

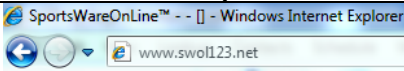

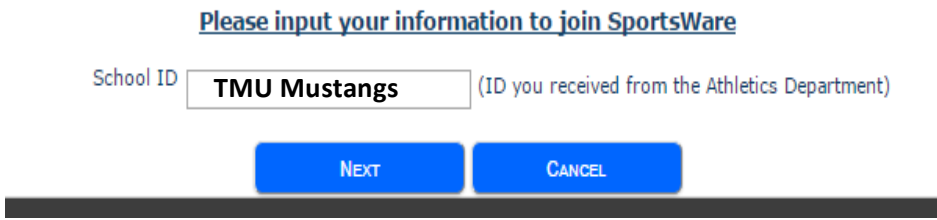
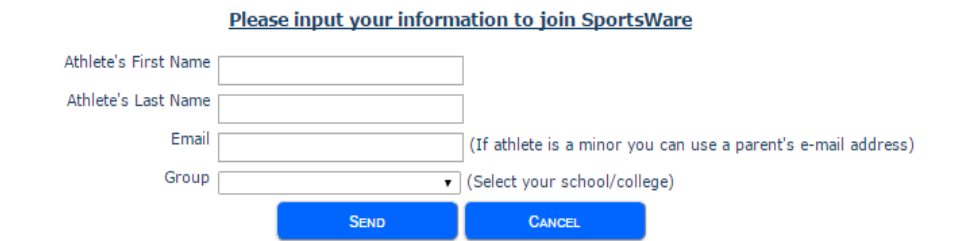
May 25, 2017

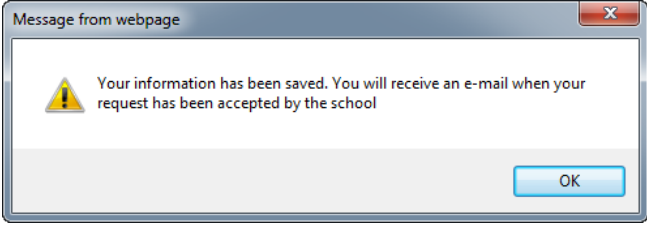
Dear Student-Athletes:

Prior to participating on a team at The Master's University, athletes must provide the Athletic Department with a current address, emergency contact, insurance information, medical alert(s), health history and physical. To expedite this process The Master's University uses an online data entry system: **SPORTSWARE. Note: Please complete a physical with a physician and scan/upload the physical prior to completing the insurance/legal forms if this is your 1<sup>st</sup> or 3<sup>rd</sup> year at The Master's University.**


To begin visit [www.swol123.net](http://www.swol123.net). The first time you visit the website you will need to enter "Join SportsWare" using the instructions below (**SCHOOL ID: TMU Mustangs**).

## Joining SportsWareOnLine

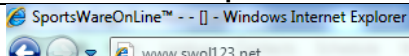
Instruction	Example
Go to <a href="http://www.swol123.net">www.swol123.net</a> .	
Scroll to the middle of the screen and click the <b>Join SportsWare</b> button.	
Enter your School ID <b>SCHOOL ID:</b> <b>TMU Mustangs</b>	
Enter your First Name, Last Name, Email address and click the Send button.	


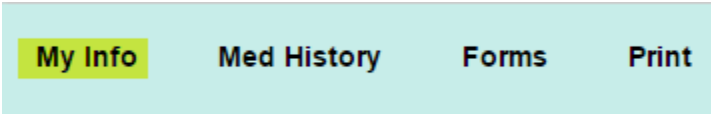
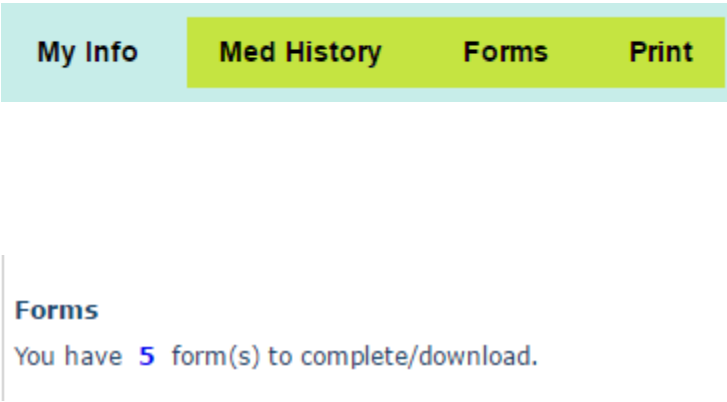
<p><b>Your request to join SportsWare will then be sent to the Athletic Trainer for review.</b></p>	
<p><b>Once your request is accepted</b> you will receive an e-mail with the Subject <i>“SportsWare request accepted”</i>.</p> <p>Open the e-mail and click the <a href="http://www.swol123.net">www.swol123.net</a> link to continue to SportsWareOnline.</p>	<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 who's rec</p>

## Setting Your Password

Instruction	Example
<p>You will receive and e-mail with the Subject <i>“SportsWareOnLine Password Request”</i>.</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>	

## Updating Your Information

Instruction	Example
<p>Go to <a href="http://www.swol123.net">www.swol123.net</a>.</p>	

<p>Enter your Email Address and password, click the <b>Login</b> button.</p>	 <p><b>Sign In</b></p> <p><b>E-Mail:</b> <input type="text" value="parent@swol123.net"/></p> <p><b>Password:</b> <input type="password" value="....."/></p> <p><b>LOGIN</b></p> <p><a href="#">Reset Password / Forgot Password</a></p>
<p><b>Select My Info:</b> Update your address, emergency contact and insurance information. <i>school.</i></p>	 <p><b>My Info</b>    <b>Med History</b>    <b>Forms</b>    <b>Print</b></p>
<p>Once done with My Info go to:</p> <p><b>Med History:</b> Complete a Medical History questionnaire.</p> <p><b>Forms:</b> View/complete required paperwork. Note: SportsWare will also display "You have ? forms to complete/download".</p> <p><b>Print:</b> Print My Info and Medical History data.</p>	 <p><b>My Info</b>    <b>Med History</b>    <b>Forms</b>    <b>Print</b></p> <p><b>Forms</b></p> <p>You have <b>5</b> form(s) to complete/download.</p>

Thank you for your prompt help. If you have any questions, please contact Dave Larsen at [dlarsen@masters.edu](mailto:dlarsen@masters.edu) for assistance.