

Cornell College Athletics Paperwork instructions

1. Go to the SportsWare website: <https://www.swol123.net/default.aspx>

***This is easiest if done on a computer instead of the mobile app**

2. Follow the directions in this document below to make an account

Cornell College's School ID: Gorams2015

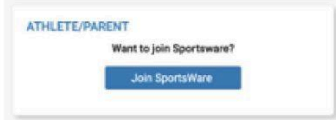

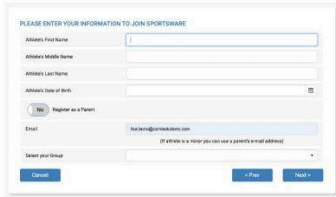

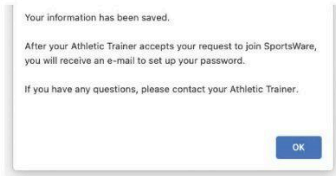
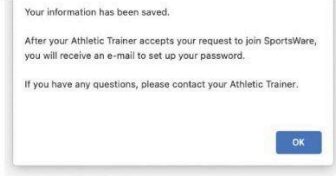
3. If you have any questions or concerns contact the athletic trainer for your sport:

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

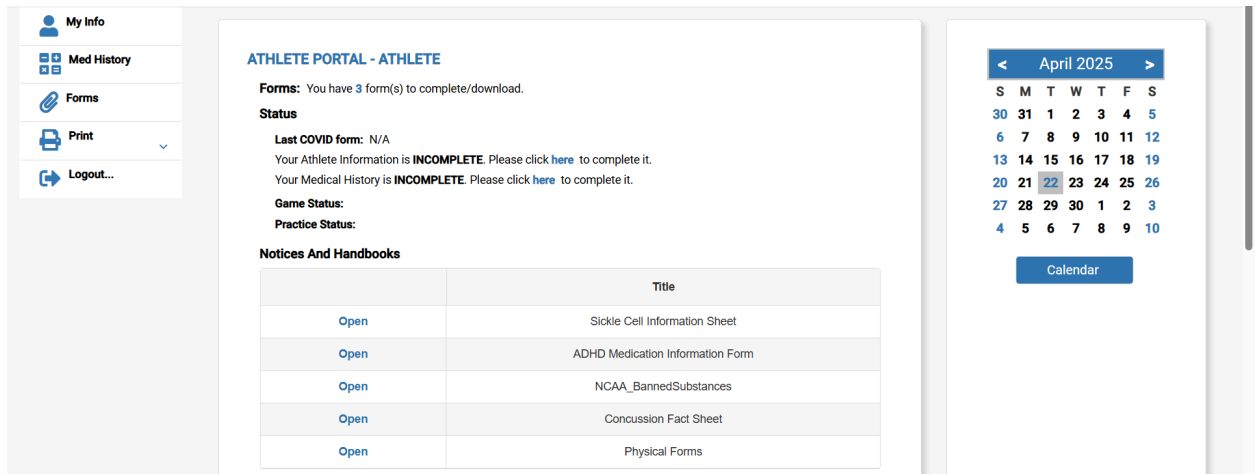
Dillon Bennett: dbennett@cornellcollege.edu



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 and you create your password, you will arrive in the athlete portal. (Pictured Below):



5. Clicking the blue number on the upper left section of the screen or hitting the forms tab on the left side of the screen will take you to the forms you need to complete.

- Checklist** - Please review the necessary forms in the Notices/handbook section on the athlete portal page. Check all boxes next to the necessary tasks as you complete them. Print, sign and date the bottom of the document - It will be rejected and you will have to redo it if you do not fill it out properly
- ADHD Acknowledgement Form** - Please read this form, Initial that you are either taking medication for ADHD **OR** you are not taking medication for ADHD, Sign and date the bottom of the page.
- Liability and Assumption of Risk Form** - Please type your name at the top of page 1, read the document, **initial** either Do **OR** DO not in the medical consent section of page 5, Print, sign and date page 7. IF you are a minor please have a parent/guardian sign the document as well.
- Under this section you will also need to **upload your physical forms**. We do accept the form that you submit to the health center. Our physical form is also listed under the handbook/notices section and will be accepted by the health

center. Click the add button on the right side of the screen to upload your physical. Your **sickle cell test results** should be included with your physical when you upload the document.

DON'T: upload **PICTURES** of your physical

DO: use apps such as camscanner to upload your physical as a **PDF**

6. Back on the athlete portal click the blue here next to athlete information or click my info tab on the left side of the screen. Fill out
 - a. General: Fill out all required fields and please make sure you list ALL sports that you will be participating in.
 - b. Address: Please fill out all required fields
 - c. Emergency: Please fill out information for 2 emergency contacts
 - d. Insurance: Please fill out required fields. Upload pictures of the front and back of your cards. If you do not have insurance, or your insurance does not cover you in Iowa, please contact your athletic trainer.
 - e. Medical: under the alert section please fill in any medical conditions that you may have (including mental health conditions). Please also list allergies. Also list any medications that you are taking under the medication section.

7. Returning to the patient portal, click the blue here in the middle of the page or the **Medical History** tab on the left hand side of the page. All questions are required to be answered. It will not be considered complete until all of them have been answered. If you answer yes to any of the questions please provide additional information in the comments section.