Skyview High School

INSTRUCTIONS FOR LOGGING INTO SPORTSWAREONLINE™

Skyview High School is utilizing SportsWareOnLine to collect important information for students participating in the Athletics Department at Skyview.

The first time you visit SportsWareOnLine, you will need to request to join using the steps on pages 3 or 4.

If you already have an account with SportsWareOnLine with Skyview then follow the instructions on page 5 to gain access via the web portal or mobile app.

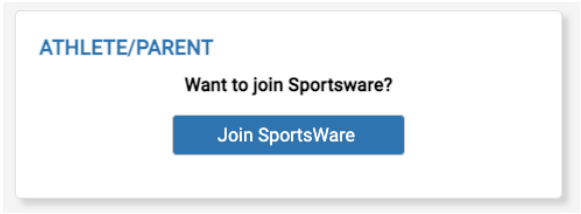
Please direct any questions to Kim Anderson the Athletics Assistant at Skyview.

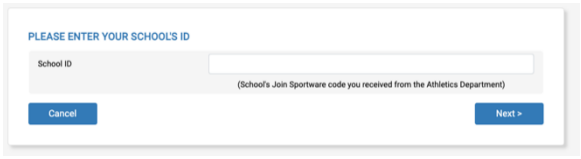
kianderson@nsd131.org
208-498-0561 X5323

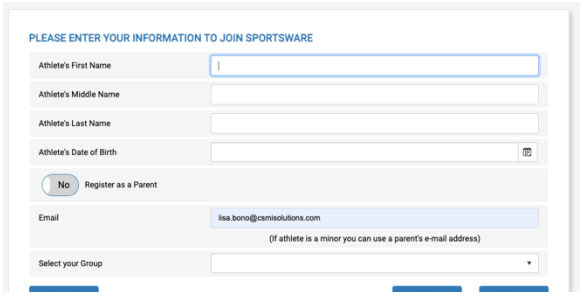
Sincerely,
Kim Anderson

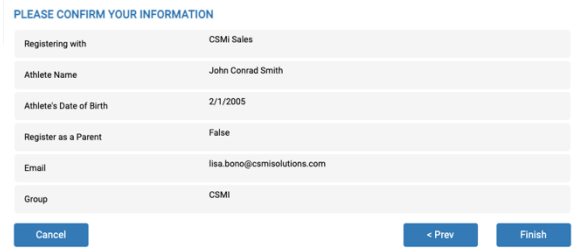
To Create an Athlete Account

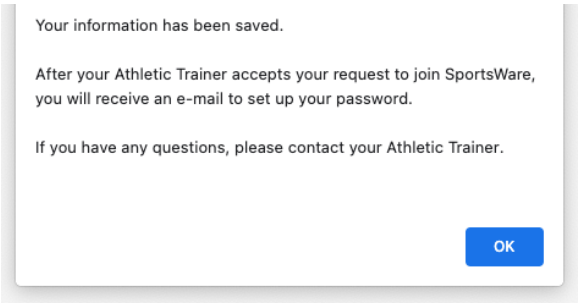
1. Go to www.swol123.net
2. Click **Join SportsWare** button in the Athlete/Parent block.
3. The School ID for Skyview is **Hawks.**
4. Enter it in the box shown. Click **Next.**
5. Next, fill in all your information. Use your school email address if you have one.
6. In the **Select Your Group** drop down, choose the school you attend.
7. It's important you fill in all the information accurately so the ATC can appropriately match all student records.
8. On the next screen, verify you have typed in all your information correctly. Click **Finish.**
9. Now you need to **wait for the ATC to approve** your account before being able to login.
10. When your account is approved, you will be sent an email to create a password.





