To: Montclair State Athletes and Parents  

From: John Davis, Head Athletic Trainer – 973-655-5250  

Re: Pre-Participation Paperwork – Summer 2017

We are pleased to have you or your son/daughter as a student athlete here at Montclair State University. This letter will explain the pre-participation physical exam process and the collection of all pre-season paperwork required by the NCAA and the MSU Athletic Training/Sports Medicine Dept. MSU Athletic Training is transitioning to an Electronic Medical Records System this year. We request that each athlete complete all necessary pre-participation paperwork that is available on our Electronic Medical Records System - Sportsware.

The instructions below will assist the Student-Athlete in completing all necessary pre-participation paperwork through Sportsware. This system will allow the AT/SM staff, as well as the student-athlete, to view all necessary documents, injuries, rehabilitations, and treatments throughout the academic year. This is part of your medical clearance process and must be completed prior to participating in Intercollegiate Athletics. You cannot participate until you complete all necessary documentation required by the AT/SM Staff.

Please follow these instructions to enter your information into the Sportsware system:

**To enter your information, visit** [www.swol123.net](http://www.swol123.net).  

The first time you visit the website you will need to enter your Montclair State University email address and click Get Password. If you have not yet received your Montclair State University email address then enter an email address you regularly check.

### Joining Sportsware Online

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<tr>
<th>Instruction</th>
<th>Example</th>
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<tbody>
<tr>
<td>Go to <a href="http://www.swol123.net">www.swol123.net</a>.</td>
<td><img src="https://example.com" alt="Join Sportsware" /></td>
</tr>
<tr>
<td>Scroll to the middle of the screen and click the Join Sportsware button.</td>
<td><img src="https://example.com" alt="Join Sportsware" /></td>
</tr>
<tr>
<td>Enter your School ID</td>
<td><img src="https://example.com" alt="Enter School ID" /></td>
</tr>
<tr>
<td>School ID: MSUREDHAWKS</td>
<td><img src="https://example.com" alt="School ID" /></td>
</tr>
<tr>
<td>All capitals, one word</td>
<td><img src="https://example.com" alt="All capitals" /></td>
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</tbody>
</table>
Enter your First Name, Last Name, Email address (netid@montclair.edu) and click the Send button.

Group from drop down menu is "Montclair State University"

Your request to join SportsWare will then be sent to the Athletic Trainer for review.

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

Open the e-mail and click the www.swol123.net

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**Setting Your Password**

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<tr>
<td>Go to <a href="http://www.swol123.net">www.swol123.net</a></td>
<td>![Image]</td>
</tr>
<tr>
<td>Enter your Email Address and click the Reset Password button.</td>
<td>![Image]</td>
</tr>
<tr>
<td>You will receive e-mail with the Subject “SportsWareOnLine Password Request”.</td>
<td>![Image]</td>
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</tbody>
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Open the e-mail and click on the link to reset your password. Enter your e-mail address, CWID# as your new password and click the Save button.

If you do not have a CWID# please make your password something you will remember.
Once you set up your account username and password you will be connected to the Sportsware homepage. On the homepage select ‘MY INFO’ and fill in/complete all general information. While inputting information to the Sportsware system please make sure to click ‘save prior to moving to the next tab, or logging out.

### MAKE SURE TO SAVE AS YOU GO THROUGH TABS TO ENSURE ALL INFORMATION IS SAVED IN THE SYSTEM

**a.** Begin with filling out the ‘General’ tab:
   1. **ID = CWID#**
   2. You do not need to enter your SSN. Please change your email to your Montclair State email address (netid@montclair.edu)
   3. Enter your academic year
   4. Fill in your Gender and Birth Date
   5. Under SPORTS/GROUP add which sport you participate in for your SPORT 1

**b.** Address
   1. Your primary address is your permanent address
   2. **Secondary address is your school address (dorm location)**

**c.** Emergency
   1. Enter at least one primary emergency contact

**d.** Insurance
   1. Please enter your Primary Insurance information
      1. If your Primary Insurance is an HMO please include your Primary Care Physician (PCP) and phone number.
      2. If you do not have personal insurance and have purchased insurance through Montclair State University, please inform the Athletic Training Staff.
   2. Please upload a scanned copy (front and back) of your insurance card. This can be done at the bottom of the page. **If unable to scan card, please bring your insurance card to the Athletic Training staff to get your card scanned into the system.**
Athletic Training and Sports Medicine

e. Medical
   i. Alerts- Any medical conditions that you may have (i.e. diabetes, asthma, epilepsy) Input any allergies to medications that physicians, AT staff, or EMS would need to know.
   ii. You do not need to fill in the immunizations section
   iii. Drugs Taken- Input medication(s) you are taking and information regarding the medication(s)
   iv. Doctor- Input Primary Care Physician (PCP) name and contact number.

f. Paperwork
   i. This section is reserved for Athletic Training Staff to input what paperwork is completed. On each athletes dashboard there will

