Dear Student-Athlete and Parent/Guardian,

Prior to participating on a sports team at Bishop Amat High School, each athlete must provide the Athletic Department with a current address, an emergency contact, insurance, medical alert, and health history information. To expedite this process the Athletic Department uses **SportsWare**, a secure online data entry system.

Specific instructions are provided on the following pages for both new and existing members. Please provide all information that is applicable. If this information changes during the year, please login to update the information. The software will allow you to use the same email address for multiple siblings, but you must choose a different password for each athlete.

All students must have a current physical (valid for one year) on file in the Athletics Office. **Physical Evaluation Forms are to be completed by a Medical Doctor (MD) or Doctor of Osteopathy (DO) ONLY. Physicals completed by ANY OTHER practitioner, including but not limited to PA, RN, LVN, NP, DC, CANNOT be accepted as is our school policy. Original must be submitted to the Athletics Office.**

If you have any questions, please contact the athletic office at 626-962-2495 ext. 7412.

Your cooperation and and patience is appreciated.

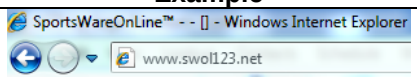
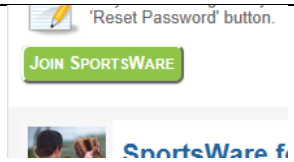
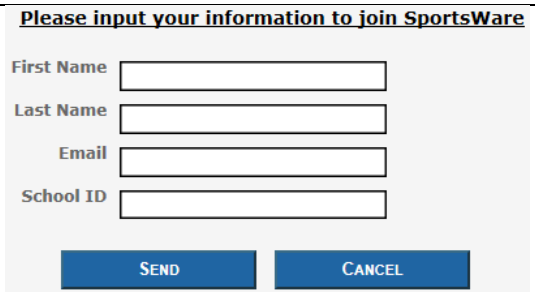
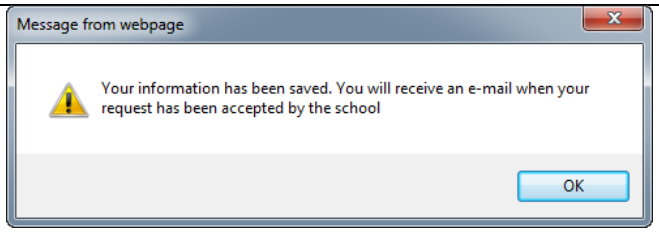
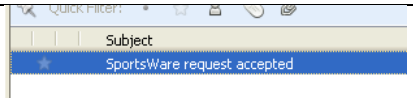
The School ID is: BAHS
NOT your student ID number.

SportsWare Online

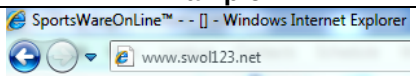
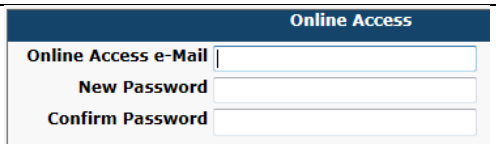
Instructions to Complete Online Information

Bishop Amat Memorial High School

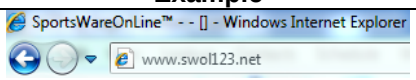
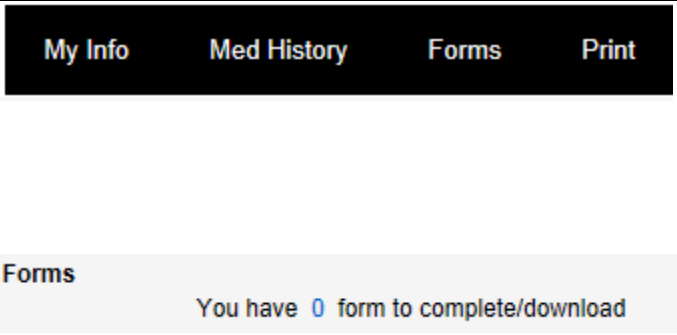
Joining SportsWareOnLine

Instruction	Example
Go to www.swol123.net	
Scroll to the middle of the screen and click the **Join SportsWare** button.	
Enter your First Name, Last Name, Email address and School ID and click the Send button. ***The School ID is:*** **BAHS** ***NOT your student ID number.***	
Your request to join SportsWare will then be sent to the Athletic Trainer for review.	
Once your request is accepted you will receive an email with the Subject *"SportsWare OnLine Password Request".* Open the e-mail and click the www.swol123.net link to continue to SportsWareOnLine.	

Setting Your Password

Instruction	Example
Go to www.swol123.net	
Enter your Email Address and click the **Reset Password** button.	
You will receive an e-mail with the Subject *"SportsWareOnLine Password Request"*. 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.	

