

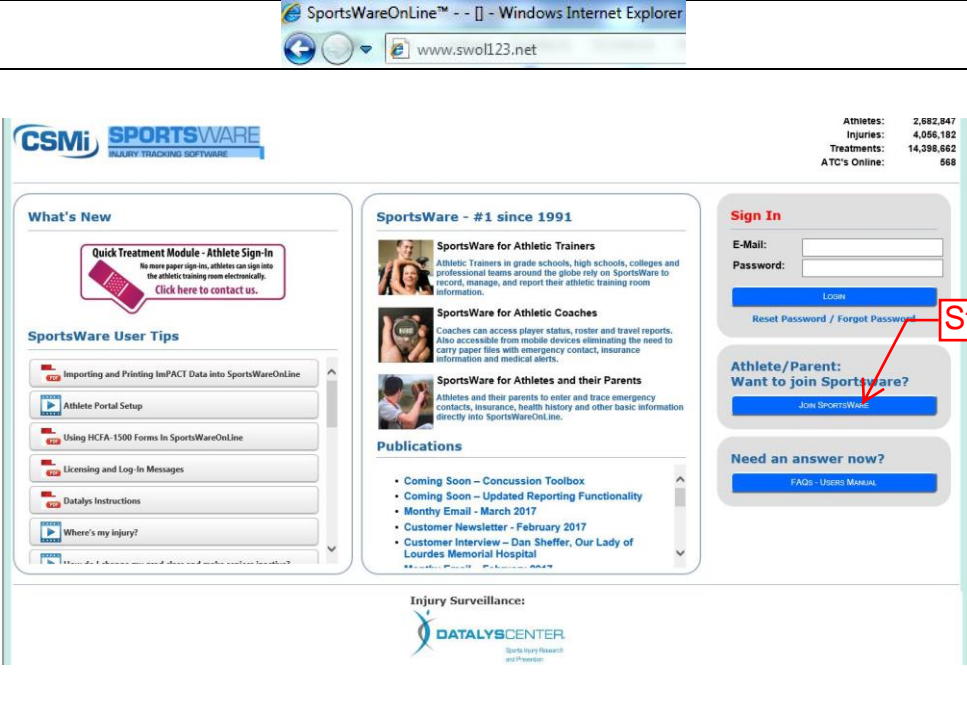

2018-2019 Athletic Season

Dear Chaminade Parents,

Prior to participating on a team at Chaminade College Preparatory athletes must provide the Athletic Department with the following information: current address, emergency contact, insurance, medical alert and health history information. To expedite this process, Chaminade uses an online data entry system. **All the information marked with (*) red asterisks along with all the required paperwork must be completed in order for the athlete to be cleared to participate.**

To enter your information, visit www.swol123.net. You will need to be granted access before you can complete any of the required information. Follow the instruction guide below. **Please make sure to use an email address that is checked on a daily basis. PLEASE DO NOT USE YOUR CHILD'S CHAMINADE EMAIL ADDRESS to register.**

Joining SportsWareOnLine

Instruction	Example
<p>Go to www.swol123.net.</p> <p>1. Please click the Join SportsWare button.</p>	
<p>2. Type in the School ID: ChaminadeEagles</p> <p>And click Next.</p>	

Step 2. Please type in the ChaminadeEagles

3. Enter the First Name and Last Name of the student. Enter **YOUR** Email address and Select **Chatsworth** in the Group field then click the Send button.

You can use the same email address to register more than one child. You will just need to assign a different password for each child.