2. Med History (completed yearly)
   a. Answer ‘yes’ or ‘no’ to each question. If a question is answered, ‘yes’, please add necessary information in the comment section to the right
   b. You will be required to complete this page yearly while competing at MSU
   c. You are required to answer all questions. If a question does not pertain to you answer no and put “not applicable” in the comment section.
   d. Only fill in required sections (marked with red asterisk)

All information provided will only be used to provide, continue, or manage medical care and insurance claims for your student athlete. It is essential that all information provided on the Sportsware database is accurate and complete to the best of your knowledge. Should you have any issues or questions while completing your student athlete profile, please contact the Athletic Training staff via phone or email. Any delay in receiving the student athlete information may cause a delay in your participation status. Athletes will not be cleared to participate in practice and games until Athletic Training/Medical Staff has cleared them through the Sportsware system.

After completing your Sportware portal you will be directed to the appropriate MSU physical and insurance forms to complete. These are described below.

Medical Eligibility Checklist
Each year the Athletic Training Staff must have the following forms on file for every athlete (we organize our files by years of participation at MSU, not eligibility or academic status).

1. Completed Sportsware Medical Records portal.
2. Completed Physical/Medical History forms or Yearly Update.
3. Completed Insurance Information within Sportsware & a copy of your insurance card (front & back)
4. Completed Disclosure form (yearly)
5. Annual Concussion Awareness Statement
6. ADD/ADHD Medication documentation (updated yearly)

Medical History/Physical Forms
The NCAA requires that all student/athletes trying out for intercollegiate teams must have a pre-participation physical examination prior to beginning practice. We would like all initial exams to be conducted by the Montclair State University Team Physicians and Athletic Training/Sports Medicine staff here at MSU during the scheduled times, unless this is impossible due to other obligations. All the physicals will be done in The MSU Health Center, Blanton Hall.

*The final decision on medical eligibility is the responsibility of the MSU Team Physicians.*

*******All physicals must be within 6 months of the start of practice.*******
Please check which forms you will need this year.

1. **First Year Playing @ MSU**
   The First Year form is for all freshman and transfers - anyone trying out for an MSU team for the first time. A major portion of the initial pre-participation exam will require each student/athlete to complete an extensive medical history, including immunizations. Each candidate should report any irregularities, surgeries, fractures, allergies, or other pertinent medical information. This would include disabilities, such as hearing, vision, or verbal.
   - **Any student athlete with a pre-existing medical condition that has been documented should bring copies of any pertinent information (i.e. x-rays, reports, etc.) with them to the pre-participation exam. Examples of what we are looking for include heart murmurs, asthma, diabetes, allergic reactions, surgeries, missing organs, metal plates, etc.** This information may help avoid missing practice time if this type of information is deemed necessary by the medical staff.
   - **ADD/ADHD medication requires special documentation. If you have been diagnosed with one of these conditions and/or take medication for ADD/ADHD please see our website.**
   - **Sickle Cell Trait status** - Following the recommendation of the NCAA we are requiring blood test documentation about the Sickle Cell Trait status of all first year athletes, both freshman and transfers. Documentation must be a blood test, either done at birth or a recent blood test. See the website for additional information.
   - **Concussion Baseline Test** – All first year athletes at Montclair will be required to complete an online concussion baseline test prior to starting practicing. This test will be conducted on campus, either when an athlete is on campus for a physical or by calling (973-655-5250) for a separate appointment. All athletes are required to take this baseline test except swimmers and track athletes. (Divers and pole vaulters must take a baseline test.)
   - **Failure** to report any proper medical information or information withheld for the purpose of gaining clearance may disqualify an athlete from participation. Incomplete medical information also may lead to incorrect medical treatment.

2. **Second & Fourth Playing @ MSU**
   The second year form simply requires updating us on your current medical condition. This can be completed by a family medical professional or the Athletic Training Staff.

3. **Third & Fifth Year Playing @ MSU**
   At the start of the year athletes are required to get a complete physical examination.

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**Insurance Explanation and Parent Information Forms** - annually
Please read the Insurance Explanation Form on the website. This will explain the Sports Athletic Accident Policy. All student athletes and their parents must complete and submit an **Insurance Information Form** before the athlete will be permitted to compete in preseason practices. This information helps us coordinate off campus care should the athlete sustain an injury. These forms should be delivered the day of the preseason physical exam. We also request a copy of your family insurance cards (front & back).

**Disclosure Form** - annually
All student athletes must complete a Disclosure Form before he/she will be permitted to compete in preseason practices.
Immunization Forms - First year only
State law requires a full copy of your immunization records to be on file in the MSU Health Center. This is usually collected as a part of your admission material. The Health Center Staff collects these forms. Meningitis immunization is required for any student living on campus – even if just for the pre-season.

Once you have completed filling out the physical paperwork please print your and take it with you to your physician for his/her signature.