

2017

Dear Lipscomb Academy Parents,

Prior to participating on a sports team at Lipscomb Academy, the Athletic Department needs key information for your student-athlete: current address, emergency contact, insurance, medical alert and health history information. To expedite this process, we ask that you enter your student-athlete's information into an online data entry system called SportsWare EMR Online. This system will provide Ken Tyler, Lipscomb's Athletic Trainer, with the framework needed to record, manage, and convey accurate and complete records of all services provided to your athletes.

New student-athletes

- All of the forms required by Lipscomb Academy and TSSAA for the 2017-2018 season, (i.e., physical, concussion, sudden cardiac arrest, general release and consent forms), are posted in the SportsWare EMR Online system. These forms are now fillable PDFs. All you will need to do is fill them out and submit.

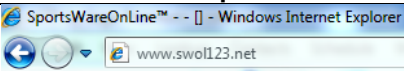
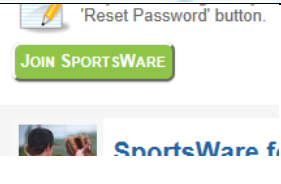
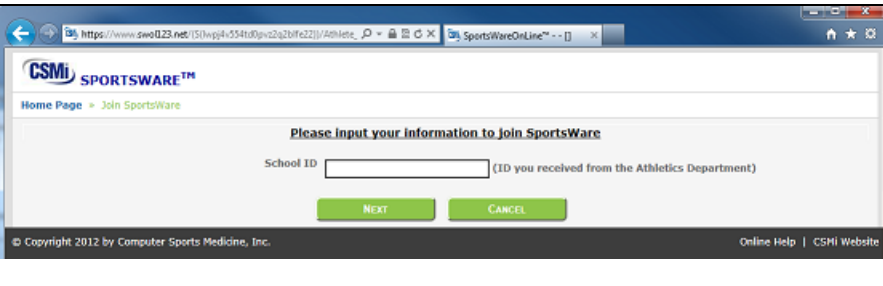
- The physical exam and clearance forms are the only forms you will need to download from SportsWare and have them filled out, signed and dated after April 15th, by your physician. Once that is done you can take a picture or scan one of the forms and ADD / upload it back into SportsWare online.

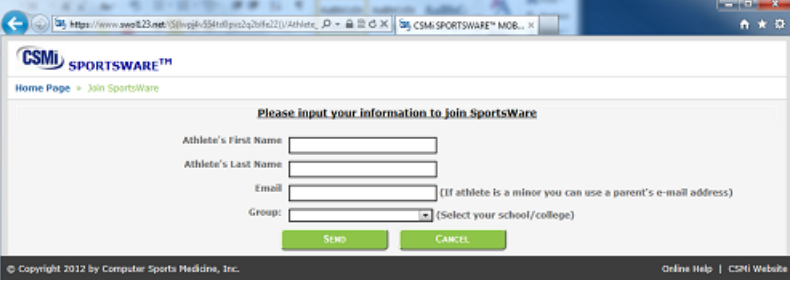
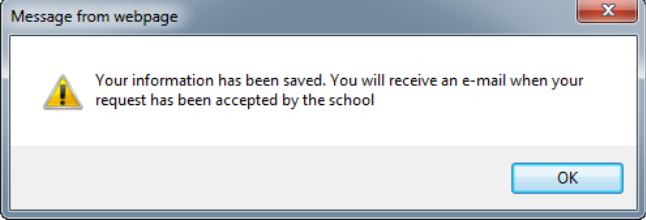
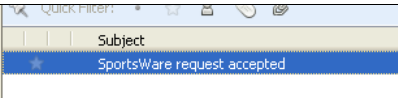
Returning student-athletes

Log in, make sure all of the information is still correct, and update all forms.

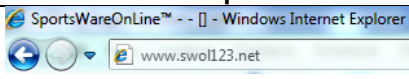

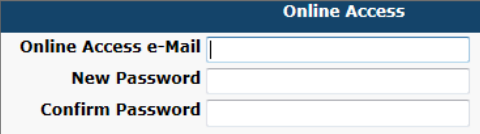
To enter your information, visit www.swol123.net. The first time you visit the website you will need to follow the instructions below. **Our school ID for this program is LAMustang.**

Joining SportsWareOnLine

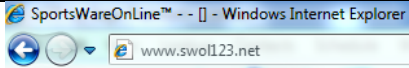

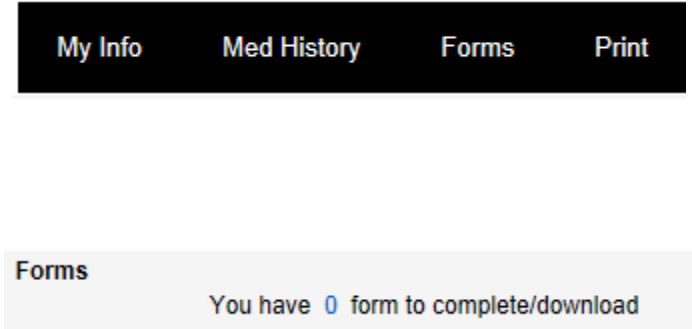
Instruction	Example
Go to www.swol123.net .	
Scroll to the middle of the screen and click the Join SportsWare button.	
Enter your School ID <i>You should have received a School ID from the athletic trainer. This is required to join the correct school.</i>	

<p>Enter your First Name, Last Name, Email address and click the Send button.</p>	
<p>Your request to join SportsWare will then be sent to the Athletic Trainer for review.</p>	
<p>Once your request is accepted you will receive an e-mail with the Subject "SportsWare request accepted".</p> <p>Open the e-mail and click the www.swol123.net link to continue to SportsWareOnline.</p>	

Setting Your Password

Instruction	Example
<p>Go to www.swol123.net</p>	
<p>Enter your Email Address and click the Reset Password button.</p>	
<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>	

Updating Your Information

Instruction	Example
Go to www.swol123.net	
Enter your Email Address and click the Login button.	
<p>At the top of the page is the Menu Bar.</p> <p>My Info: Update your address, emergency contact and insurance information.</p> <p>Med History: Complete a Medical History questionnaire.</p> <p>Forms: View/complete required paperwork. Note: SportsWare will also display “<i>You have ? forms to complete/download</i>”.</p> <p>Print: Print My Info and Medical History data.</p>	

Thank you for your prompt help. If you have any questions, please contact Ken Tyler at ken.tyler@lipscomb.edu or 615-416-3874 for assistance.

Sincerely,

Ken Tyler, ATC