Updating Your Information

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

Thank you for your prompt help. If you have any questions, please contact the athletic office at 626-962-2495 x 7412 for assistance.

ALL ATHLETES MUST COMPLETE THE FOLLOWING TO BE CLEARED

** ORIGINAL PHYSICAL EVALUATION FORM MUST BE SUBMITTED TO THE ATHLETIC OFFICE IN PERSON.

** ATHLETIC FEE MUST BE PAID IN THE ATHLETIC OFFICE.

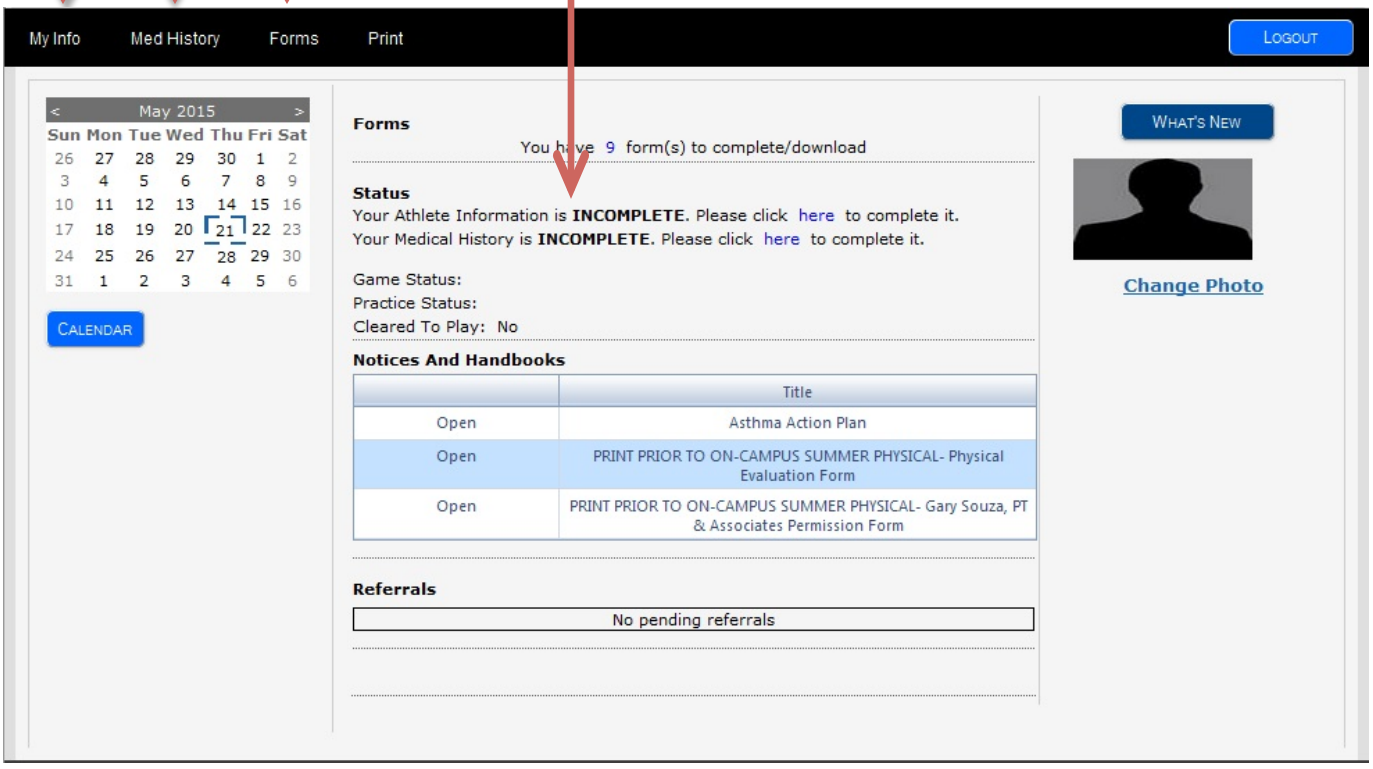
** ALL ATHLETE INFORMATION MUST BE COMPLETE.

