

Dear Prospective RCSJ Athlete

Prior to participating on a team from RCSJ-Gloucester athletes must provide the Athletic Department with current address, emergency contact, insurance, medical alert and health history information. To expedite this process RCSJ uses an online data entry system. Please take time and read the instructions very carefully. They include everything you need to set up your account.

*** Take note that as you enter and upload into your account it is not automatically checked. The athletic trainer must go into each account and check that everything is there, filled out, and uploaded correctly before you will be cleared to play.

To begin setup of your account, visit www.swol123.net. The first time you visit the website you will need to enter Join SportsWare using the instructions below:

1. Click the Join Sportsware button to begin the process.
2. Next it will ask for the school ID. The school ID is roadrunners (all lower case)
3. It will now ask for your information (Name- First/Middle/Last and Date of Birth). Please do not click on Register as a Parent- We do not allow Parent accounts at the college. From the dropdown menu of group, you will click on RCSJ-Gloucester. Once information is entered click next, and if everything is correct click finish.
4. Once you have done this you will need to wait until the account has been accepted by the athletic trainer. Once it has been accepted you will receive an email from 'admin@swol123.net' with a link to set up your password so you can begin setting up your account. As soon as your account is accepted you have 24 hours from receiving the email to set up your password before the link expires. (If you do not receive the email, or the link has expired please do not request multiple accounts, email the athletic trainer with your question/issue instead).
5. When you click on that link it will bring you to a screen to set up your password. You will need to enter the same email address that you used to sign up for the account and make a password. Once this information is saved you will need to log in to your account.
6. As you are first logging in to your account and beginning to enter information- this should be done on a computer/laptop/tablet. (Not best done on a phone).
7. Once you have logged into your account for the first time- look on the left-hand side of the page. There are multiple tabs you can click on. (My Info, Medical History, and Forms).
8. First Click on the "my info" tab- You will need to fill in everything that shows as required. This includes multiple tabs under here including General, Address, Emergency, Insurance, Medical and Alerts. It is suggested that you check yes on all alerts so that you will be alerted if a form is rejected, if you are marked cleared to play, etc. Once finished here click save. (a pop-up screen will come on and tell you if you are still missing anything).
9. Next you will be brought back to the main page, and you should click on the medical history tab. Check yes or no on all questions and please put description of anything necessary. Once finished click save.
10. Next section you will click on is forms. There is one form (RCSJ HIPPA) to fill out ONLINE. Click select next to the form. Once it's highlighted click the Open button above. This will open a fillable pdf. Type in all information. (Having a personal representative sign is only required for someone who is not yet 18 years old). When finished click "save and submit". You will be asked to type in your digital signature with your name. Check yes that you are electronically signing. Then click submit below the check box.

11. In this same section is where you will upload a copy of your physical packet as well as your Impact test baseline screenshot (if required for your sport).
12. Under the forms section you will see an Add button. Click on this and under the title you will type Physical. This is where you must attach your completed physical packet including all 3 pages (Physical examination form, History form, and Clearance form). The 4th page (the athlete with special needs is optional and should only be filled out if necessary due to any health concerns we need to be aware of). Please find a way to scan the document instead of taking pictures as the pictures can sometimes be hard to read. If that is your only option, make sure they are clear and easy to read. If they are not clear enough, they will be rejected, and you will need to re-do this.
13. If your sport requires you to do the impact test baseline you will follow the same process. Click add, upload pdf of your test confirmation and title it Impact Baseline.

***** Please remember that everything is not done automatically and needs to be checked. If you wait until the last minute to get everything done and in, you may not be able to practice until the account is checked and cleared. We only have one athletic trainer at the college who is responsible for all 16 teams. If you have questions about anything, please email Ellise Spaulding the athletic trainer at espauldi@rcsj.edu**