



CAIRN UNIVERSITY ATHLETIC TRAINING

Welcome to Cairn Athletics,

The following is a checklist/instructions for the required pre-participation information needed by Cairn Sports Medicine.

All paperwork and information for all Cairn Athletic teams is due August 1st.

- Sign onto Sportsware as soon as possible.
 - Directions for incoming and returning students are attached.
 - Please read instructions thoroughly.
 - The school ID is cairnhighlanders (no spaces) for incoming students.

- All** incoming, transfer, and returning student athletes must submit a new physical.
 - Mandated by the NCAA, all physicals must be completed within 6 months of a team's official first practice. Ideal physical dates would be in June or July.

- All physicals **MUST** be completed on the Athletics Physical Form. This form is different from the University Health Center Physical.
 - The Athletics Physical Form can be found under the 'Attachments' section of Sportsware or on the Cairn Athletics website.

- Insurance:
 - All athletes must have primary insurance to participate in athletics

- In order to participate for Cairn University Athletics, all information must be completed by **August 1st** and cleared by the athletic training staff.

The athletic training staff will be off campus June through mid-August, so if there are any concerns, please reach the staff by email.

Dear Cairn University Freshman and Transfer Student-Athletes:



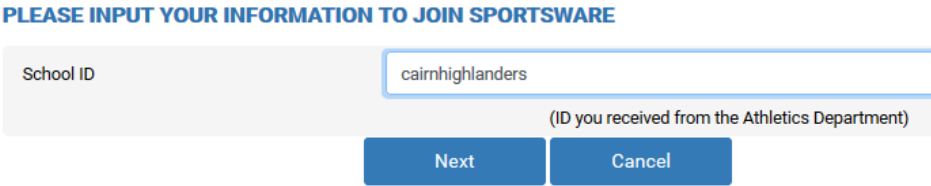
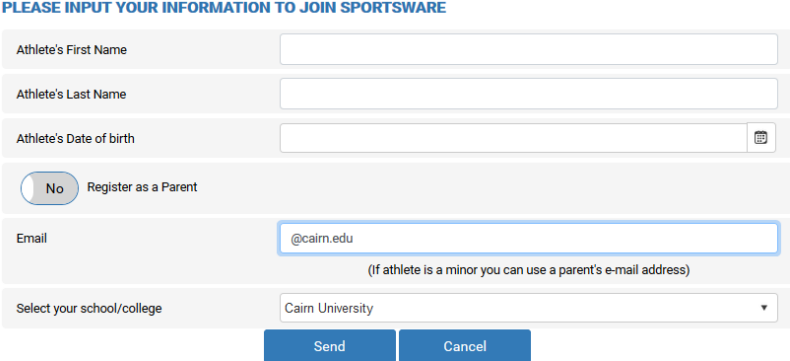
Prior to participating for Cairn University Athletics, athletes must provide the Athletic Department with current address, emergency contact, insurance, medical alert and health history information. To expedite this process Cairn University uses an online data entry system.

To enter your information, visit www.SWOL123.net. The first time you visit the website you will need to enter your Cairn email address and click Get Password.

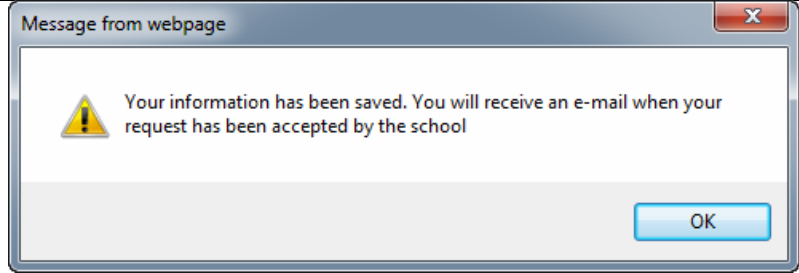
Please Join SportsWare several days before receiving your physical to ensure that you have the necessary paperwork. Directions on how to complete the Physical are listed on the last page of this document. The athletic training staff will not accept physical copies of required paperwork.

All information/paperwork is to be completed by **August 1st**.

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 School ID: CairnHighlanders	
Enter your LEGAL First Name, Last Name, Cairn Email address and click the Send button. If you go by a nickname, you may write it as.... Joseph 'Joe'	

Your request to join SportsWare will then be sent to the Athletic Trainer for review. **Please check your email the following day.** ATC will check software once daily.



