

**UC DAVIS SPORT CLUBS’ INSTRUCTIONS FOR LOGGING INTO**

Dear UC Davis Sport Club Athlete,

UC Davis Sport Clubs’ athletic training is utilizing SportsWareOnLine to collect important information for students participating in the Recreation Department’s Sport Clubs at UC Davis.

The first time you visit SportsWareOnLine, you will need to request to join using the steps on page 3.

If you already have an account with SportsWareOnLine with UC Davis then follow the instructions on page 5 to gain access via the web portal or mobile app.

Please direct any questions to Heather McGoldrick or Shannan Rowe the sport club athletic trainers at UC Davis.

[hmcgoldrick@ucdavis.edu](mailto:hmcgoldrick@ucdavis.edu)

[slrowe@ucdavis.edu](mailto:slrowe@ucdavis.edu)

(530) 760-9703

Sincerely,

Heather McGoldrick & Shannan Rowe

**To Create an Athlete Account**

Graphical user interface, text, application

Description automatically generated

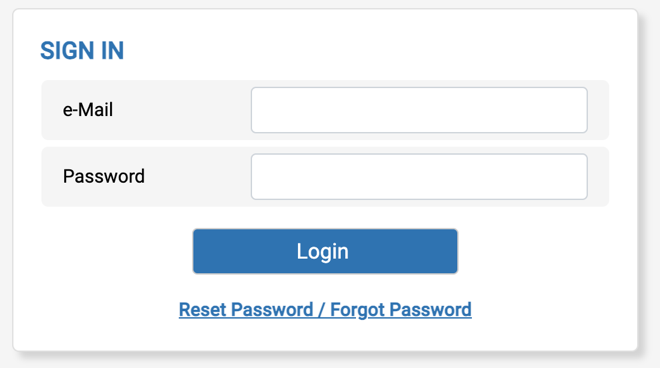
1. Go to [www.swol123.net](http://www.swol123.net)
2. Click **Join SportsWare** button in the Athlete/Parent block.
3. Graphical user interface, text, application, email, Teams

   Description automatically generatedThe School ID for UC Davis Sport Clubs is “**ucdsc**”**.** Enter it in the box shown. Click **Next.**
4. Graphical user interface, text, application, email

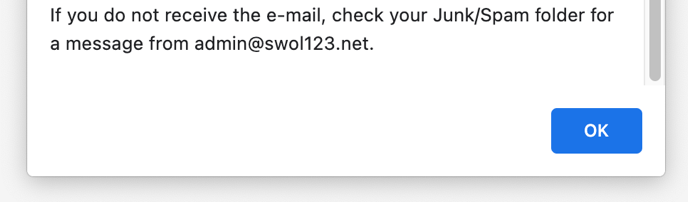
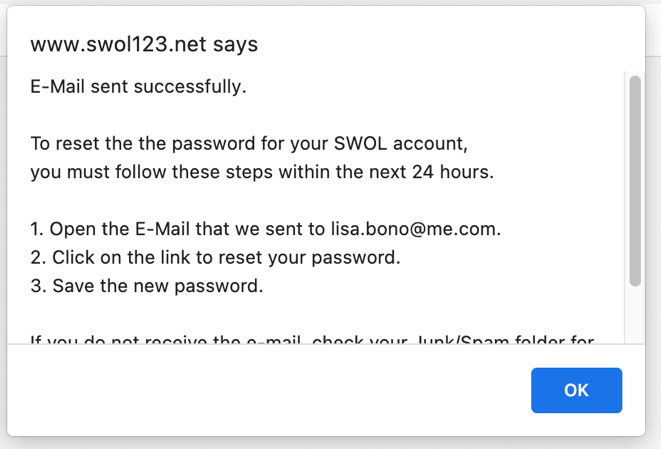
   Description automatically generatedNext, fill in all your information. Use your school email address.
5. In the **Select Your Group** drop down, choose the school you attend.
6. Graphical user interface, application

   Description automatically generatedIt’s important you fill in all the information accurately so the ATC can appropriately match all student records.
7. On the next screen, verify you have typed in all your information correctly. Click **Finish.**
8. Graphical user interface, text, application, email

   Description automatically generatedNow you need to **wait for the ATC to approve** your account before being able to login.
9. When your account is approved, you will be sent an email to create a password.

**Setting Your Password via Web Browser**

1. Go to [www.swol123.net](http://www.swol123.net)
2. FIRST: Under SIGN IN **enter in** your e-mail address, then **click** the Reset Password / Forgot Password link.
3. You will then see a pop-up confirming a successfully sent password reset e-mail.



1. Graphical user interface, text, application, email

   Description automatically generatedIf you get this pop-up, ensure you have typed everything in correctly and try again. If you are still seeing the error message, it’s possible the Athletic Trainer has not approved your account yet – please contact them.
2. You will receive an e-mail with the subject *“SportsWareOnLine Password Request”.* **Click the link** under your name in this e-mail.
3. Graphical user interface, text, application

   Description automatically generatedIf you are a parent with multiple children in SportsWare under the same email address you will see multiple reset password links in this email. Be sure you are using the link associated with the child whose password you are looking to reset.
4. **Enter** your e-mail address and new password. Make note to follow the password requirements listed below the text boxes. Click **Save.**

Graphical user interface, text, application, chat or text message

Description automatically generated**Setting Your Password via Mobile App**

1. Please complete steps for Creating an Account on page 2 or 3 before proceeding.
2. **Graphical user interface, text, application

   Description automatically generatedGo to** the Google Play or Apple App Store and **search** for “sportswareonline”.
3. **Download and install** SportsWareOnLine by Computer Sports Medicine, Inc.

