

Cornell College Athletic Paperwork Instructions: Returner

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. In the login box on the right of the screen enter your Cornell email address (or whatever email address you used to create your account)
3. Hit the “forgot password/reset password” link
4. Reset your password using the link found in the email sent to you from SportsWare
5. Once logged in you should arrive at the athlete portal (Pictured below):

The screenshot shows the Athlete Portal dashboard for Marisa Smet. At the top left, there is a hamburger menu icon and the text "Athlete: Smet, Marisa" and "Page: Dashboard". At the top right, there is a notification bell icon and a "Logout" button with an arrow icon. The main content area is divided into two columns. The left column is titled "ATHLETE PORTAL - ATHLETE" and contains the following information: "Forms: You have 0 form(s) to complete/download.", "Status", "Last COVID form: N/A", "Your Athlete Information is INCOMPLETE. Please click [here](#) to complete it.", "Your Medical History is INCOMPLETE. Please click [here](#) to complete it.", "Game Status:", "Practice Status:", and "Notices And Handbooks". The right column features a calendar for April 2024, with the 18th highlighted. Below the calendar is a "Calendar" button.

Click the blue words/numbers to take you to the documents/information that needs to be filled out. **Please read the forms in the “Notices and Handbooks” section prior to signing the checklist. If you need the physical forms to take to your doctor they are also provided in this section.**

Notices And Handbooks

	Title
Open	Sickle Cell Information Sheet
Open	2024-25 ADHD Medication Information Form
Open	2024-25 NCAA_BannedSubstances
Open	Concussion Fact Sheet
Open	2024-25 Returner Physical Forms

6. Upload completed physicals in the “forms” section

Do Not: upload **Pictures** of the documents

Do: use apps like cam scanner to create PDFs of the documents and upload those into SportsWare

7. While completing the “Athlete information” section:

- a. Please upload images of the **front and back** of your insurance card.
- b. In the “Medical” section 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/supplements and their dosages that the athlete is currently taking.

*If you have a dental/vision insurance card please upload images of the front and back of those cards to the “forms” section

8. Complete the “**Medical History**” section. All questions are required to be answered to be considered complete.

- a. Any answer of “yes” requires an explanation in the comments box

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

*Remember: the athletic trainers are on summer break too, so please be patient if you do not get a response right away. You can also ask your coaches or teammates for help/advice.