

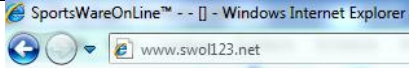

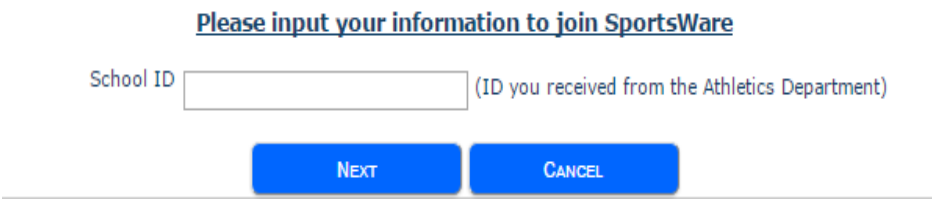
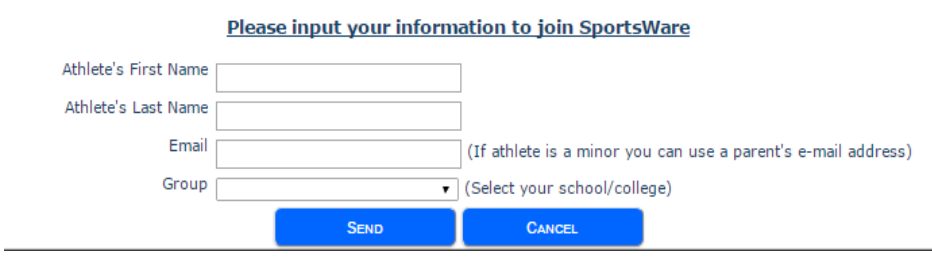
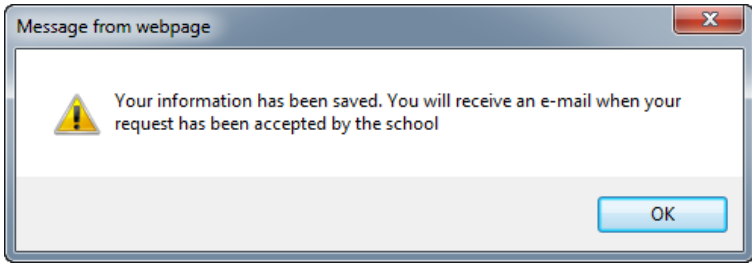


Dear Parents and Guardians:


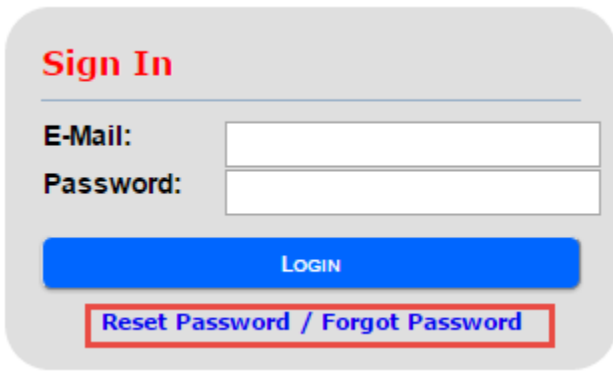
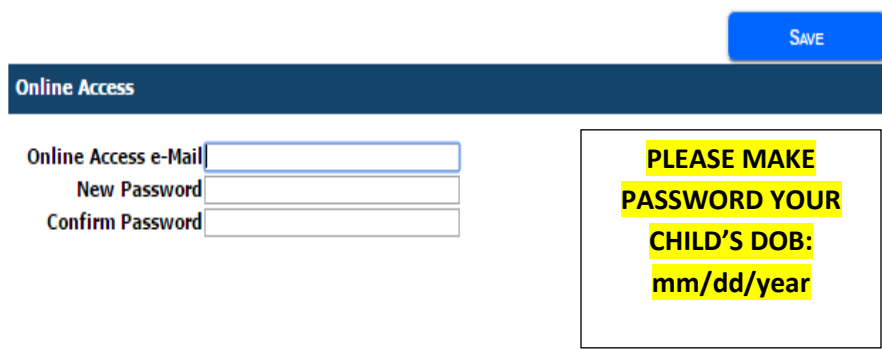
Prior to participating on a team for Rocky Mountain High School, athletes must provide the Athletic Department with current address, emergency contact, insurance, medical alert and health history information **yearly**. To expedite this process Rocky uses an online data entry system.