** ALL MEDICAL HISTORY INFORMATION MUST BE COMPLETE.

** ALL ONLINE FORMS MUST BE E-SIGNED AND COMPLETED BY A PARENT OR GUARDIAN.

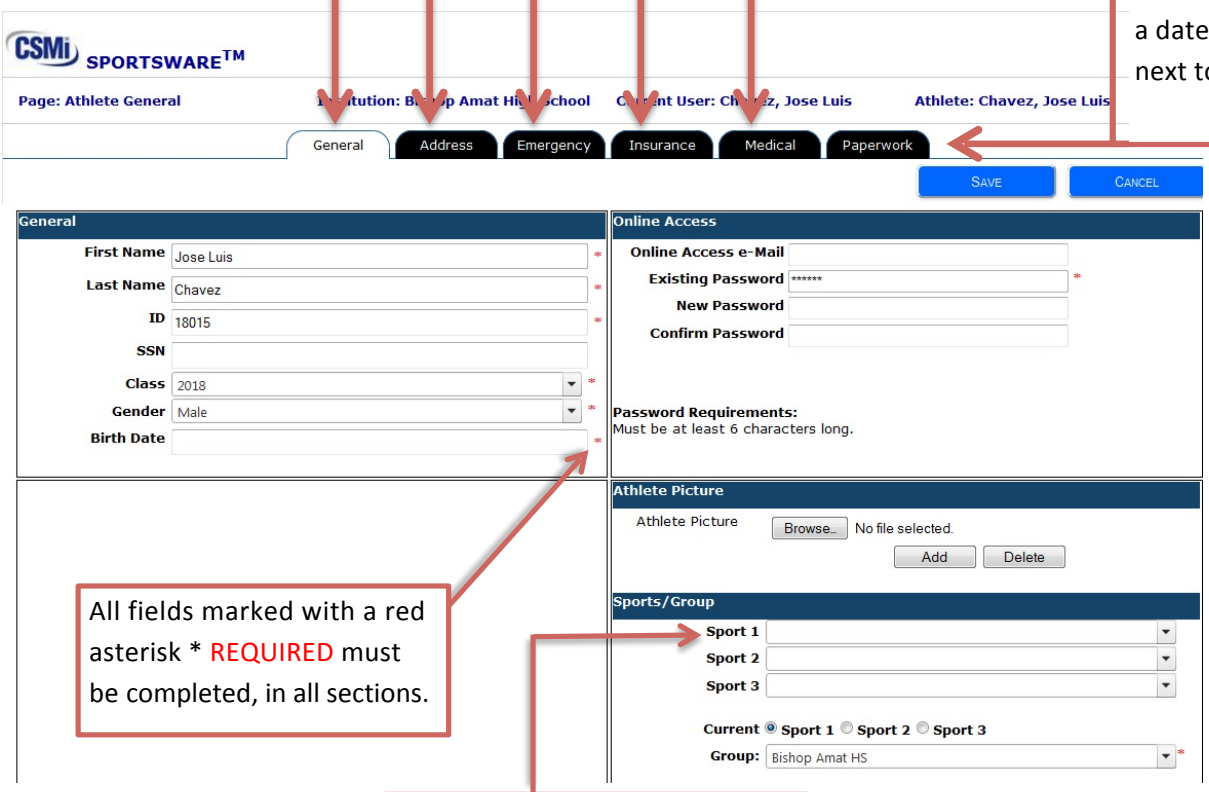
THESE 3 SECTIONS OF THE ONLINE PROFILE MUST BE COMPLETED. "Click" on tab to access

ANY INCOMPLETE INFORMATION WILL BE SHOWN HERE.



"Paperwork"
This tab will tell you what paperwork has been reviewed. Once a document has been reviewed, a date will appear next to it.

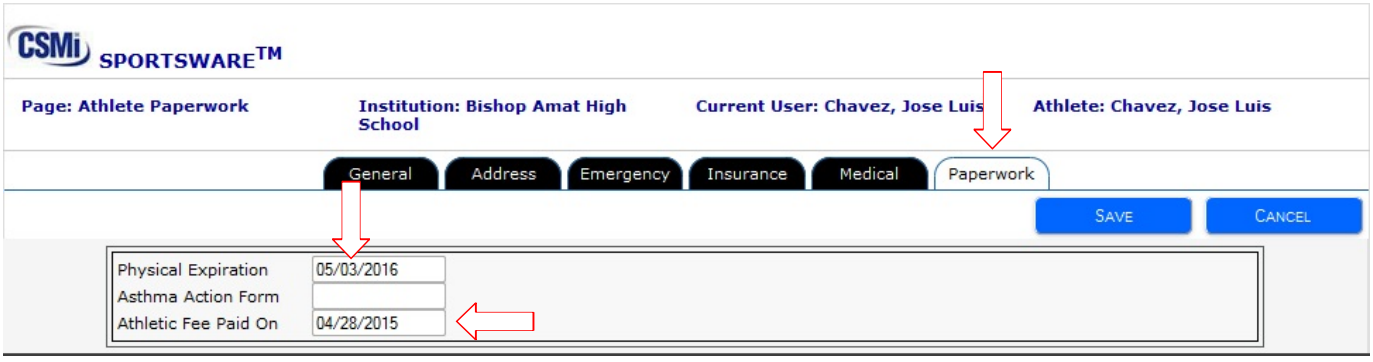
All sections in the **"My Info"** tab must be completed.



