

June 1<sup>st</sup>, 2018

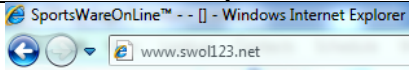

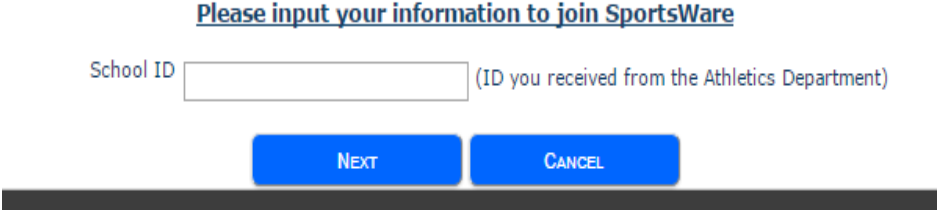
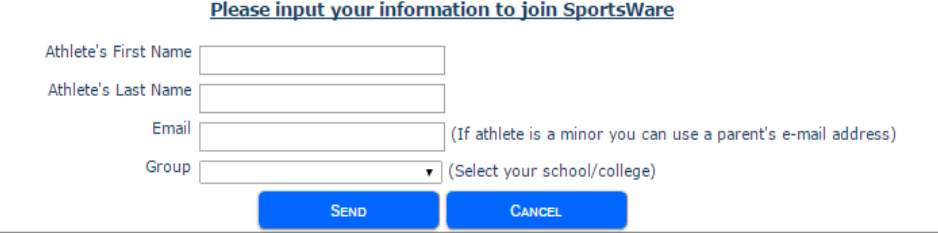
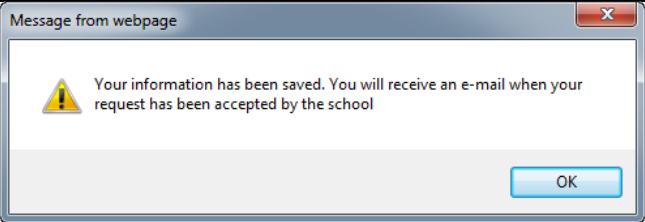
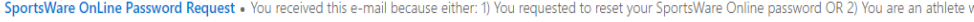
Dear Cardinal Newman Athletes and Parents:

Prior to participating on a team from Cardinal Newman High School athletes must provide the Athletic Department with current address, emergency contact, insurance, medical alert and health history information. To expedite this process Cardinal Newman 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 enter your personal email address and click Get Password.

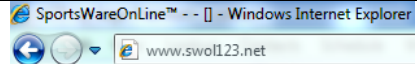
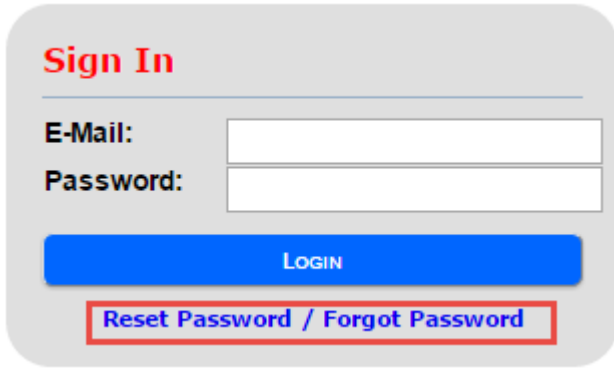

**The School ID is: The Cardinals**

**Joining SportsWareOnLine**

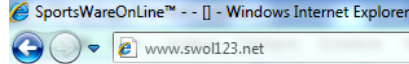
| Instruction   | Example  |
|---|--|
| Go to <a href="http://www.swol123.net">www.swol123.net</a> .  |    |
| Scroll to the middle of the screen and click the <b>Join SportsWare</b> button.   |    |
| Enter your School ID<br><br><i>You should have received a School ID from the athletic trainer. This is required to join the correct school.</i> |  |
| Enter your First Name, Last Name, Email address and click the Send button.  |  |
| Your request to join SportsWare will then be sent to the Athletic Trainer for review.   |  |
| Once your request is accepted you will  |  |

|  |  |
|--|--|
| <p>receive an e-mail with the Subject "SportsWare request accepted".</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> |  |
|--|--|

## Setting Your Password

| Instruction  | Example  |
|--|--|
| <p>Go to <a href="http://www.swol123.net">www.swol123.net</a></p>  |    |
| <p>Enter your Email Address and click the <b>Reset Password</b> button.</p>  |   |
| <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 confirm 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> |  |

Enter your Email Address and click the **Login** button.