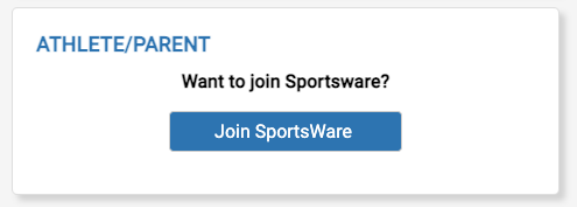


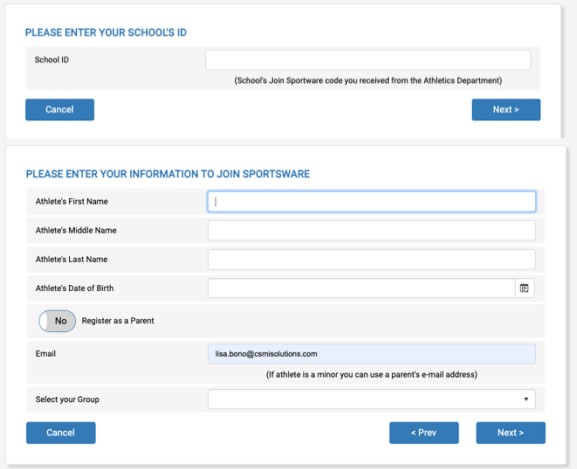


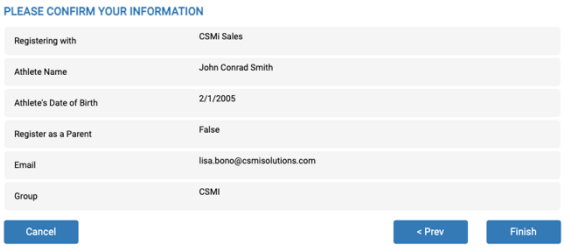


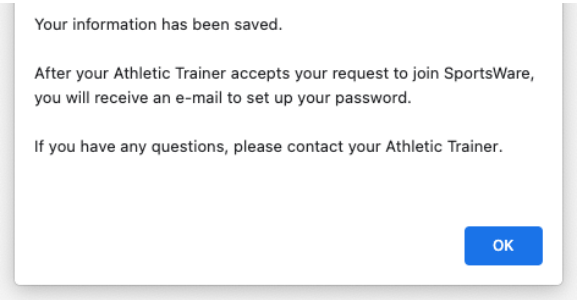
To Create a Parent Account

1. Go to www.swol123.net
2. Click **Join SportsWare** button in the Athlete/Parent block.
3. The School ID for Skyview is **Hawks.** Enter it in the box shown. Click **Next.**
4. Next, fill in all your Child Athlete's information. Use your own email address.
5. Make sure to toggle the **Register as a Parent** button to **Yes.**
6. In the **Select Your Group** drop down, choose the school your child attends.
7. On the next screen, verify you have typed in all information correctly. Click **Finish.**
8. Now you need to **wait for the ATC to approve** the account before being able to login.
9. When the account is approved, you will be sent an email to create a password.
10. Have multiple children at the same school? Follow this process for each Child Athlete using a **unique password** for each person. Once approved by the ATC, the password creation email will be sent out. It will contain separate links labeled with each Child Athlete's name to finish account setup.









Setting Your Password via Web Browser

1. Go to www.swol123.net

2. Under SIGN IN **enter in** your e-mail address, then **click** the Reset Password / Forgot Password link.

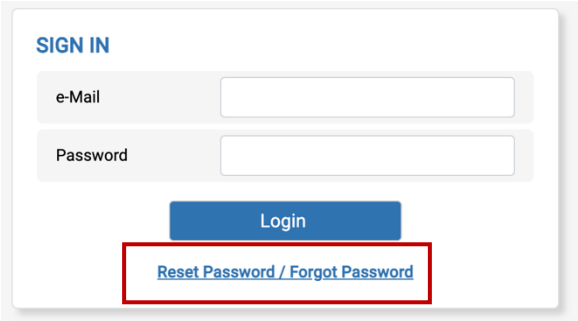
3. You will then see a pop-up confirming a successfully sent password reset e-mail.