All fields marked with a red asterisk * REQUIRED must be completed, in all sections.

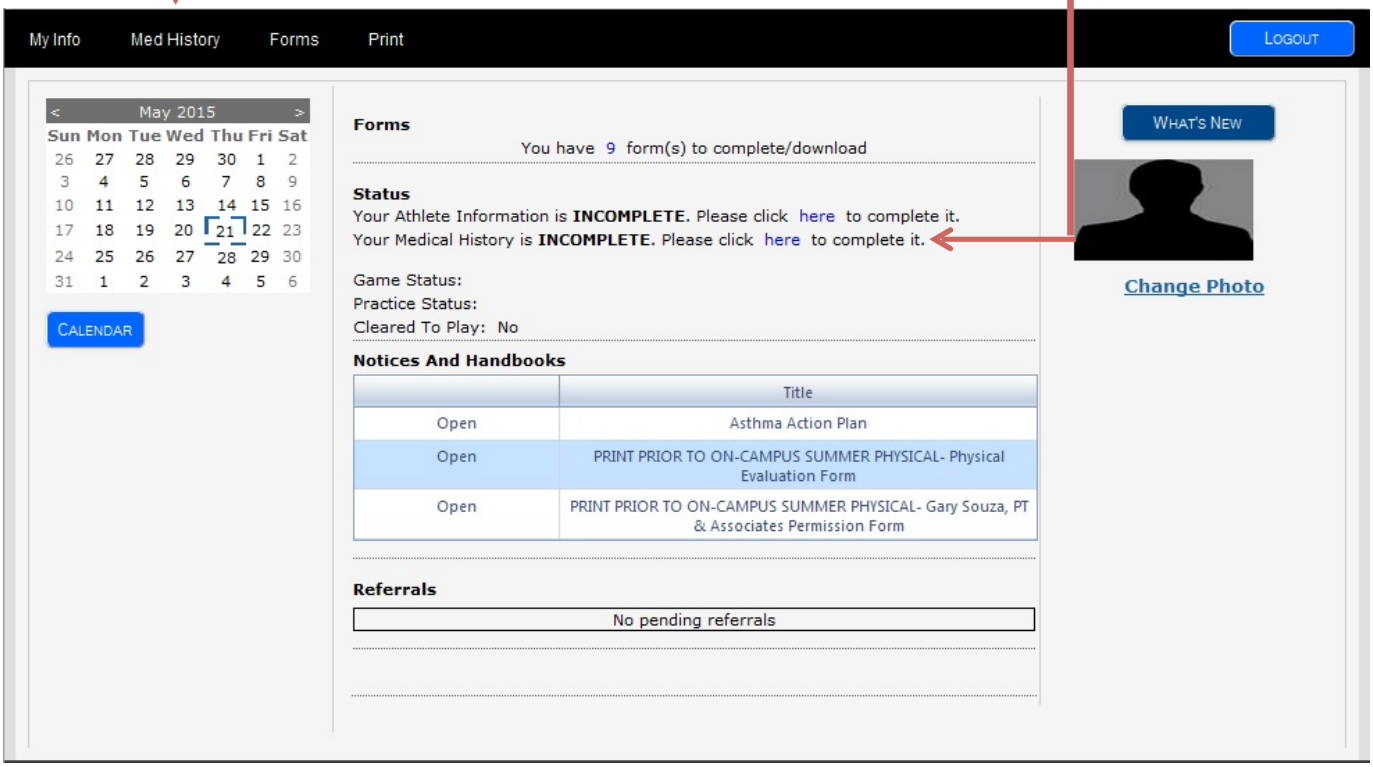
You must choose a sport. If at any time you change sports you must change your sport online also.

