

## Sportsware Instructions for Returning Athletes

Returning Athletes, Welcome back! Sportsware instructions are less detailed for our returning athletes.

- 1) Make sure to log into your account at [www.swol123.net](http://www.swol123.net) (if you have trouble with your password you should be able to request a new password. If you have trouble, please email me at [espauldi@rcsj.edu](mailto:espauldi@rcsj.edu)). DO NOT request a new account.
- 2) You will need to update your health insurance information and upload the pictures of your cards in that section as you did last year.
- 3) Next, go to the forms section and you will need to do a new HIPPA form as they expire each year. 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.
- 4) You will need to upload a new physical packet (depending on the date your old one expires). They are good for one year from the date of the physical.
- 5) \*Impact baseline only needs to be completed once every 2 years. So if you are a returning student-athlete and completed one the previous year then you do not need to do it again.