



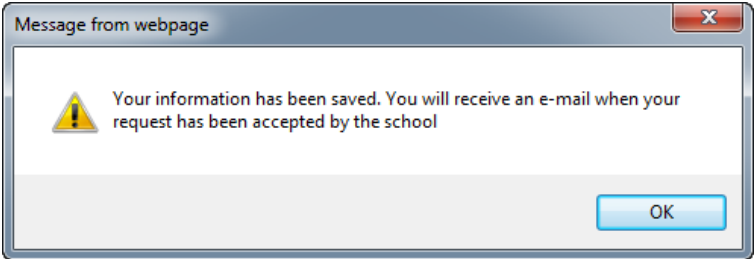


Dear Parents and Guardians:

Prior to participating on a team for Meridian High School, athletes must provide the Athletic Department with current address, emergency contact, insurance, medical alert and health history information **yearly**. To expedite this process Meridian High School uses an online data entry system.


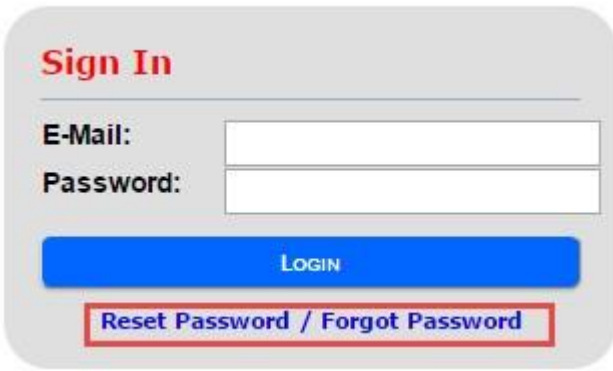

To enter your information, visit [www.swol123.net](http://www.swol123.net). The **first time** you visit the website you will need to join SportsWareOnline using the instructions below. **If you already have an account, please scroll down to Page 2: "Updating Your Information"**.

### Joining SportsWareOnline



Instruction	Example
Go to <a href="http://www.swol123.net">www.swol123.net</a> .	
Scroll to the middle of the screen and click the <b>Join SportsWare</b> button.	
Enter your School ID: <b>MHS Warriors</b>	
Enter your First Name, Last Name, Email address and click the Send button.  <b>NOTE: This process is only completed one time (per child). Please make note of the email address provided for future use.</b>	
Your request to join SportsWare will then be sent to the Athletic Trainer for review.  Please notify your Athletic Trainer when this step is complete to expedite approval.  Send an email to <b>Brewer.shanna@westada.org</b> or <b>roper.lisam@westada.org</b> that you have completed the joining process.  You will likely be approved quickly but may take as long as 24 hours depending on circumstances.	
Once your request is accepted you will receive an e-mail with the Subject <b>"SportsWare request accepted"</b> . <b>*Be sure to check your junk mail for this*</b>	<p>SportsWare OnLine Password Request • You received this e-mail because either: 1) You requested to reset your SportsWare Online password OR 2) You are an athlete</p>

Open the e-mail and click the [www.swol123.net](http://www.swol123.net) link to continue to SportsWareOnLine.

### Setting Your Password

Instruction	Example
Go to <a href="http://www.swol123.net">www.swol123.net</a>	
Enter your Email Address and click the <b>Reset Password</b> button.	
<p>You will receive an e-mail with the Subject "SportsWareOnLine Password Request".</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 <b>Save</b> button.</p> <p><b>NOTE:</b> If you are registering more than one child (currently or in the future) you will use the same email address but different passwords for each child.</p>	<div data-bbox="1214 804 1518 1045" style="border: 1px solid black; padding: 5px; text-align: center;"> <p><b>PLEASE MAKE YOUR PASSWORD INCLUDE: an upper case, lower case, number, AND symbol</b></p> </div> 

### Updating Your Information

Instruction	Example
Go to <a href="http://www.swol123.net">www.swol123.net</a> .	
Enter your Email Address and password, click the <b>Login</b> button.	

You will be taken to your student athlete's "Athlete's Portal".

Here you will see the required forms and information needed to be completed.

**Select My Info:** Update your address, emergency contact and insurance information.

Start entering Athlete's information. Complete the Athlete Online Access section by updating it with the Athlete's email address (defaults with Parents initially). Then Update The Parent Online Access section with email and password. Continue to complete the remaining tabs.

Complete the remaining required fields for – Address, Emergency, Insurance, and Medical.

Under Alerts, please select (**or type in**) any medical conditions and or allergies your child may have.

If there are none, please choose “No Known Allergies” for one box and “No Known Med Problems” for the second box.

Under the Drugs Taken section, please type in any medications that your child takes regularly. If there are no medications, please type in “None.”

Under the Doctor Section, please type in your Family or Primary Care Physician. If you do not have one, just type in “None.”

Once done with My Info go to:

**Med History:** Complete the Medical History questionnaire.



**Forms:** View/complete required paperwork.  
 - **MHS IQ Form**  
 - **MHS Concussion Clause** (please complete ALL 3 signatures on the IQ form – parent, athlete & concussion)  
 To complete each form, click “Select” for the form, then “Open”. Do this for each form.

**Forms**

You have **2** form(s) to complete/download.

	Title	Required
Select	EHS IQ Form	<input checked="" type="checkbox"/>
Select	EHS Concussion Handout	<input checked="" type="checkbox"/>

You must fill in all the appropriate boxes and click the “Save and Submit” Button when completed in order for it to reach MHS and be recorded

You will be prompted to electronically sign after you click “Save and Submit”.

If you forgot an area, you will be prompted back to the form to complete it

**←← You may receive an error for a missing email. Just ignore this. Also ignore if your athlete is marked ineligible (We mark eligibility on separate rosters at MHS).**

**\*\*NOTE:** The Pre-Participation Physical Exam process has not changed. This form needs to be completed and signed by a physician! Physicals are to be completed (preferably at Meridian Physicals) during the athlete’s 9<sup>th</sup> and 11<sup>th</sup> grade years, but not before May 1 (per IHSAA rules). Physical Exams will need to be uploaded to your athlete’s SWOL account, within the forms section. You may keep the hard copy for your records. IQ and Concussion Education forms are to be

*completed yearly ONLINE ON SWOL ONLY. Physicals and IQ forms must be completed and uploaded to SWOL prior to participation in any Meridian High School athletics.*

If you have any questions, please contact Shanna Brewer ([Brewer.Shanna@westada.org](mailto:Brewer.Shanna@westada.org)) via email for assistance.