Click the "**Paperwork**" tab. If your child's physical has been reviewed and accepted you will see an expiration date located in the field below. **Physicals expire 1 year from the date of exam.**

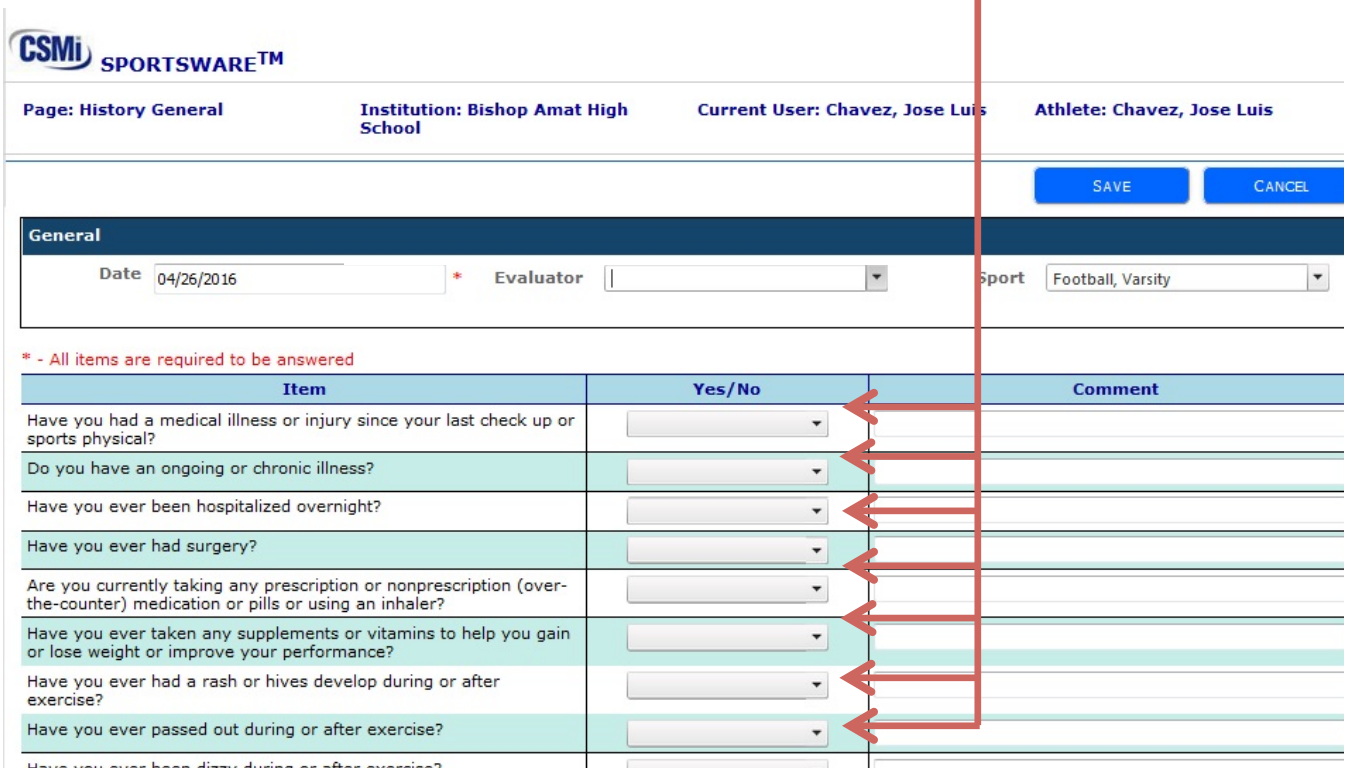


The Athletic Fee for the entire school year **must paid in the Athletic Office.** **Payment is MANDATORY in order to be cleared.** Please write the student's ID number on your check. Once the Athletic Fee has has been paid and accepted, you will see the "Fee Paid On Date" located in the field above.