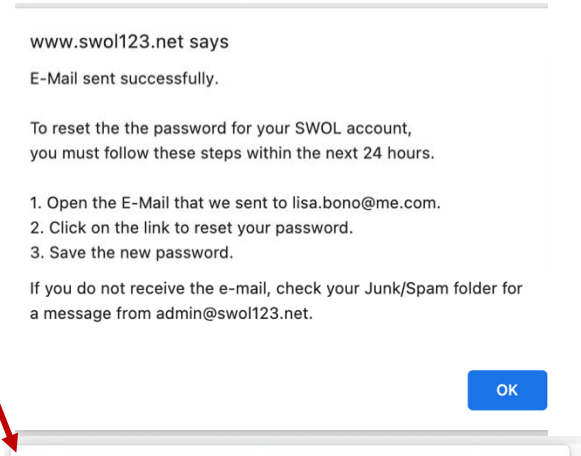
4. If you get this pop-up, ensure you have typed everything in correctly and try again. If you are still seeing the error message, it's possible the Athletic Trainer has not approved your account yet – please contact them.

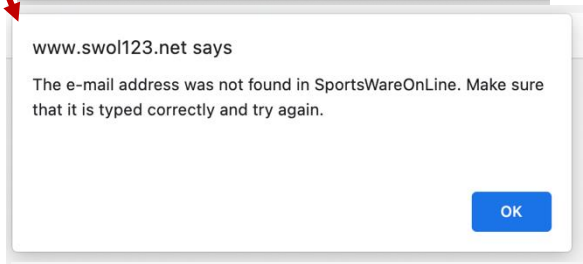
5. You will receive an e-mail with the subject *"SportsWareOnLine Password Request".* **Click the link** under your name in this e-mail.

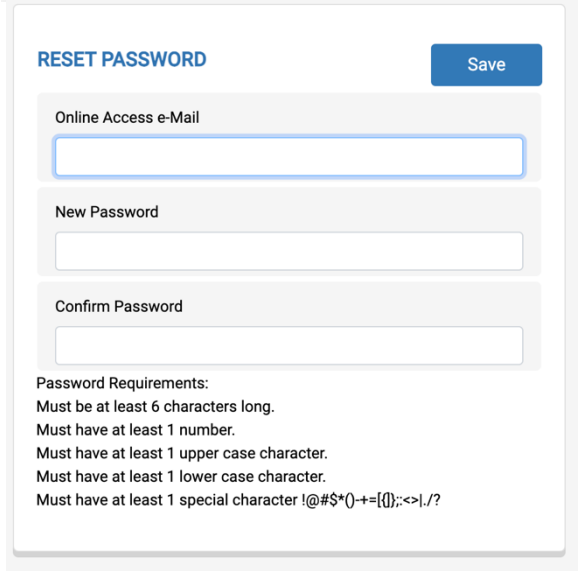
6. If you are a parent with multiple children in SportsWare under the same email address you will see multiple reset password links in this email. Be sure you are using the link associated with the child whose password you are looking to reset.

7. **Enter** your e-mail address and new password. Make note to follow the password requirements listed below the text boxes. Click **Save.**









Setting Your Password via Mobile App

1. Please complete steps for Creating an Account on page 2 or 3 before proceeding.

2. **Go to** the Google Play or Apple App Store and **search** for "sportswareonline".

3. **Download and install** SportsWareOnLine by Computer Sports Medicine, Inc.

4. **Click** the Forgot Password link below the sign in button.

