

Dear SSD Athletics Community,

For the second year, the Springfield Athletic Training Department is utilizing an electronic medical records system. This new system is called, SportsWare Online (SWOL), and it is a secure web-based documentation software that is used by athletic trainers and their institutions across North America. Currently they have over 1,500 institutions utilizing their database.

We are implementing SportsWare to be more efficient and time sensitive with our paperwork. With SWOL you can now enter all required paperwork and information online. The students no longer need to provide paper copies of their PIAA packet. All information will be entered by you into the SportsWare account.

Attached to this letter you will find instructions and a demo video on how to set up your account. Due to most of our athletes being minors, most of the notifications and access will be controlled by the parent/guardian. Our recommendation is that the account is in the name of the athlete but run by the parent/guardian. Please read the instructions packet and watch the video for clarification.

For example, Jill Smith is a 10th grade athlete on the volleyball team. When her coach sends her and her family the SportsWare instruction packet, her parent/guardian will create the athlete account by following the instructions packet and demo video. We found last year that parents/guardians tend to have more knowledge of the information we are requesting, so typically the parent is creating the account for the athlete. Once you are registered, you will wait for approval from the administrator (athletic trainer). Then you will complete the account creation process following the approval. Please give at least 6 hours for the approval to be accepted. We have a large influx this time of year and ask for your patience and understanding in advance. Once logged in, you will complete all required information and paperwork for your athlete. Finally, Jim or I will review the account and information for clearance purposes. We will reach out to you in the event something may not be correct in your account.

Please contact either of the athletic trainers list below if you have any questions or concerns.

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