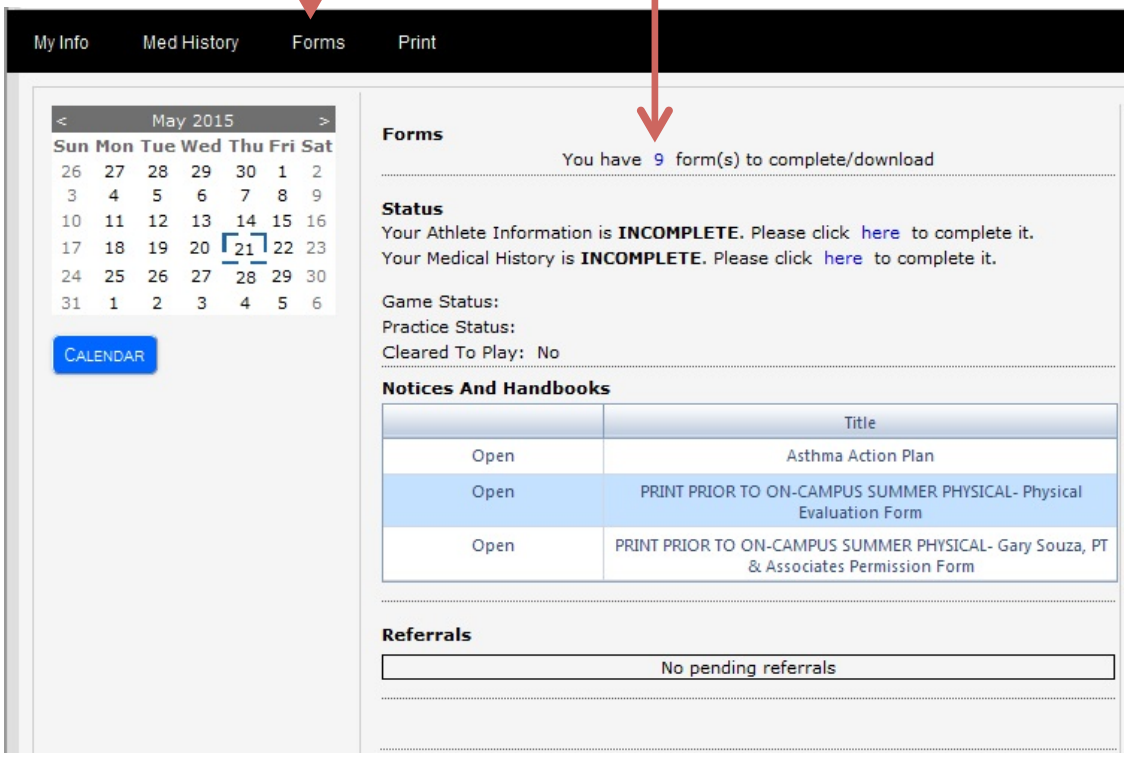
The "**Medical History**" tab must be completed. "Click" on tab to access. Any incomplete **Medical History** will prevent an athlete from being cleared.



All questions in the "**Medical History**" tab must be answered. A new **Medical History** is required each school year in order to be cleared.

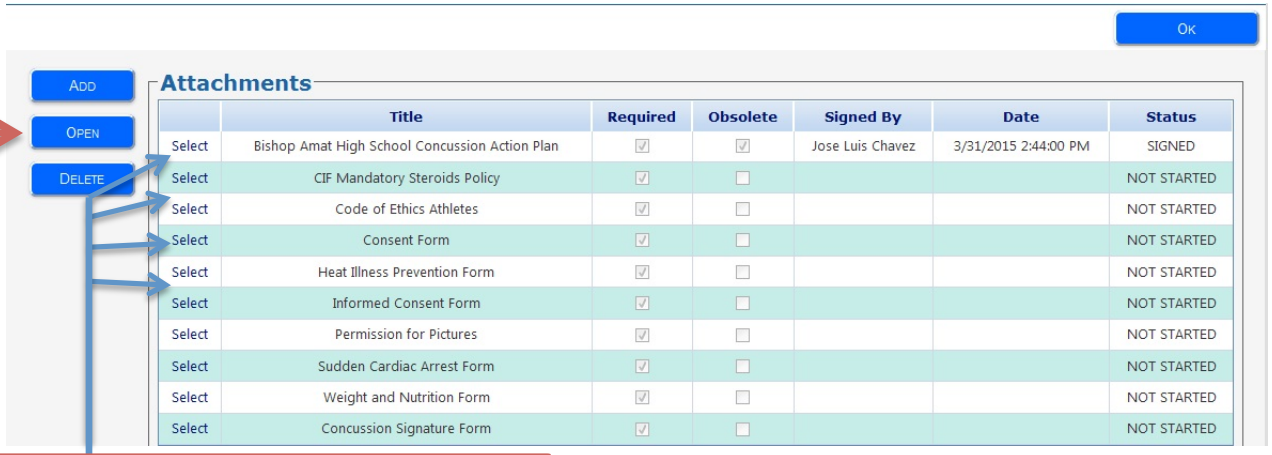


Forms can be located in this **"Forms"** tab, all documents in this tab must be E-signed. **NOTICE: ONLY PARENTS OR GUARDIANS MAY E-SIGN ALL DOCUMENTS**.