Please input your information to join SportsWare

Athlete's First Name

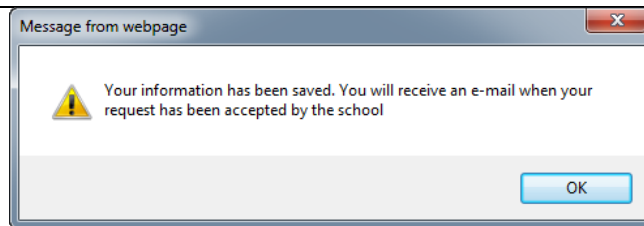
Athlete's Last Name

Email (If athlete is a minor you can use a parent's e-mail address)

Group (Select your school/college)

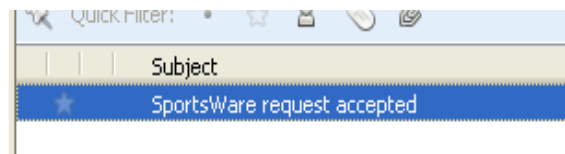
4. Your request to join SportsWare will then be sent to the Athletic Trainer for review.

The Approval process can take a few hours. Please remember to check your spam/junk folder as the approval email may get filtered into that folder.

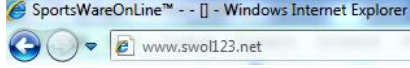
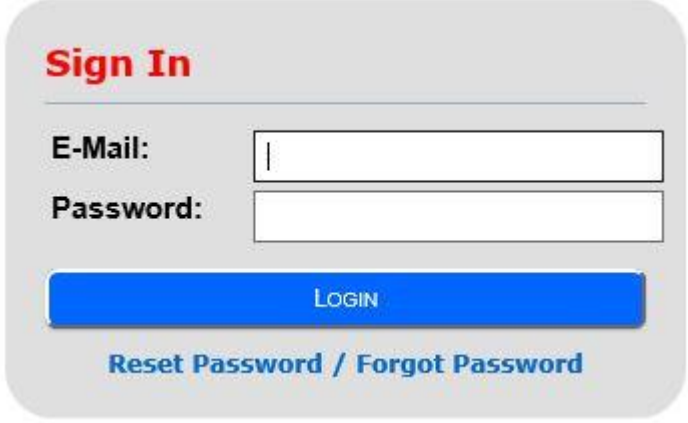
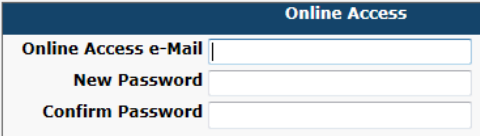


Once your request is accepted you will receive an e-mail with the Subject "SportsWare request accepted".

Open the e-mail and click the www.swol123.net link to continue to SportsWareOnLine



Setting Your Password

Instruction	Example
<p>Once you are approved 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 "<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 Save button.</p>	

Entering/Updating Your Information

Instruction	Example
<p>Go to www.swol123.net</p>	

Enter your Email Address and click the **Login** button.

Sign In

E-Mail:

Password:

LOGIN

[Reset Password / Forgot Password](#)

Below you will find sample screen of the areas you will need to fill out.


Dashboard screen once you log in.
There are 3 areas that have information that must be completed.

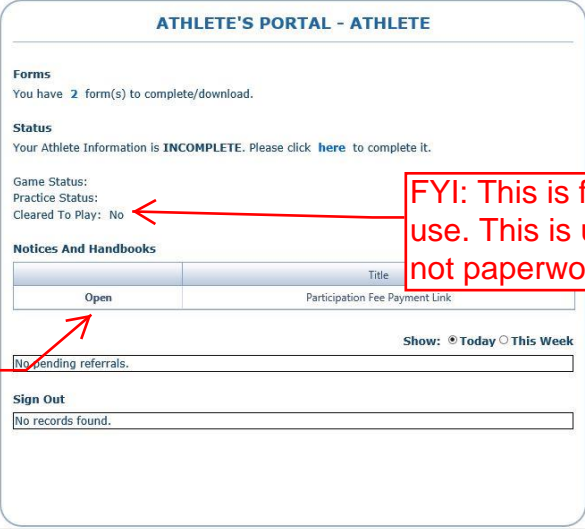
1. MY INFO
2. FORMS
3. NOTICES AND HANDBOOKS.

