

2018

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. This also provides the coaches with a portable, easily accessible records system when traveling.

### New student-athletes

All of the forms required by Lipscomb Academy and TSSAA for the 2018-2019 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 then save and submit.

Note: Two forms—the physical exam and clearance forms—must be downloaded from SportsWare, filled out, and signed by your physician. In order to meet TSSAA requirements, **the forms must be signed and dated on or after April 15, 2018**. You can then either take a picture of the forms or scan them to upload back into SportsWare Online.

PAPER COPIES WILL NOT BE ACCEPTED.

### Families with Multiple Athletes

You will need to request an individual account for each of your athletes in SportsWare Online. Please follow the instructions below for joining and requesting an account for your athletes.

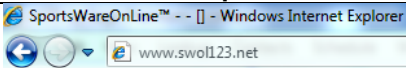
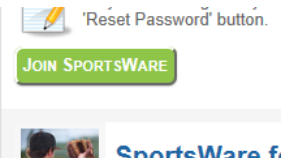
You can use the same email address for each athlete, but they will need to have different passwords.

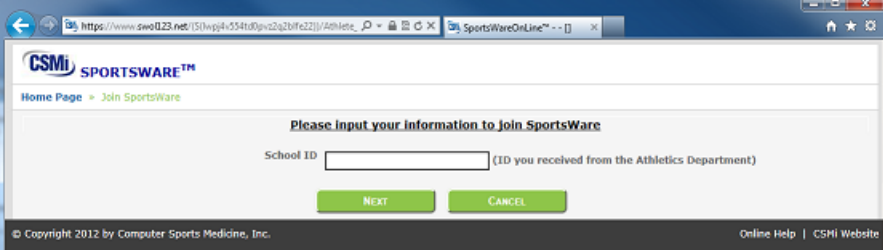
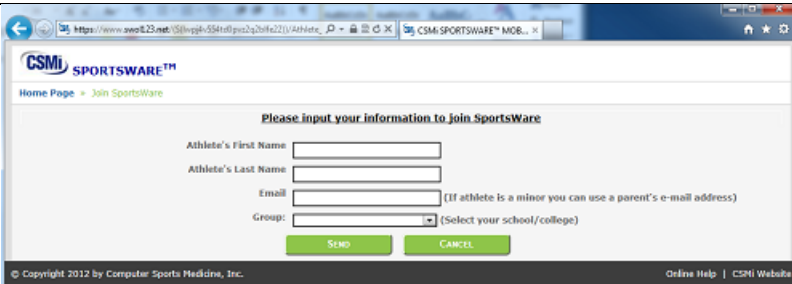
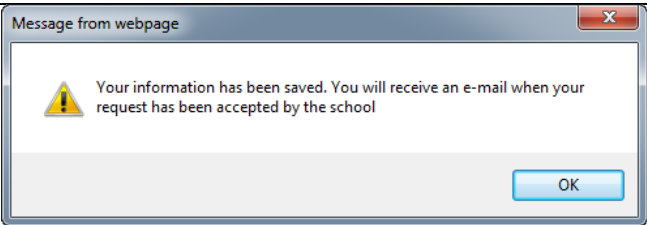
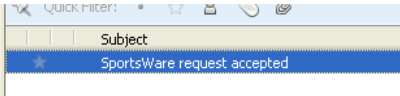
### Returning student-athletes

- 1) Log in.
- 2) Verify and/or update all current information
- 3) Upload current physical exam and clearance forms, signed and dated by your physician on or after April 15<sup>th</sup>.

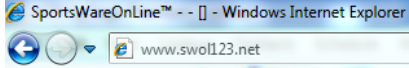

To enter your information, visit [www.swol123.net](http://www.swol123.net). The first time you visit the website you will need to follow the instructions below. **Our school ID for this program is LAMustang.**

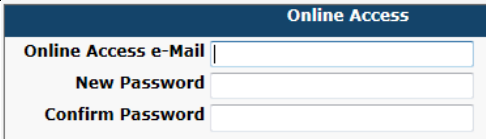
## Joining SportsWareOnline

Instruction	Example
Go to <a href="http://www.swol123.net">www.swol123.net</a> .	
Scroll to the middle of the screen and click the <b>Join SportsWare</b> button.	

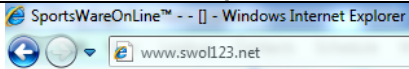

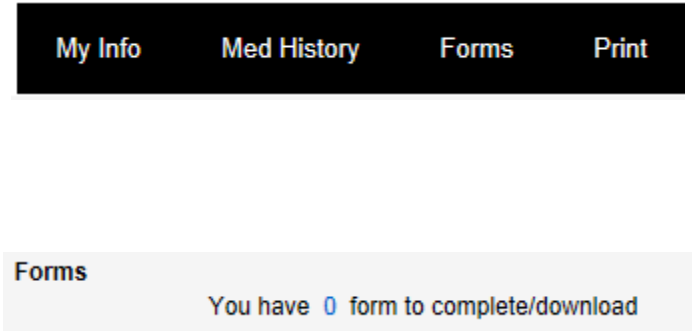
<p>Enter your School ID</p> <p><i>You should have received a School ID from the athletic trainer. This is required to join the correct school.</i></p>	
<p>Enter your First Name, Last Name, Email address and click the Send button.</p>	
<p>Your request to join SportsWare will then be sent to the Athletic Trainer for review.</p>	
<p>Once your request is accepted you will receive an e-mail with the Subject <i>"SportsWare request accepted"</i>.</p> <p>Open the e-mail and click the <a href="http://www.swol123.net">www.swol123.net</a> link to continue to SportsWareOnLine.</p>	

## Setting Your Password

Instruction	Example
<p>Go to <a href="http://www.swol123.net">www.swol123.net</a></p>	
<p>Enter your Email Address and click the <b>Reset Password</b> button.</p>	

<p>You will receive an e-mail with the Subject <i>"SportsWareOnLine Password Request"</i>.</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 <b>Save</b> button.</p>	
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## Updating Your Information

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

Once all of your forms are saved / submitted and uploaded in your SWOL account, they will need my final approval before they are accepted into the system.

Thank you for your prompt help. If you have any questions, please contact me at [ken.tyler@lipscomb.edu](mailto:ken.tyler@lipscomb.edu) or 615-416-3874 for assistance.

Sincerely,

Ken Tyler, ATC  
Head Athletic Trainer - Lipscomb Academy