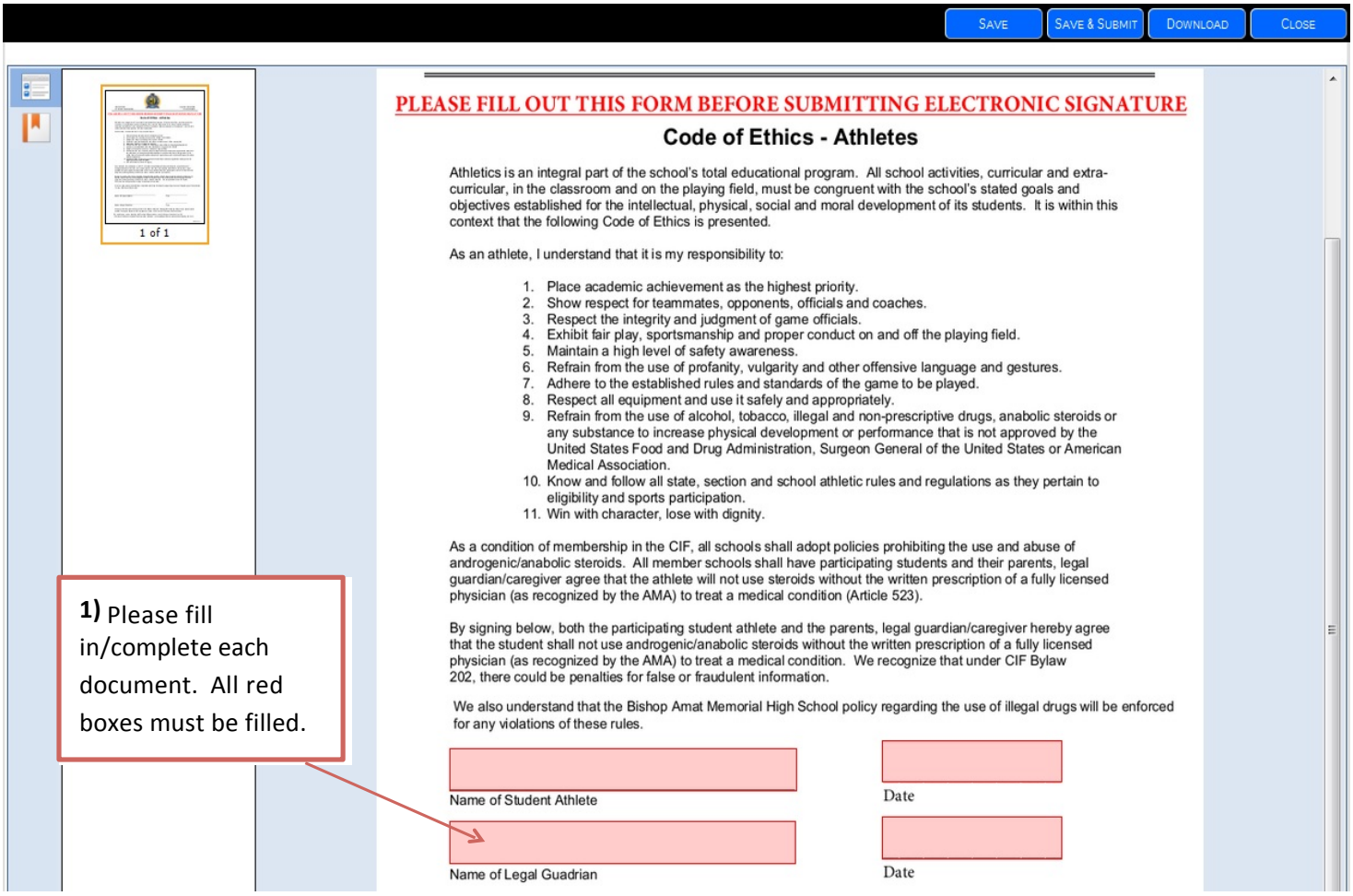
This is the **"Forms"** section of your athlete's online profile. This is where you will electronically sign all documents. **NOTICE: ONLY PARENTS OR GUARDIANS MAY E-SIGN ALL DOCUMENTS.**

2) "Click" here to open document after it has been selected.