Once your request is accepted you will receive an e-mail with the Subject *“SportsWare request accepted”*.

*Check your junk mail

Open the e-mail and click the www.swol123.net link to continue to SportsWareOnLine.

You will receive an email the following day with a link to set your password. This link **ONLY** works for 24 hours. If you try to set your password after this point, please follow the directions below.

Setting Your Password

Instruction	Example
Go to www.SWOL123.net	<p>www.SWOL123.net</p>
Enter your Email Address and click the Reset Password button.	
<p>You will receive an 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 Save button.</p>	

Updating Your Information

Instruction	Example
Go to www.swol123.net	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 “<i>You have ? forms to complete/download</i>”.</p> <p>Print: Print My Info and Medical History data.</p>	<p style="color: blue; font-weight: bold;">ATHLETE PORTAL - ATHLETE</p> <p>Forms: You have 5 form(s) to complete/download.</p> <p>Status</p> <p>Last COVID form: 8/26/2020</p> <p>Your Athlete Information is INCOMPLETE. Please click here to complete it.</p> <p>Your Medical History is INCOMPLETE. Please click here to complete it.</p> <p>Game Status: Out</p> <p>Practice Status: Out</p> <p>Cleared To Play: No</p> <p>Notices And Handbooks</p> <p style="text-align: center; background-color: yellow;">Directions Below</p>

1. When you first log-in to SportsWare Online, you will be directed to the athlete portal
2. Athlete Information:
 - GENERAL
 - Legal Name
 - Graduating Class while at Cairn University
 - Birthday
 - Sport
 - ADDRESS
 - EMERGENCY
 - Primary & Secondary Contacts
 - INSURANCE
 - Insurance name, address, phone number
 - **Policy Holder Info**
 - **Policy Information**
 - **Insurance Card:** Must upload a clear photo/pdf of the front and back of your insurance card
 - MEDICAL
 - **Alerts:** Any major alerts needed to be known in case of an emergency (allergies, conditions, etc.). If your alert is not listed, please type it in.
 - **Immunization**
 - Covid Immunization: If you have received a two dose immunization, please list the date of your second dosage
 - You will have to upload your immunization card to the ‘FORMS’ page
 - **Drugs Taken**
 - Please list any current medications that you are taking.
 - **Doctor’s Notes**
 - Provide your primary care physician’s name and phone number

3. Return to Athlete Portal Home Page and Complete Med History
 - Please respond yes or no to the medical history questions. If you respond yes, please explain in further detail (e.g. dates, medication, type, etc.).
 - Click Save
4. Return to Athlete Portal Home Page and Click Forms
 - **PHYSICAL**
 - Your physical must be dated or it will not be accepted. Must have occurred in the 6 months leading up to the first practice.
 - *Must be printed out then rescanned back into the system **
 - ADHD Reporting form (listed with the Drug and Alcohol Testing)
 - ***If applicable, this must be completed by a physician***
 - *Must be printed out then rescanned back into the system **
 - SICKLE CELL WAIVER – Please only sign off on one of the three options
 - CONCUSSION – Please sign off on the NCAA Responsibility

Athletic Paperwork Signatures

- If you are under the age of 18, all information must be printed out for a parent signature
- If you are 18 and older, please follow the following directions:
- All forms are to be completed on Sportsware. The forms are considered pdf fillable.
- **Electronic signature for paperwork:** Please sign your initials, followed by your full name
 - i.e. CH Cairn Highlanders

Uploading Your Physical and Vaccination Card to 'FORMS

- Click the 'Add' button
- Browse to search for your file
- Title: Please name your title in the following order
 - Name, Physical/Vaccination, Academic Year (i.e. 21-22)

Clearance

- Once the athletic training staff has sorted through your paperwork, on the athlete portal home page, the "Cleared to Play" status will change to yes.
- Concussion baseline screen will take place upon arrival to complete athletic clearance.

The athletic training staff is off campus during the summer and returns in August. If you have any questions, please contact the Head Athletic Trainer by email.

Sincerely,

Cara Carrelli, MS, LAT, ATC, NASM-PES, ROT



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