

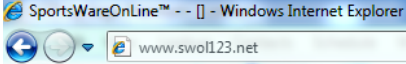


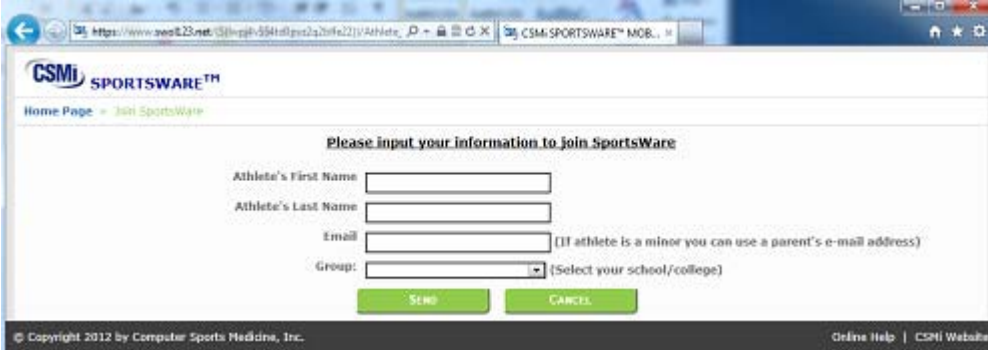
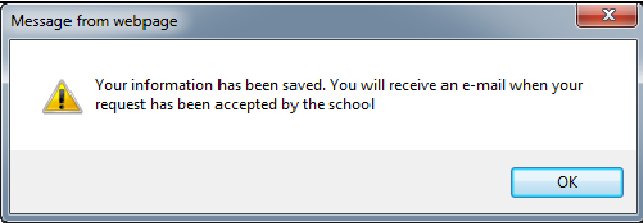
Updated 2017

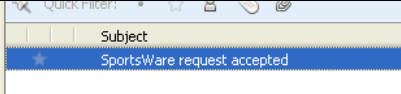
Dear Parent/Student

Prior to participating on a team from Oakland City University (OCU), athletes must provide the Athletic Department with current address, emergency contact, insurance, medical alert and health history information. To expedite this process OCU uses an online data entry system.

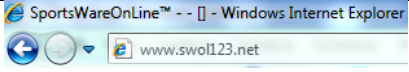

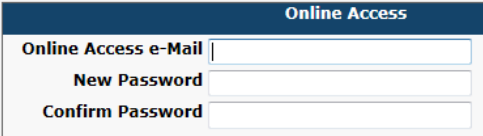
To enter your information, visit www.swol123.net. The first time you visit the website you will need to enter your OCU email address and click Get Password.

Joining SportsWareOnLine

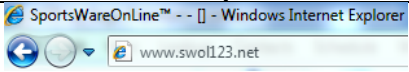
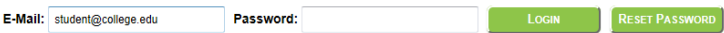
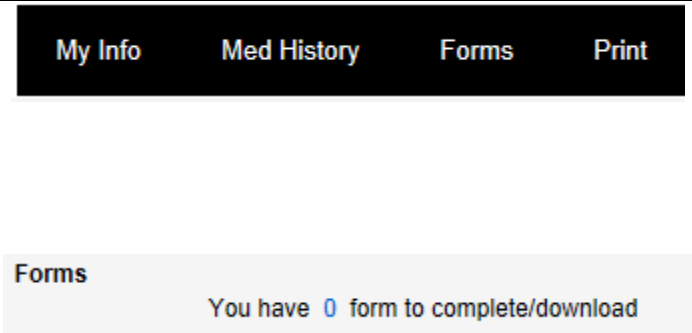
Instruction	Example
Go to www.swol123.net .	
Scroll to the middle of the screen and click the Join SportsWare button.	
Enter your School ID <i>Oakland City University School ID - 47660</i>	
Enter your First Name, Last Name, Email address and click the Send button. Note: Do NOT select any of the options under the "Group" Tab	
Your request to join SportsWare will then be sent to the Athletic Trainer for review.	

<p>Once your request is accepted you will receive an e-mail with the Subject "SportsWare request accepted".</p> <p>Open the e-mail and click the www.swol123.net link to continue to SportsWareOnLine</p>	
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Setting Your Password

Instruction	Example
Go to www.swol123.net	
Enter your Email Address and click the Reset Password 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 Save button.</p>	

Updating Your Information

Instruction	Example
Go to www.swol123.net	
Enter your Email Address and click the Login button.	
<p>At the top of the page is the Menu Bar.</p> <p>My Info: Update your address, emergency contact and insurance information.</p> <p>Med History: Complete a Medical History questionnaire.</p> <p>Forms: View/complete required paperwork. Note: SportsWare will also display "You have ? forms to</p>	

complete/download".

Print: Print My Info and Medical History data.

Thank you for your prompt help. If you have any questions, please contact the athletic office at (1-812-749-1264) for assistance or contact the Athletic Trainer through phone or email.

Sincerely,

Sports Medicine Staff
Oakland City University
138 N. Lucretia St.
Oakland City IN, 47660
Office: 812-749-1262
Email: athletictrainer@oak.edu