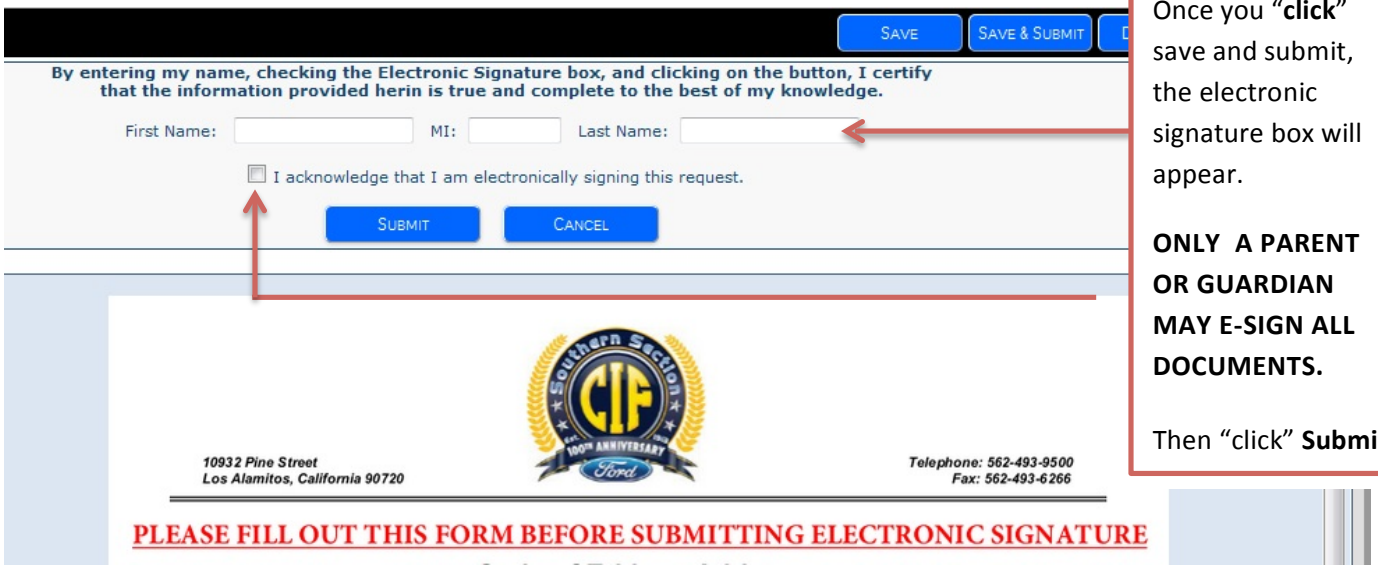


1) To select a document please "click" here.

2) After you have filled-in and completed each document you must save and submit it.



1) Please fill in/complete each document. All red boxes must be filled.



Once you "**click**" save and submit, the electronic signature box will appear.

ONLY A PARENT OR GUARDIAN MAY E-SIGN ALL DOCUMENTS.

Then "click" **Submit**

PLEASE COMPLETE THIS PROCESS FOR EACH FORM. ONCE YOU HAVE SUBMITTED EACH DOCUMENT ELECTRONICALLY, YOUR ATLETE'S PROFILE WILL BE UPDATED.

SportsWare OnLine Frequently Asked Questions

What is SportsWare Online?
Prior to participating on a sports team at Bishop Amat High School, each athlete must provide the Athletic Department with a current address, an emergency contact, insurance, medical alert, and health history information. To expedite this process the Athletic Department uses SportsWare, which is a secure online data entry system.

How do I sign into SportsWare Online?
Follow the steps in the SportsWare OnLine Intructions PDF.

I have more than 1 student attending, can I sign up with the same email address?
Yes, you can use the same email address for multiple siblings, but you must choose a different password for each athlete. However, make sure this is an email you use. Also, be sure to check your Junk/Spam folder for emails that are coming directly from SportsWare Online.

What is the "School ID" that SportsWare is asking for when I sign up?
The School ID is **BAHS** NOT your student ID number.

I signed up for SportsWare Online, what do I do now?
The confirmation process after the initial sign up can take up to 5-7 business days. When confirmation of your profile takes place, you will receive an email (to the email address you signed up with) with a link to follow to complete your profile by setting your password and logging into SportsWare for the first time.

I signed up for SportsWare Online, but haven't received a confirmation email.
Make sure you have checked the junk/spam folders from or the email from "admin@swol123.net." If it has been over 7 days since signing up and you still have not received an email there may have been a spelling mistake or other issue when signing up for SportsWare. Please sign up again using that email making sure it is spelled correctly and that "admin@swol123.net" is not set to spam.

How do I electronically sign the "Forms"?
The electronic signature happens after you have completed all empty fields on the form and clicked on the "**Save & Submit**" button. *You will then fill in your name and check a box notifying you that this is an electronic signature.* **NOTICE: ONLY A PARENT OR GUARDIAN MAY E-SIGN ALL DOCUMENTS.**

What do I do if I've been told "My Info" is not completed?
Please see the steps in SportsWareOnLineIntructions PDF for details on filling out the "My Info" section. If you have filled out this section before but are being told it is not complete please make sure all required fields are filled or make sure the fields are filled out and you have clicked on the "Save" button before exiting.

What do I do if I've been told "Forms" are not completed?
Please see the steps in SportsWare OnLine Intructions PDF.

I completed my "Forms" but they were not accepted?
If your form was submitted but not accepted and you are being required to resubmit it, this is because either a required field was left blank or the form was signed by the student-athlete and the electronic signature needs to be done by a parent or guardian.

My computer won't open the "Forms"?
Some compatibility issues may arise when opening the fillable PDF documents. Please make sure your internet browser is up to date and or try viewing and filling out the PDFs on another computer or device. DO NOT just print out the documents as they need to filled out and submitted online.