

Dear Antonian Family:

As we prepare for the 2018-2019 school year we continue to find new ways to better serve you. Antonian is utilizing **SportsWareOnline (SWOL)** to manage and obtain the required information for all of our Athletes. This ensures that we have all of your child's contact and health information stored correctly and safely. As a result, all information needs to be entered/uploaded and saved on SportsWareOnLine. **This means no more paperwork will be given to an administrator, staff member, athletic trainer or coach.**

We kindly **require that every athlete** registers their information (name, current address, insurance, emergency contact, medical history and physical) as requested prior to the start of their participation with any ACP team (athletics, dance, cheer, and band).

To enter your information, **visit www.swol123.net**. The first time you visit the website you will be required to enter the **School ID: Antonian**. Once accepted by the athletic trainer, you will get a confirmation email. Attached below are detailed instructions to help you properly register your child's information.

Please note, each athlete must have received clearance from a physician in order to participate, so having his or her **physical** on file is a **must**. Please upload it to SportsWareOnLine. Follow the SWOL instructions below on how to upload paperwork.

If you plan on attending Antonian's physical day in May, you do not need to upload your child's physical. The athletic trainer will keep their physical in their file. For all other physicals, you are required to upload it to SWOL.

PLEASE SEE THE SWOL CHECKLIST TO MAKE SURE YOU HAVE EVERYTHING COMPLETED. IN ORDER TO BE CLEARED, YOU MUST COMPLETE EVERYTHING ON SWOL ALONG WITH YOUR PHYSICAL.


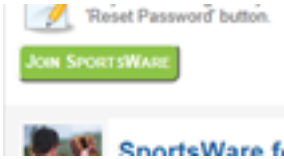


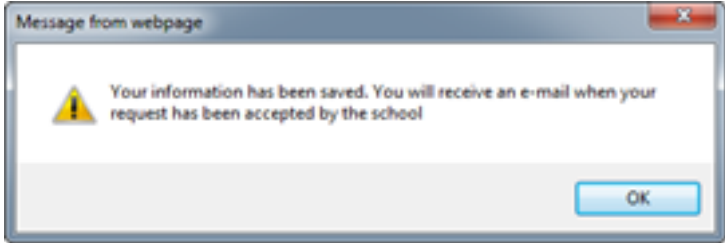
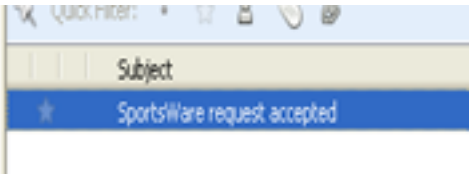
Thank you for your cooperation. If you have any questions or need assistance, please feel free to contact, Pelagio Halaba, Health Coordinator/Athletic Trainer at **phalaba@antonian.org**.

Sincerely,
Pelagio Leal Halaba, Jr, LAT
Health Coordinator/Athletic Trainer
Antonian College Preparatory High School

NOTES:


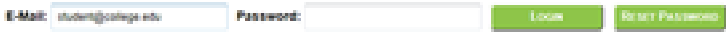
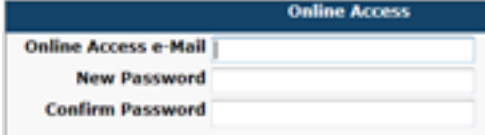
- **NEW SportsWareOnLine Users:** Fill out the **MY INFO** section and sign and submit the forms in the **FORMS** section for the 2018-2019 school year.
- **CURRENT SportsWareOnLine Users:** Fill out and submit the forms in the **FORMS** section for the 2018-2019 school year. Update any information if necessary.
- Please make sure to type your name where it says "Student Signature" and/or "Parent Signature" for each form.

Joining SportsWareOnLine

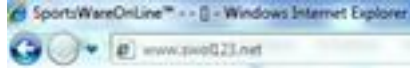
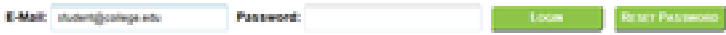
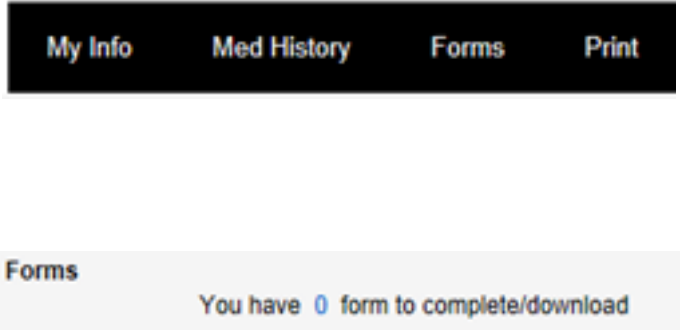
Instruction	Example
Go to www.swol123.net .	
Scroll to the middle of the screen and click the <u>Join SportsWare</u> button.	
Enter your School ID: <u>Antonian</u> <i>This is required to join the correct school. School ID is listed above.</i>	
Enter your First Name, Last Name, Email address and click the Send button.	
Your request to join SportsWare will then be sent to the Athletic Trainer for review.	
Once your request is accepted you will receive an e-mail with the Subject <u>"SportsWare request accepted"</u> . Open the e-mail and click the www.swol123.net link to continue to SportsWareOnLine.	

Joining SportsWare OnLine

Setting Your Password

Instruction	Example
Go to www.swol123.net	
Enter your Email Address and click the Reset Password button.	
<p>You will receive an e-mail with the Subject <u>"SportsWareOnLine Password Request"</u>.</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>Forms: View/complete required paperwork. Note: SportsWare will also display "You have ? forms to complete/download".</p>	

Joining SportsWare OnLine

Each athlete has to be cleared from a physician in order to participate, so having his or her physical on file is a **must**. Please follow the instructions listed below to upload the information to SportsWareOnLine. You can do this for any paperwork you need to upload.

Note: First, scan physical to computer. Name it, and then save it to a place where you can find it. If you are having trouble scanning paperwork, you can screenshot the forms and email it to yourself. Name it, and then save it to a place where you can find it.

Here are the steps:

1. Login to SportsWareOnLine
2. Click on FORMS tab
3. Click on ADD
4. Choose file to upload
5. Name file
6. Click OK
7. After uploading physical/paperwork, you should see what you uploaded in the FORMS section