**Sign In**

E-Mail:

Password:

**LOGIN**

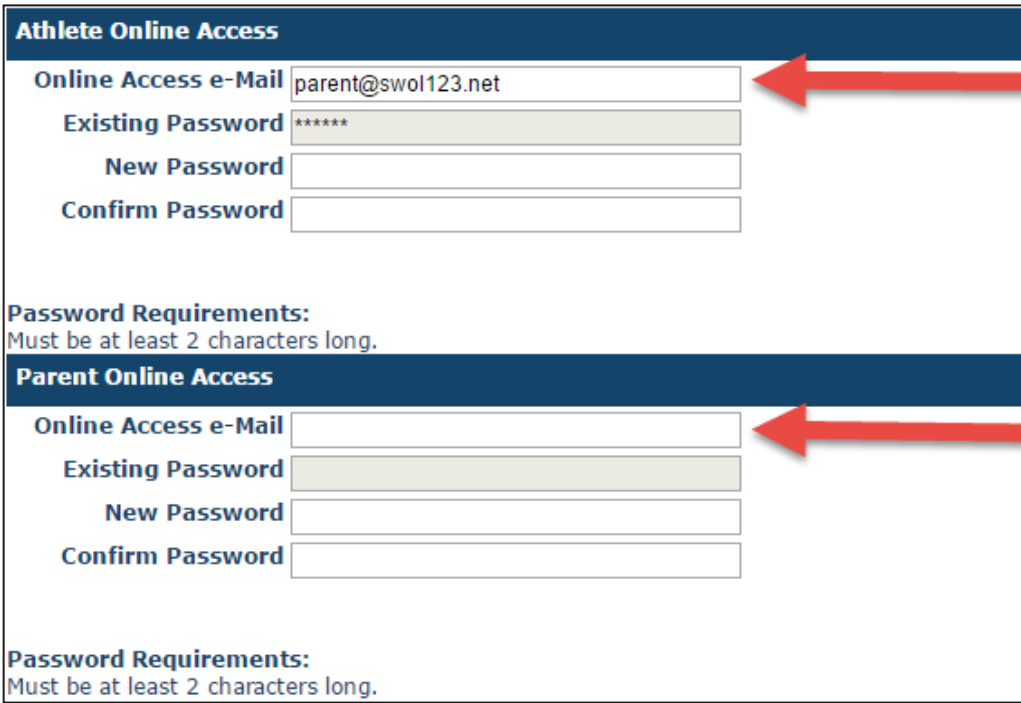
[Reset Password / Forgot Password](#)

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




**My Info**   Med History   Forms   Print

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.



**Athlete Online Access**

Online Access e-Mail  


Existing Password

New Password

Confirm Password

**Password Requirements:**  
Must be at least 2 characters long.

**Parent Online Access**

Online Access e-Mail  

Existing Password

New Password

Confirm Password

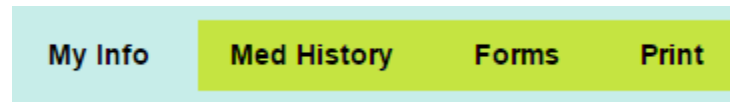
**Password Requirements:**  
Must be at least 2 characters long.

Once done with My Info go to:

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

**Forms:**  
View/complete required paperwork. Note: SportsWare will also display “*You have ? forms to complete/download*”.

**Print:** Print My Info and Medical History data.



### Forms

You have **5** form(s) to complete/download.

Thank you for your prompt help. If you have any questions, please contact the athletic office at (707) 546-6470 x 115 for assistance.

Sincerely,

Lauren Dykema, MA ATC  
Certified Athletic Trainer  
Cardinal Newman High School  
50 Ursuline Road  
Santa Rosa, CA 95403

