info: Includes demographic, sport, address, emergency contact, medications, medical alerts, immunizations and other paperwork

Med History: A Medical History questionnaire.


COVID-19: A daily coronavirus symptom and possible exposure survey. *Completed prior to each practice.

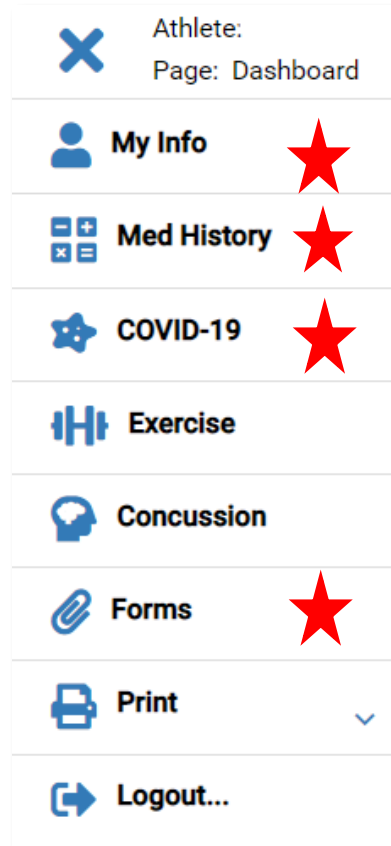
Forms: View/complete required paperwork. *SportsWare will also display the number of forms you must complete.

Print: Print My Info and Medical History data.

Required fields are labeled “*Required*”

Changes will not be saved if you exit a window without clicking the **SAVE** button.

When you have completed your session be sure to **LOGOUT** () of SportsWare



SPORTS/GROUP

My Info General Tab- please fill out this information.

Sport 1 (Fall)- Cross Country Field Hockey, Football, Volleyball, Golf, Cheer, Color Guard, ROTC, Band

Sport 2(Winter)- Basketball, Wrestling, Swim/Dive, Cheer, Gymnastics, Indoor Track, Dance

Sport 3 (Spring)- Soccer, Lacrosse, Tennis, Baseball, Softball, Track, Crew

Please select a school name for the Group, not one that says “XYZ Coach” or “Unity Reed.”

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

***Parent Online Access-** For Parents who also wish to access the SportsWare information, please enter your email and set a password here. DO NOT REGISTER SEPARATELY.

You will be able to access Sportsware using the email and password you set here.

*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 as described in the “Setting you Password” section.

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

Medical Tab- Please list any medical alerts

Indicated on your emergency card or physical.

General	Address	Emergency	Insurance	Medical	Paperwork
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ALERTS




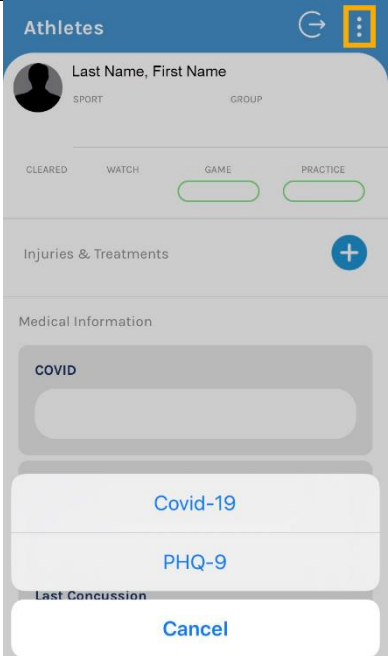
*None	▼
Allergies/Seasonal	▼
EpiPen/Bees	▼

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

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

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

You can use the app to complete the COVID Screening.

<p>This Must be completed each day of practice before 12:00pm. (completion time will be updated during the regular season)</p> <p>To enter a COVID-19 symptom or PHQ-9 mental health survey click the navicon () in the upper right corner.</p> <p>Select the type of survey you would like to complete.</p> <p>To record a new entry hit the plus icon () in the lower right corner.</p> <p>Click the SAVE button. You are finished DO NOT Enter another screening.</p> <p>When you have completed your session be sure to LOGOUT () of SportsWare.</p>	 <p>The screenshot shows the 'Athletes' app interface. At the top, there's a blue header with 'Athletes' and a refresh icon. Below that is a profile section with a placeholder for a photo and fields for 'Last Name, First Name', 'SPORT', and 'GROUP'. There are two tabs: 'CLEARED' and 'WATCH', and two buttons: 'GAME' and 'PRACTICE'. Below these is a section for 'Injuries & Treatments' with a plus icon. Underneath is 'Medical Information' with a 'COVID' section containing a text input field. At the bottom, there are three buttons: 'Covid-19', 'PHQ-9', and 'Cancel'.</p>
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DO NOT SAVE INJURIES THAT YOU CREATE USING THE SWOL APP. You may be contacted and a doctor’s note requested for any injuries you enter. Repeated entries will result in suspension of your edit abilities in SWOL. Only use the SWOL app for the COVID screening currently.

If you have any questions, please contact your school’s athletic trainer first, the PWCS SportsWare liaisons Jessie Shanks shanksjl@pwcs.edu or Ashley Ausborn ausbora@pwcs.edu or Kelly Gardner, Supervisor of Student Activities. Please include the athlete’s name and school when contacting Jessie or Ashley.

Battlefield- Christi Nelson Nelsoncl@pwcs.edu
Brentsville- Emily Sterling emilyem@pwcs.edu
Colgan- Ashley Ausborn ausbora@pwcs.edu
Freedom- Tina Baehr baehrkr@pwcs.edu
Forest Park- Jessie Shanks shanksjl@pwcs.edu
Gar-Field- Scott Kozlowski kozlowism@pwcs.edu

Hylton- Dr.Brandon Holland Hollanbi@pwcs.edu
Osborn Park- Lauren Field fieldle@pwcs.edu
Patriot- Toby McCullough mcculltd@pwcs.edu
Potomac- Rick Stewart stewarrm@pwcs.edu
Unity Reed- Alyssa Kocik kocika@pwcs.edu
Woodbridge- Cara Cheetham cheethca@pwcs.edu

Sincerely,
Prince William County Schools