June 13, 2016

Student-Athletes:

Prior to participating on a team at Worcester State University athletes must provide the Athletic Department with current address, emergency contact, insurance, medical alert and health history information. To expedite this process Worcester State uses an online data entry system.

To enter your information, visit [www.swol123.net](http://www.swol123.net). The first time you visit the website you will need to enter your WSU email address example [jsmith@worcester.edu](mailto:jsmith@worcester.edu) and click Get Password. Please use your WSU email. All other emails will be deleted.

School ID is WSU2017

# Joining SportsWareOnLine

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| **Instruction** | **Example** |
| Go to www.swol123.net. |  |
| Scroll to the middle of the screen and click the **Join SportsWare** button. |  |
| Enter your School ID  **WSU2017**  *You should have received a School ID from the athletic trainer. This is required to join the correct school.* |  |
| Enter your First Name, Last Name, Email address and click the Send button.  Please be sure to use your WSU email address |  |
| Your request to join SportsWare will then be sent to the Athletic Trainer for review. | C:\Users\RICH~1.POT\AppData\Local\Temp\SNAGHTML402e39f.PNG |
| 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](http://www.swol123.net) link to continue to SportsWareOnLine. |  |

# Setting Your Password

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| **Instruction** | **Example** |
| Go to www.swol123.net |  |
| Enter your Email Address and click the **Reset Password** button. |  |
| You will receive and 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

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| **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. Please upload a picture of your insurance card  **Med History:** Complete a Medical History questionnaire.  **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 training office at 508-929-8024 for assistance.

Sincerely,

Jessica K. Meany

Head Athletic Trainer

(O) 508-929-8024

Email: [Jessica.meany@worcester.edu](mailto:Jessica.meany@worcester.edu)