

**[SCHOOL NAME]'s
INSTRUCTIONS FOR LOGGING
INTO **SPORTSWARE**ONLINE™**

BAYSHORE CHRISTIAN SCHOOL is utilizing SportsWareOnLine to collect important information for students participating in the Athletics Department at BAYSHORE CHRISTIAN SCHOOL.

The first time you visit SportsWareOnLine, you will need to request to join using the steps on pages 3 or 4.

If you already have an account with SportsWareOnLine with Bayshore Christian School then follow the instructions on page 5 to gain access via the web portal or mobile app.

Please direct any questions to ANTOINETTE KOLBE, the FACULTY PREFECT at BAYSHORE CHRISTIAN SCHOOL.

akolbe@bayshorechristianschool.org
813-839-4297

Sincerely,
Antoinette Kolbe

To Create an Athlete Account

1. Go to www.swol123.net
2. Click **Join SportsWare** button in the Athlete/Parent block.
3. The School ID for BAYSHORE CHRISTIAN SCHOOL is **BCS-TAMPA**. Enter it in the box shown. Click **Next**.
4. Next, fill in all your information. Use your school email address if you have one.
5. In the **Select Your Group** drop down, choose the school you attend.
6. It's important you fill in all the information accurately so the ATC can appropriately match all student records.
7. On the next screen, verify you have typed in all your information correctly. Click **Finish**.
8. Now you need to **wait for the ATC to approve** your account before being able to login.
9. When your account is approved, you will be sent an email to create a password.

The image shows three sequential screenshots of the SportsWare registration process:

- ATHLETE/PARENT** screen: A white box with the title "ATHLETE/PARENT" and the question "Want to join SportsWare?". A blue button labeled "Join SportsWare" is centered below the text.
- PLEASE ENTER YOUR SCHOOLS ID** screen: A white box with a "School ID" input field. Below the field is a small note: "(School's Join Sportware code you received from the Athletics Department)". There are "Cancel" and "Next >" buttons at the bottom.
- PLEASE ENTER YOUR INFORMATION TO JOIN SPORTSWARE** screen: A white box with several input fields: "Athlete's First Name", "Athlete's Middle Name", "Athlete's Last Name", and "Athlete's Date of Birth". Below these is a "Register as a Parent" section with a radio button set to "No". An "Email" field contains "lisa.bono@csmisolutions.com" with a note "(if athlete is a minor you can use a parent's e-mail address)". A "Select your Group" dropdown menu is at the bottom.

Below the registration forms is a confirmation screen:

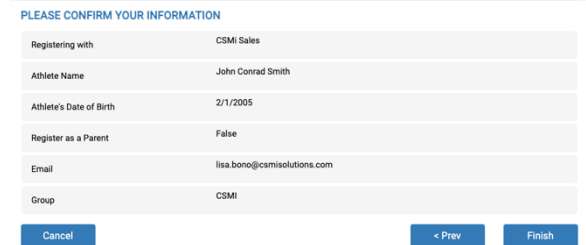
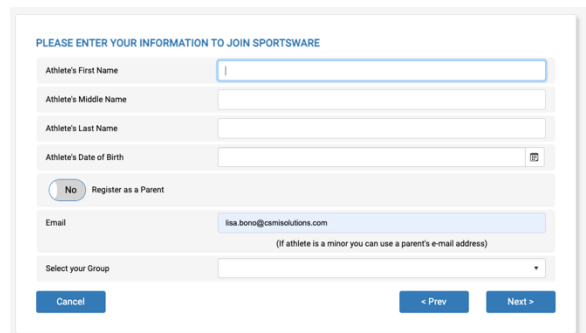
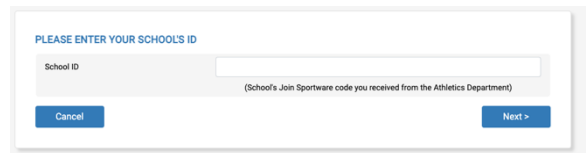
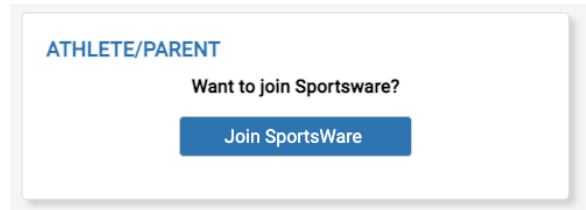
- PLEASE CONFIRM YOUR INFORMATION** screen: A white box with a table of information to be confirmed:

Registering with	CSMI Sales
Athlete Name	John Conrad Smith
Athlete's Date of Birth	2/1/2005
Register as a Parent	False
Email	lisa.bono@csmisolutions.com
Group	CSMI

At the bottom are "Cancel", "< Prev", and "Finish" buttons.
- Confirmation message**: A white box with the text "YOUR INFORMATION HAS BEEN SAVED." followed by instructions: "After your Athletic Trainer accepts your request to join SportsWare, you will receive an e-mail to set up your password." and "If you have any questions, please contact your Athletic Trainer." An "OK" button is at the bottom right.

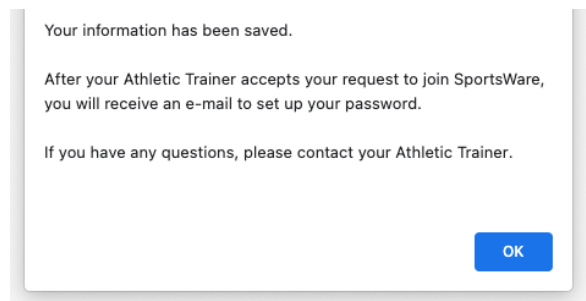
To Create a Parent Account

1. Go to www.swol123.net
2. Click **Join SportsWare** button in the Athlete/Parent block.
3. The School ID for BAYSHORE CHRISTIAN SCHOOL is **BCS-TAMPA**. Enter it in the box shown. Click **Next**.
4. Next, fill in all your Child Athlete's information. Use your own email address.
5. Make sure to toggle the **Register as a Parent** button to **Yes**.
6. In the **Select Your Group** drop down, choose the school your child attends.
7. On the next screen, verify you have typed in all information correctly. Click **Finish**.
8. Now you need to **wait for the ATC to approve** the account before being able to login.
9. When the account is approved, you will be sent an email to create a password.
10. Have multiple children at the same school? Follow this process for each Child Athlete using a **unique password** for each person. Once approved by the ATC, the password creation email will be sent out. It will contain separate links labeled with each Child Athlete's name to finish account setup.



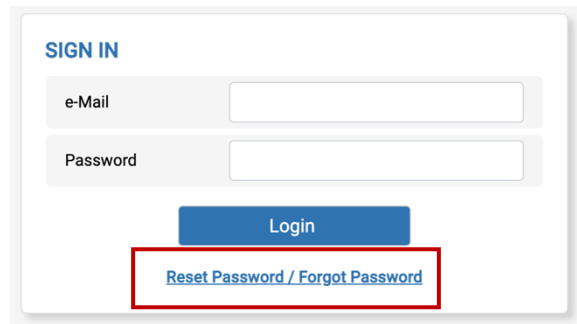
Registering with	CSMI Sales
Athlete Name	John Conrad Smith
Athlete's Date of Birth	2/1/2005
Register as a Parent	False
Email	lisa.bono@csmisolutions.com
Group	CSMI

Buttons: Cancel, < Prev, Finish



Setting Your Password via Web Browser

1. Go to www.swol123.net
2. Under SIGN IN **enter in** your e-mail address, then **click** the Reset Password / Forgot Password link.
3. You will then see a pop-up confirming a successfully sent password reset e-mail.
4. If you get this pop-up, ensure you have typed everything in correctly and try again. If you are still seeing the error message, it's possible the Athletic Trainer has not approved your account yet – please contact them.
5. You will receive an e-mail with the subject *"SportsWareOnLine Password Request"*. **Click the link** under your name in this e-mail.
6. If you are a parent with multiple children in SportsWare under the same email address you will see multiple reset password links in this email. Be sure you are using the link associated with the child whose password you are looking to reset.
7. **Enter** your e-mail address and new password. Make note to follow the password requirements listed below the text boxes. Click **Save**.



SIGN IN

e-Mail

Password

Login

[Reset Password / Forgot Password](#)

www.swol123.net says

E-Mail sent successfully.

To reset the the password for your SWOL account, you must follow these steps within the next 24 hours.