To enter your information, visit www.swol123.net. The **first time** you visit the website you will need to join SportsWareOnline using the instructions below. **If you already have an account, please scroll down to Page 2: "Updating Your Information"**.

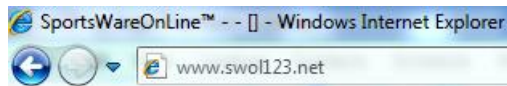

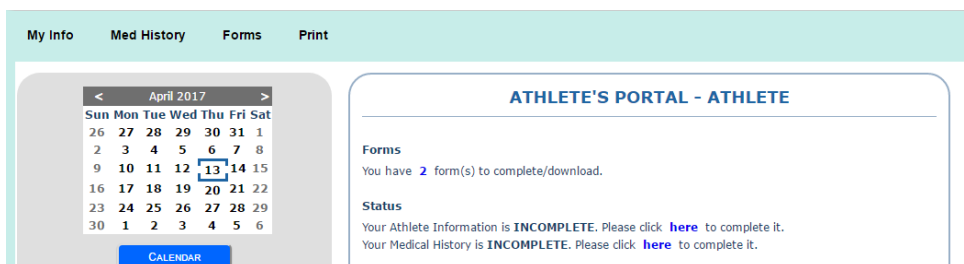
Joining SportsWareOnLine

Instruction	Example
Go to www.swol123.net .	
Scroll to the middle of the screen and click the Join SportsWare button.	
Enter your School ID ROCKY: Rockyathlete	
Enter your First Name, Last Name, Email address and click the Send button. NOTE: This process is only completed one time (per child). Please make note of the email address provided for future use.	
Your request to join SportsWare will then be sent to the Athletic Trainer for review. Please notify your Athletic Trainer if request acceptance takes longer than 24 hours. Send an email to Kraack.monica@westada.org OR white.kelly@westada.org that you have completed the joining process. You will likely be approved quickly but may take as long as 24 hours depending on circumstances.	
Once your request is accepted you will receive an e-mail with the Subject "SportsWare request accepted" . Open the e-mail and click the www.swol123.net link to continue to SportsWareOnLine.	<p>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</p>

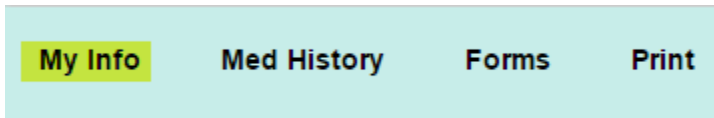
Setting Your Password

Instruction	Example
Go to www.swol123.net	
Enter your Email Address and click the Reset Password button.	
<p>You will receive an e-mail with the Subject "SportsWareOnLine Password Request".</p> <p>Open the e-mail and click on the link to reset your password. Enter your e-mail address, new password and click the Save button.</p> <p>NOTE: If you are registering more than one child (currently or in the future) you will use the same email address but different passwords for each child.</p>	

Updating Your Information

Instruction	Example
Go to www.swol123.net.	
Enter your Email Address and password, click the Login button.	
<p>You will be taken to your student athlete's "Athlete's Portal".</p> <p>Here you will see the required forms and information needed to be completed.</p>	

Select My Info: Update your address, emergency contact and insurance information.




Start entering Athlete's information. Complete the Athlete Online Access section by updating it with the Athlete's email address (defaults with Parents initially). Then Update The Parent Online Access section with email and password. Continue to complete the remaining tabs.