**Graphical user interface, text, application

Description automatically generated**

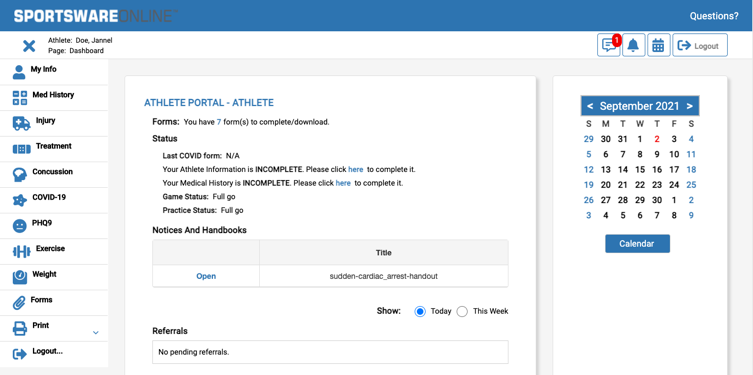
1. **Click** the Forgot Password link below the sign in button.
2. **Enter** your email address and **click Send.**
3. **Click on** the reset link in the email you receive from the system.
4. If you are a parent with multiple children in SportsWare under the same email address you will see multiple reset password links in this email. Be sure you are using the link associated with the child whose password you are looking to reset.

Graphical user interface, application

Description automatically generated

1. **Enter** your e-mail address and new password. Make note to follow the password requirements listed below the text boxes. Click **Save.**
2. **Close** your web browser and **re-open** the SportsWare app.

**Updating Information via Web Browser**



1. Go to [www.swol123.net](http://www.swol123.net)
2. Under SIGN IN, **enter in** your login credentials. **Click Login**.
3. You will now see the dashboard of the Athlete Portal. If you cannot see the main menu on the left, click the navicon () to expand it.

Graphical user interface, application

Description automatically generated

1. You will see the following areas that need information inputted:
   1. **My Info:** Includes demographic, sport, address, emergency contact, insurance, medications, medical alerts, immunizations, and other paperwork
   2. **Med History:** A Medical History questionnaire **(not required but preferred).**
   3. **Forms:** View/complete required paperwork. \*SportsWare will also display the number of forms you must complete **(not required).**
   4. Table

      Description automatically generated**Print:** Print My Info and Medical History data **(not required).**

**Please Note:** SportsWare works best on Google Chrome or Microsoft Edge.

Required fields are labeled “*Required*”. You can save and continue later, but your record will not be marked as complete until all Required field are filled out.

Changes will not be saved if you exit a window without clicking the **SAVE** button.

When you have completed your session be sure to **LOGOUT** (Text

Description automatically generated with medium confidence) of SportsWare

Graphical user interface, text, application, chat or text message

Description automatically generated**Updating Information via Mobile App**

1. **Sign into** the Mobile App on your phone using your email and password. Click the **Sign In** button.
2. Click on your **picture** to update your personal information.
3. Click through the various icons to enter your contact, insurance, and medical information.

Graphical user interface, application

Description automatically generated

* 1. Icon

     Description automatically generatedAthlete Information
  2. Icon

     Description automatically generatedEmergency Contact
  3. Icon

     Description automatically generatedMedical Information
  4. Icon

     Description automatically generatedInsurance Information
  5. Icon

     Description automatically generatedForms

1. Click the **SAVE** button.
2. Graphical user interface, text, application, chat or text message

   Description automatically generatedTo enter a COVID-19 or PHQ-9 mental health survey click the **navicon** ( ) in the upper right corner. **Select** the type of survey you would like to complete.
3. To record a new entry hit the **plus icon** () in the lower right corner. Click the **SAVE** button.
4. When you have completed your session be sure to **LOGOUT** () of SportsWare.

**Troubleshooting**

|  |  |
| --- | --- |
| ISSUE | SOLUTION |
| Not receiving password reset email. | Check your junk and spam folders. If the email is not in either of those folders, return to swol123.net and try resetting the password again. Pay close attention to spelling as there might have been a typo made previously. |
| My password reset/new account creation link isn’t working. | These links are only valid for 24 hours. Please navigate to swol123.net and follow the reset password procedure to get a new link sent. |
| My account is showing up under a different/former school. | You used the same password as the account tied to the other institution. Please follow the reset password procedure to change the password to something unique. |
| I don’t know/have a piece of the required information when filling out my profile. | You can still click the Save button to save all other information. Your record will just not be marked as Complete. Then, contact your ATC using the information on Page 2 of this document to ask how to proceed. |
| I can’t fill out a form. | SportsWare works best in Google Chrome. Please try again using this browser. If you’re still having issues, contact your Athletic Trainer using the information on Page 2. |