1. Open the E-Mail that we sent to lisa.bono@me.com.
2. Click on the link to reset your password.
3. Save the new password.

If you do not receive the e-mail, check your Junk/Spam folder for a message from admin@swol123.net.

OK

www.swol123.net says

The e-mail address was not found in SportsWareOnLine. Make sure that it is typed correctly and try again.

OK

RESET PASSWORD

Save

Online Access e-Mail

New Password

Confirm Password

Password Requirements:

Must be at least 6 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 !@#\$()+=[]{};<.>|./?

Setting Your Password via Mobile App

1. Please complete steps for Creating an Account on page 2 or 3 before proceeding.
2. **Go to** the Google Play or Apple App Store and **search** for “sportswareonline”.
3. **Download and install** SportsWareOnline by Computer Sports Medicine, Inc.
4. **Click** the Forgot Password link below the sign in button.
5. **Enter** your email address and **click Send**.
6. **Click on** the reset link in the email you receive from the system.
7. If you are a parent with multiple children in SportsWare under the same email address you will see multiple reset password links in this email. Be sure you are using the link associated with the child whose password you are looking to reset.
8. **Enter** your e-mail address and new password. Make note to follow the password requirements listed below the text boxes. Click **Save**.
9. **Close** your web browser and **re-open** the SportsWare app.




Remember Me

Sign in

Forgot Password?

SportsWare OnLine Password Request

 admin@swol123.net 1:19 PM

You received this e-mail because either:

- 1) You requested to reset your SportsWare Online password
- OR
- 2) You are an athlete who's request to Join SportsWare Online has been approved by the school and the next step is to set your password.

To reset your password, click the following link (or copy and paste it into a browser address bar)

Athlete Name : <http://url4004.swol123.net/ls/click?upn=HRXH-2BsQMd9EfUcxozF9C88V1pTdY-2BTR->

  swol123.net/cfrmResetf  

SPORTSWAREONLINE™

RESET PASSWORD

Save

Online Access e-Mail

New Password

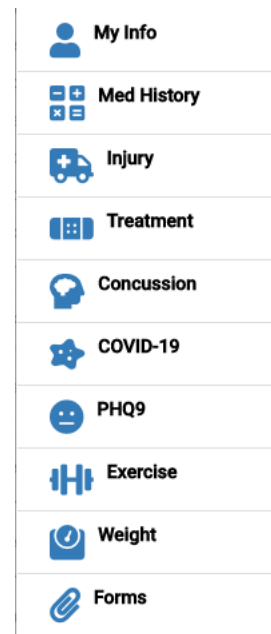
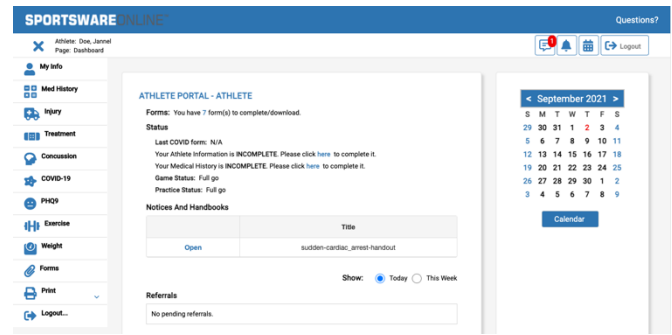
Confirm Password

Password Requirements:
Must be at least 5 characters long.

SPORTSWAREONLINE™

Updating Information via Web Browser


1. Go to www.swol123.net
2. Under SIGN IN, **enter in** your login credentials. **Click Login**.
3. You will now see the dashboard of the Athlete Portal. If you cannot see the main menu on the left, click the navicon (☰) to expand it.
4. **[update this section to fit your school's needs]** You will see the following areas that need information inputted:
 - a. **My Info:** Includes demographic, sport, address, emergency contact, insurance, medications, medical alerts, immunizations, and other paperwork
 - b. **Med History:** A Medical History questionnaire.
 - c. **COVID-19:** A daily coronavirus symptom and possible exposure survey.
 - d. **Forms:** View/complete required paperwork. *SportsWare will also display the number of forms you must complete.
 - e. **Print:** Print My Info and Medical History data.



Please Note: SportsWare works best on Google Chrome or Microsoft Edge.

Required fields are labeled “**Required**”. You can save and continue later, but your record will not be marked as complete until all Required field are filled out.