CSMi SPORTSWARE
INJURY TRACKING SOFTWARE

Page: Dashboard Institution: Chaminade College Preparatory Athlete: Profile, SAMPLE

My Info Med History Forms **Section 2** [Print](#) [Logout](#)

Section 1 → 

Section 3 → 

FYI: This is for the athletic trainers use. This is used to track injuries not paperwork clearance.

ATHLETE'S PORTAL - ATHLETE

Forms
You have 2 form(s) to complete/download.

Status
Your Athlete Information is **INCOMPLETE**. Please click [here](#) to complete it.

Game Status:
Practice Status:
Cleared To Play: No

Notices And Handbooks

Open	Title
Open	Participation Fee Payment Link

Show: Today This Week

No pending referrals.

Sign Out
No records found.

- My Info:** Please complete the Athlete Information. Only the fields with a red asterisk (*) located in the **General, Address, Emergency, Insurance, and Medical tabs** need to be filled out.

Page: Athlete General Institution: Chaminade College Preparatory Current User: Profile, SAMPLE Athlete: Profile, SAMPLE

All the tabs with an arrow must be completed. You are only required fill in the fields with an asterisk (*)

The form contains the following sections:

- General:** First Name (SAMPLE), Last Name (Profile), ID, SSN, Class (MS 2017), Gender, Birth Date. Fields with asterisks are First Name, Class, Gender, and Birth Date.
- Online Access:** Online Access e-Mail, Existing Password, New Password, Confirm Password. Fields with asterisks are Online Access e-Mail and Existing Password.
- Online Access Password Requirements:** Must be at least 8 characters long. Must have at least 1 number. Must have at least 1 upper case character. Must have at least 1 lower case character. Must have at least 1 special character !@#\$(*)-+=[]{};<>|./?
- Athlete Picture:** Athlete Picture checkbox, Add, Delete, Browse... buttons.
- Sports/Group:** Sport 1, Sport 2, Sport 3 dropdowns. Current radio buttons (Sport 1 selected). Group: Chatsworth dropdown.
- CHECKLIGHT:** SII Unit Number, Athlete Access (Yes/No radio buttons).

- Forms Section:** Here you will find 3 Athletic files that need to be completed by all participants. **The forms are fillable PDF's and should be submitted electronically on SportsWare**

ADD OPEN DELETE ACCEPT

View: Deleted Records

	Title	Date Uploaded	Required	Obsolete	Signed By	Date Signed	Status
Select	2017-2018 MS Athletic Forms	7/14/2017 5:18:13 PM	<input checked="" type="checkbox"/>	<input type="checkbox"/>			NOT STARTED
Select	2017-2018 Spring Parent Volunteer Form	2/25/2018 1:57:25 PM	<input checked="" type="checkbox"/>	<input type="checkbox"/>			NOT STARTED
Select	2017-2018 Sudden Cardiac Arrest Form	2/25/2018 10:02:11 PM	<input checked="" type="checkbox"/>	<input type="checkbox"/>			NOT STARTED

These three forms/packet must be completed. Please click select to highlight the form and then click the open button.

3. **Notices and Handbooks:** In this section, you will find the link to pay your participation fees. Please click "open" to be directed to the payment link.

Notices And Handbooks	
	Title
Open	Participation Fees Payment Link

click open to
access the
payment link

*******Information in the SportsWare Online system is used by the Athletic Department and does not update other school records. If any medical information is different than what you supplied at the time of enrolling your student to attend Chaminade, please make sure to contact the Registrar, Nancy Leone at 818-347-8300 ext. 314 so that she may update your child's school medical file.*******

Thank you for your prompt help. For general questions, please contact Melissa Reyes at mreyes@chaminade.org. If you have any technical support questions regarding SportsWare Online, please email Jo Bocanegra for assistance at Jbocanegra@chaminade.org. If you have any Athletic Department questions please contact Walt Stewart at wstewart@chaminade.org.

Sincerely,

Walt Stewart

Chaminade College Preparatory
Director of Athletics