

Cornell College Athletic Paperwork Instructions: First Year/Transfer

1. Go to the SportsWare website: <https://www.swol123.net/default.aspx>
2. Follow the directions in this document below to make an account

Cornell College's School ID: Gorams2015

3. If you have any questions or concerns contact the athletic trainer for your sport:

*If you are a multi sport athlete please email the athletic trainer for the 1st sport you will participate in

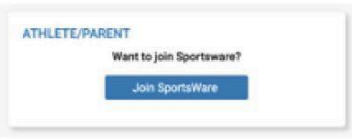
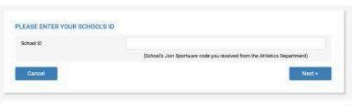
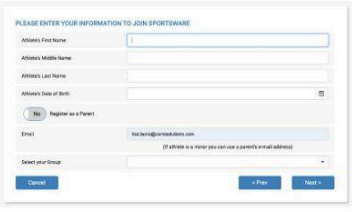

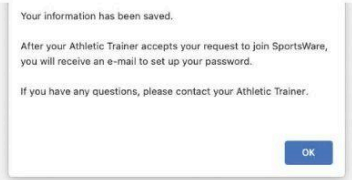
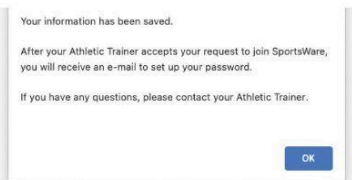
Courtney Zierten: czierten@cornellcollege.edu

Allisa Gurtner: agurtner@cornellcollege.edu

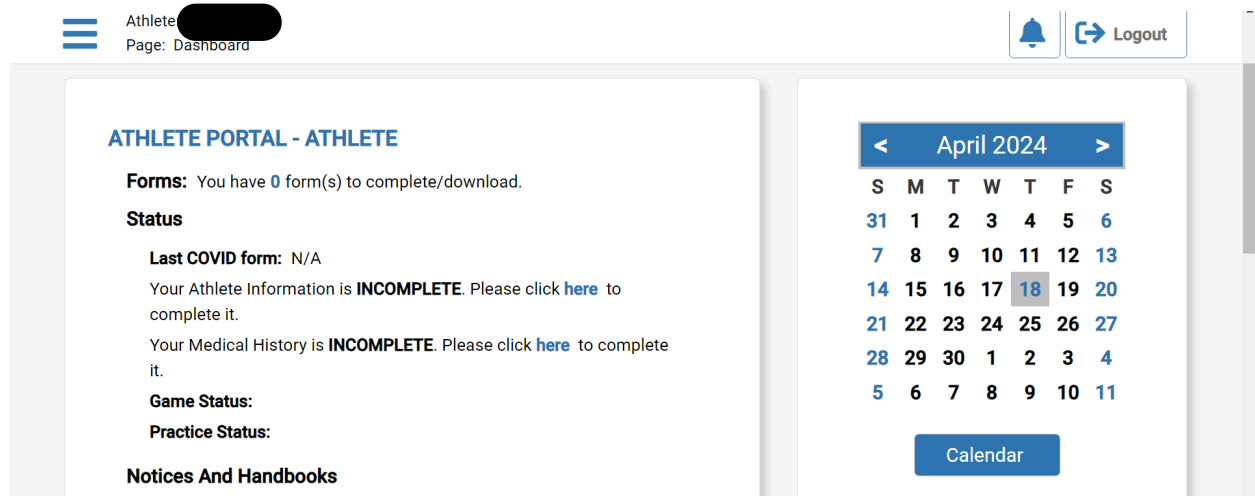
Amanda Passaglia: apassaglia@cornellcollege.edu






How to Sign Up for an Athlete Account

1. Go to www.swol123.net	
2. Click Join SportsWare button in the Athlete/Parent block.	
3. Enter in the School ID provided by your institution to access SWOL. If you did not receive this unique code, contact your Athletic Training staff. Click Next . <ul style="list-style-type: none">Note: This is not your Student ID	
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. Instructions for this step are here . <ul style="list-style-type: none">The link within this email is only valid for 24 hours.If you miss the time frame, use the Reset Password link under Sign In to proceed.	

4. Once your account has been approved, create a password and log into your SportsWare account. Please keep a record of your password for future use.
5. Once logged in you should arrive at the athlete portal (Pictured below):



1. Select the 3 Bars in the Upper Left Hand Corner
2. Select Athlete Information
 - a. Personal Information Tab - Update ALL info
 - b. Address Tab - Input Address (Home)
 - c. Emergency Contact Tab - Input Emergency Contact Info
 - d. Insurance Tab - Input Insurance Information
 - i. Input ALL RED REQUIRED INFORMATION
 - ii. Upload FRONT AND BACK of Insurance Cards
 1. Select Choose File - Select Appropriate Image - Click + / Add File to Appropriate Image (Front/Back)
 - iii. If you need primary insurance - please email your Athletic Trainer ASAP
 - e. Medical Tab - please list any allergies or medical conditions (including mental health) that the sports medicine staff should be aware of (i.e. diabetes, asthma, depression, etc.). List all of the medications and their dosages that the athlete is currently taking.

3. Go Back to HOME
4. Select 3 Bars in Left Hand Corner --- Select Med History
 - a. ALL questions are required to be answered to be considered complete
5. Please read the forms in the "Notices and Handbooks section"
 - a. Sickle Cell Information Sheet
 - b. NCAA Banned Substances
 - c. Concussion Fact Sheet
- 6.. In the "Forms" section:
 - a. Select 2025--26 Release and Waiver of Liability Assumption of Risk and Indemnity Agreement - form
 - i. Click Open  Open
 - ii. Complete the required portions
 - iii. Once done - select save/validate at the top
 - iv. Then, at the top of the page select continue to signing in the green
 - v. Sign the document electronically
 - b. Select ADHD Acknowledgment Form
 - i. This form is to be filled out by EVERYONE
 - ii. Click Open  Open
 - iii. Complete the required portions - *Initial* next to the statement that best describes your situation
 - iv. Once done - select save/validate at the top
 - v. Then, at the top of the page select continue to signing in the green
 - vi. Sign the document electronically
 - c. Upload your Physical - ALL PAGES of Physical Form (Located on Cornell Rams Athletics Website) - MUST include clearance information
 - i. Do Not: upload Pictures of the documents
DO: use apps like cam scanner to create PDFs of the documents and upload those into SportsWare
 - d. Upload your Sickle Cell documentation outlining your sickle cell status
 - e. If you have a dental/vision insurance card please upload images of the front and back of those cards
 - f. Select 2025-26 Sports Medicine Checklist
 - i. Click Open  Open
 - ii. Complete the required portions - *Initial* next to the statement that best describes your situation
 - iii. Once done - select save/validate at the top
 - iv. Then, at the top of the page select continue to signing in the green
 - v. Sign the document electronically

Go back to dashboard/HOME - everything should be listed as complete (0 forms to complete, Under Status - all should be listed as COMPLETE)

If so, you are done! An Athletic Trainer will notify you if something is incomplete.