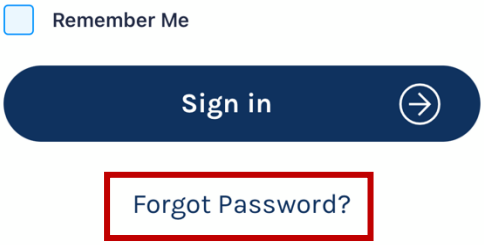
5. **Enter** your email address and **click Send.**

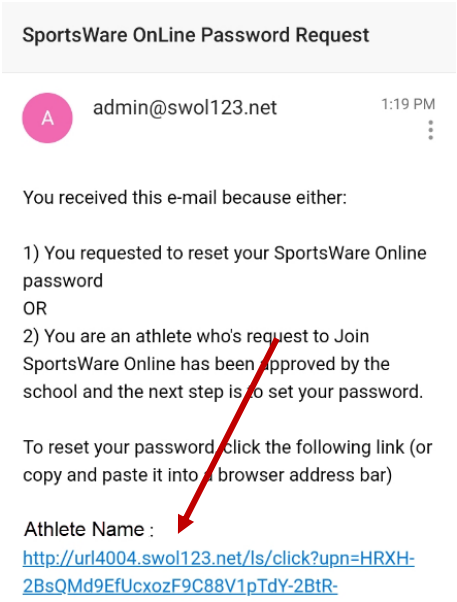
6. **Click on** the reset link in the email you receive from the system.

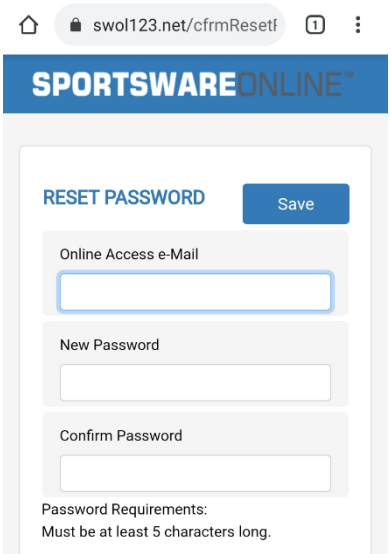
7. If you are a parent with multiple children in SportsWare under the same email address you will see multiple reset password links in this email. Be sure you are using the link associated with the child whose password you are looking to reset.

8. **Enter** your e-mail address and new password. Make note to follow the password requirements listed below the text boxes. Click **Save.**

9. **Close** your web browser and **re-open** the SportsWare app.







Updating Information via Web Browser

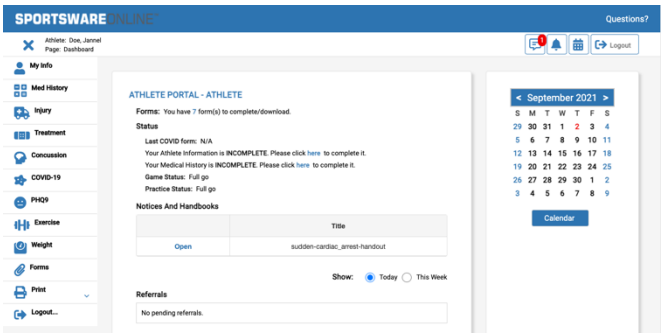
1. Go to www.swol123.net

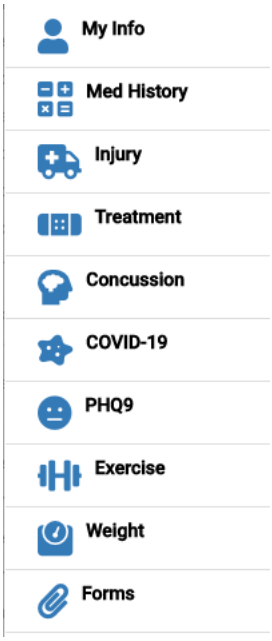
2. Under SIGN IN, **enter in** your login credentials. **Click Login**.

3. You will now see the dashboard of the Athlete Portal. If you cannot see the main menu on the left, click the navicon ( ) to expand it.

4. You will see the following areas that need information inputted:

    a. **My Info:** Includes demographic, sport, address, emergency contact, insurance, medications, medical alerts, and other paperwork
    b. **Forms:** View/complete required paperwork. *SportsWare will also display the number of forms you must complete.





Please Note: SportsWare works best on Google Chrome or Microsoft Edge.