Changes will not be saved if you exit a window without clicking the **SAVE** button.

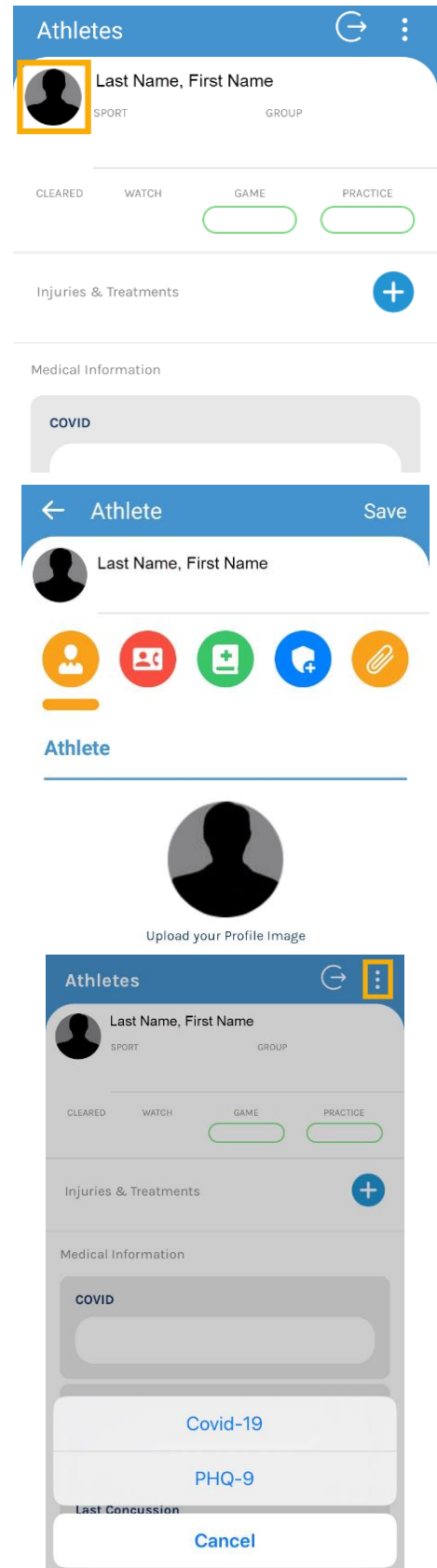
When you have completed your session be sure to **LOGOUT** () of SportsWare

GENERAL

First Name	Jannel
Middle Name	L
Last Name	Doe
ID	Required
SSN	Required
Grad Class	Required
Gender	Required
Birth Date	01/01/2005

Updating Information via Mobile App

1. **Sign into** the Mobile App on your phone using your email and password. Click the **Sign In** button.
2. Click on your **picture** to update your personal information.
3. **[update this section to fit your school's needs]** Click through the various icons to enter your contact, insurance, and medical information.
 - a.  Athlete Information
 - b.  Emergency Contact
 - c.  Medical Information
 - d.  Insurance Information
 - e.  Forms
4. Click the **SAVE** button.
5. To enter a COVID-19 or PHQ-9 mental health survey click the **navicon** () in the upper right corner. **Select** the type of survey you would like to complete.
6. To record a new entry hit the **plus icon** () in the lower right corner. Click the **SAVE** button.
7. When you have completed your session be sure to **LOGOUT** () of SportsWare.



Troubleshooting

ISSUE	SOLUTION
Not receiving password reset email.	Check your junk and spam folders. If the email is not in either of those folders, return to swol123.net and try resetting the password again. Pay close attention to spelling as there might have been a typo made previously.
My password reset/new account creation link isn't working.	These links are only valid for 24 hours. Please navigate to swol123.net and follow the reset password procedure to get a new link sent.
My account is showing up under a different/former school.	You used the same password as the account tied to the other institution. Please follow the reset password procedure to change the password to something unique.
I don't know/have a piece of the required information when filling out my profile.	You can still click the Save button to save all other information. Your record will just not be marked as Complete. Then, contact your ATC using the information on Page 2 of this document to ask how to proceed.
I can't fill out a form.	SportsWare works best in Google Chrome. Please try again using this browser. If you're still having issues, contact your Athletic Trainer using the information on Page 2.