Athlete Online Access

Online Access e-Mail 
Existing Password
New Password
Confirm Password

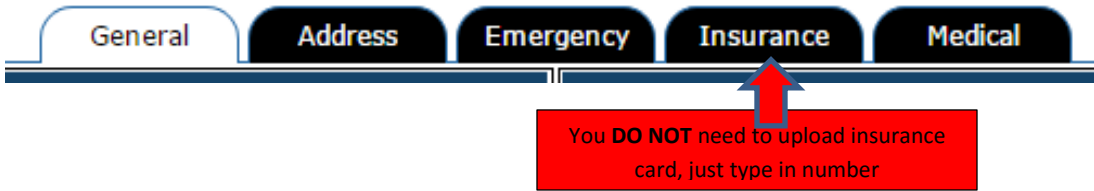
Password Requirements:
Must be at least 2 characters long.

Parent Online Access

Online Access e-Mail 
Existing Password
New Password
Confirm Password

Password Requirements:
Must be at least 2 characters long.

Complete the remaining required fields for – Address, Emergency, Insurance, and Medical.
****you DO NOT need to upload insurance card, just type in #**



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 type in *"None."*

Under the Doctor Section, please type in your Family or Primary Care Physician. If you do not have one, just type in *"None."*

The screenshot shows the 'Alerts' section with a list of conditions: Aspirin Allergy, Asthma, Bee Stings, Diabetes, Epilepsy, Ibuprofen Allergy, Latex, No Known Allergies, No Known Med Problem, Peanuts, Penicillin, Shell Fish, Soy, Sulfa, Tree Nuts, Tylenol Allergy, and Wheat. To the right, there are input fields for 'Peanuts' and 'Doctor'. The 'Doctor' section includes fields for 'Name' (Dr. Petey Atrician) and 'Phone' ((208)350-4235).

<p>Once done with My Info go to:</p> <p>Med History: Complete the Medical History questionnaire.</p>	<div style="text-align: center;"> My Info Med History Forms Print </div>									
<p>Forms: View/complete required paperwork.</p> <ul style="list-style-type: none"> - RMHS IQ Form - RMHS Concussion Handout <p>To complete each form, click “Select” for the form, then “Open”. Do this for each form.</p> <p>You must fill in all the appropriate boxes and click the “Save and Submit” Button when completed in order for it to reach Rocky and be recorded</p> <p>You will be prompted to electronically sign after you click “Save and Submit”.</p> <p>If you forgot an area, you will be prompted back to the form to complete it</p>	<div style="text-align: center;"> <h3>Forms</h3> <p>You have 2 form(s) to complete/download.</p> </div> <div style="margin-top: 20px;"> <div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> <div style="background-color: #0070c0; color: white; padding: 5px; width: 60px; text-align: center; margin-bottom: 5px;">ADD</div> <div style="background-color: #0070c0; color: white; padding: 5px; width: 60px; text-align: center; margin-bottom: 5px;">OPEN</div> <div style="background-color: #0070c0; color: white; padding: 5px; width: 60px; text-align: center;">DELETE</div> </div> <div> <h4>Attachments</h4> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #d9e1f2;"> <th style="width: 10%;"></th> <th style="width: 70%;">Title</th> <th style="width: 20%;">Required</th> </tr> </thead> <tbody> <tr style="background-color: #fff9c4;"> <td style="text-align: center;">Select</td> <td>EHS IQ Form</td> <td style="text-align: center;">✓</td> </tr> <tr style="background-color: #e0f2f1;"> <td style="text-align: center;">Select</td> <td>EHS Concussion Handout</td> <td style="text-align: center;">✓</td> </tr> </tbody> </table> </div> </div> </div>		Title	Required	Select	EHS IQ Form	✓	Select	EHS Concussion Handout	✓
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Select	EHS IQ Form	✓								
Select	EHS Concussion Handout	✓								

NOTE: The Pre-Participation Physical Exam process has not changed. This form needs to be completed and signed by a physician! Physicals are to be completed during the athlete’s **9th and 11th** grade years (per IHSAA rules). Physical Exams will still be hard copies and are turned in to the Rocky Mountain High School athletic trainers (Monica Kraack or Kelly White) prior to participation in any Rocky Mountain High School athletics. IQ and Concussion Education forms are to be completed yearly.

If you have any questions, please contact Monica Kraack (Kraack.monica@westada.org) or Kelly White (white.kelly@westada.org).

Sincerely,
 Monica Kraack, Head Athletic Trainer
 Kelly White, Associate Athletic Trainer