Required fields are labeled "*Required*". You can save and continue later, but your record will not be marked as complete until all Required field are filled out.

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** (Logout) of SportsWare

Updating Information via Mobile App

1. **Sign into** the Mobile App on your phone using your email and password. Click the **Sign In** button.

2. Click on your **picture** to update your personal information.

3. Click through the various icons to enter your contact, insurance, and medical information.

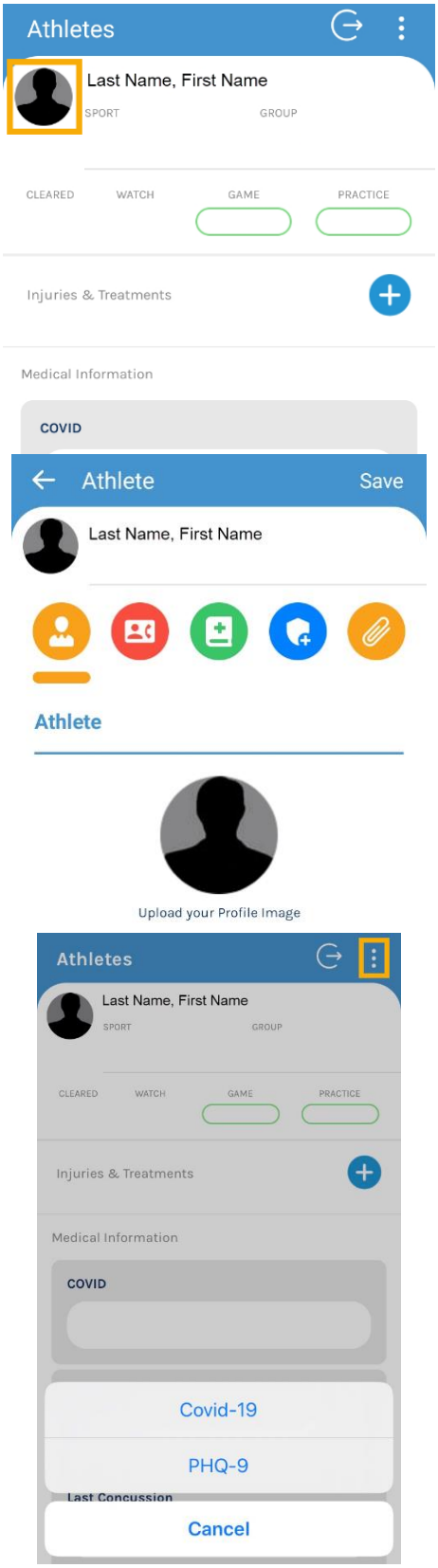
    a. Athlete Information
    b. Emergency Contact
    c. Medical Information
    d. Insurance Information
    e. Forms

4. Click the **SAVE** button.

5. To enter a COVID-19 or PHQ-9 mental health survey click the **navicon** ( ) in the upper right corner. **Select** the type of survey you would like to complete.

6. To record a new entry hit the **plus icon** ( ) in the lower right corner. Click the **SAVE** button.

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



Troubleshooting

ISSUE	SOLUTION
Not receiving password reset email.	Check your junk and spam folders. If the email is not in either of those folders, return to swol123.net and try resetting the password again. Pay close attention to spelling as there might have been a typo made previously.
My password reset/new account creation link isn't working.	These links are only valid for 24 hours. Please navigate to swol123.net and follow the reset password procedure to get a new link sent.
My account is showing up under a different/former school.	You used the same password as the account tied to the other institution. Please follow the reset password procedure to change the password to something unique.
I don't know/have a piece of the required information when filling out my profile.	You can still click the Save button to save all other information. Your record will just not be marked as Complete. Then, contact your ATC using the information on Page 2 of this document to ask how to proceed.
I can't fill out a form.	SportsWare works best in Google Chrome. Please try again using this browser. If you're still having issues, contact your Athletic Trainer using the information on Page 2.