

**APS ATHLETIC DEPARTMENT**  
**SPORTSWARE IMPLEMENTATION**



**IT IS THE EXPECTATION THAT ALL ATHLETES WILL BE ENTERED THIS YEAR SO THAT YOUR ATHLETE DATABASE CAN BE BUILT. INFORMATION SHOULD BE ENTERED AS OUTLINED BELOW SO THAT INFORMATION IS CONSISTENT ACROSS THE DISTRICT.**

**GETTING STARTED**

- Website: www.swol123.net
- Email: Type in your APS email account
- Reset Password: Click on this button and follow instructions to set up a new password (for security purposes only you will know your password. Do NOT share or lose your password.
- Confirmation Email: Once you have received this email, you may login at the site. Once you have logged in you should be looking at your dashboard page.
- Data Entry: Click on the icon that looks like a “running athlete” to begin to enter your data.

**ATHLETE PAGE: GENERAL TAB**

In the left hand column there are icons/buttons/hyperlinks for ADD, UPDATE, DUPLICATE, etc. for Athletes.

- ADD Athlete: Click on this link

Screen will be Athlete/General Tab

**General Box**

First Name: Uppercase first letter, all remaining letters lowercase

Last Name: Uppercase first letter, all remaining letters lowercase

ID #: School ID # (must be included)

Class: Enter the graduation year for consistency purposes:

Seniors this year are: 2014

Juniors this year are: 2015

Sophomores this year are: 2016

Freshmen this year are: 2017

\*Reclassified students should be entered as their graduation year for eligibility purposes.

\*This summer we will be able to make all 2014 athletes inactive.

Gender: Male or Female

Birth date: enter as: mm/dd/yyyy

**Status Box**

Status: This section can be used how you choose during the initial phase of getting the data base set up and can be used how you need to throughout the year.

**Sports Group Box**

Groups: As listed by your school.

**ATHLETE PAGE: ADDRESS TAB**

**Primary Address Box**

- List only the address used as official address for your school.
- Primary parent contact numbers

**ATHLETE PAGE: EMERGENCY TAB**

**Primary Emergency Contact/Athlete 1**

- Primary Parent listed in the primary address box above.

**Secondary Emergency Contact/Athlete 2**

- Emergency contact person.

**ATHLETE PAGE: INSURANCE TAB**

- Company name only information that needs to be added.
- ALL other information is optional.

**ATHLETE PAGE: MEDICAL TAB**

**Alerts**

- If need to add to pull down options; email Ed or Rich

**Medications**

- If need to add to pull down options; email Ed or Rich

**\*The two sections above are mandatory—all other information is optional**

**ATHLETE PAGE: PAPERWORK TAB**

Since we currently require hard copies on most paperwork, you will enter the date you receive the cleared paperwork from the athlete

Physical Exam:	Enter date you receive
Medical History:	Enter date you receive
Concussion Cleared:	Enter date you receive
School Insurance:	Enter date you receive