



Dear Parents and Student-Athletes,

Welcome to St. Andrews University, we look forward to having you participate in athletics this upcoming school year. This letter is to assist in guiding you through the important paperwork that will need to be completed upon participation in athletic activity.

St. Andrews University requires that all student-athletes have completed the necessary medical participation forms including a current physical exam (preferably completed after June 1) signed by a physician, and currently be enrolled in an accepted primary insurance plan he/she is able to participate in intercollegiate athletics at St. Andrews University. The Sports Medicine Policy and Procedure Manual can be found on SAU Athletics website, which includes all accepted insurance plans.

The following forms must be completed by the student-athlete, if the student-athlete is under 18, his or her parent or guardian must sign all necessary forms. Copies of the concussion protocol, insurance information, banned substances policy and other protocols can be found on the Sports Medicine page of the St. Andrews University's athletics website ([sauknights.com](http://sauknights.com)). Please have these requirements completed PRIOR to your designated check in date.

- 1. SportsWare Online Paperwork - 6 forms total**
- 2. Primary Insurance Acknowledgement (Signed by Policy Holder)**
- 3. Pre-Participation Physical Exam**
- 4. Copy of all Insurance Cards (Front and Back)**

If you have any questions, please feel free to contact the Athletic Training Department.  
Thank you and go Knights!

Contact Information:

Mailing Address:  
Attn: Athletic Training  
1700 Dogwood Mile Street  
Laurinburg, NC 28352  
Fax: (910) 277-5150

Scan/Email: [hannahg@sa.edu](mailto:hannahg@sa.edu)

Questions/Comments/Concerns:  
Hannah Gawor  
Director of Sports Medicine  
Head Athletic Trainer  
(P): 910-277-5150  
[hannahg@sa.edu](mailto:hannahg@sa.edu)

## Sportsware online Paperwork


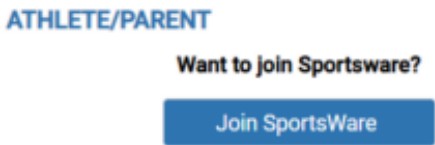
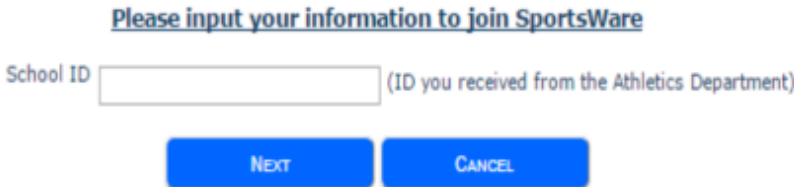


Dear New Student-Athletes,

Prior to participating on a team from St. Andrews University athletes must provide the Athletic Department with current address, emergency contact, insurance, medical alert and health history information. To expedite this process St. Andrews University uses an online data entry system.

To enter your information, visit [www.swoll23.net](http://www.swoll23.net). The first time you visit the website you will need to enter Join SportsWare using the instructions below:


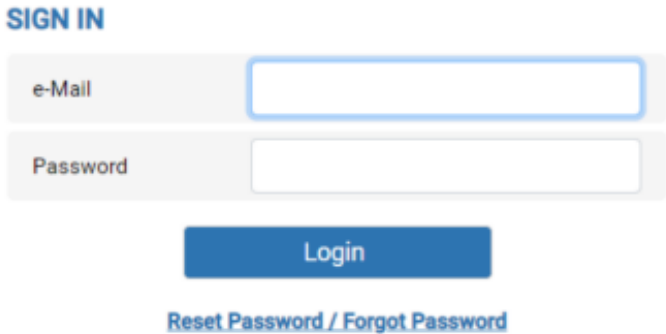

The St. Andrews University school ID is: **SAUKnights**

### Joining SportsWareOnLine

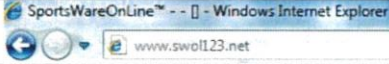
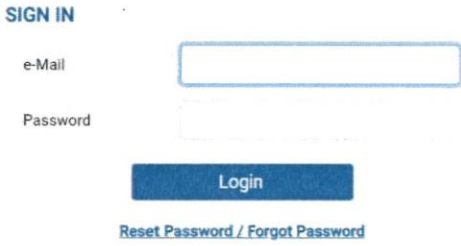
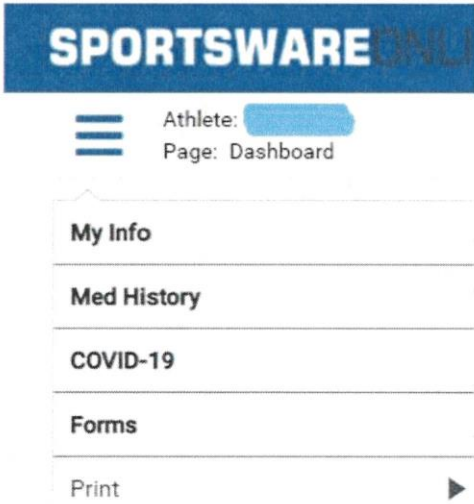
Instruction	Example
Go to <a href="http://www.swoll23.net">www.swoll23.net</a>	
Scroll to the middle of the screen and click the Join SportsWare button.	
Enter your School ID: <b>SAUKnights</b>  You should have received a School ID from the athletic trainer. This is required to join the correct school.	
Enter your First Name, Last Name, Email address and click the Send button.	
Your request to join SportsWare will then be sent to the Athletic Trainer for review. You should receive approval within a week.	

<p>Once your request is accepted you will receive an e-mail with the Subject <i>"SportsWare request accepted"</i>.</p> <p>Open the e-mail and click the <a href="http://www.swoll23.net">www.swoll23.net</a> link.</p>	<p><b>SportsWare OnLine Password Request</b> • You received this e-mail because either: 1) You requested to reset your SportsWare Online password OR 2) You are an athlete who:</p>
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## Setting Your Password

Instruction	Example
Go to <a href="http://www.swoll23.net">www.swoll23.net</a>	
Enter your Email Address and click the Reset Password button.	
You will receive an e-mail with the Subject "SportsWareOnLine Password Request". Open the e-mail and click on the link to reset your password. Enter your email address, new password and click the Save button.	

## Updating Your Information

Instruction	Example
Go to www.swol123.net.	
Enter your Email Address and password, click the <b>Login</b> button.	
<p><b>Select My Info:</b> Update your address, emergency contact and insurance information.</p> <p>OR</p> <p>Select “here” next to “Your Athlete Information is INCOMPLETE”</p>	 <p>Your Athlete Information is <b>INCOMPLETE</b>. Please click <a href="#">here</a> to complete it.</p> <p>Your Medical History is <b>INCOMPLETE</b>. Please click <a href="#">here</a> to complete it.</p>

Start with entering Athlete's information.

Complete the Athlete Online Access section by updating it with the Athlete's email address and primary information.

Continue to complete the remaining tabs.

**Athlete Online Access**

Online Access e-Mail: parent@swol123.net

Existing Password: \*\*\*\*\*

New Password:

Confirm Password:

**Password Requirements:**  
Must be at least 2 characters long.

**Parent Online Access**

Online Access e-Mail:

Existing Password:

New Password:

Confirm Password:

**Password Requirements:**  
Must be at least 2 characters long.

#### Med History:

Complete a Medical History questionnaire.

OR

Select "here" where it says "Your Medical History/ Athlete Record is **INCOMPLETE**"

Under athlete record and medical history, any box designated with "required" is necessary to complete the forms

#### Forms:

View/complete. Select "Save and submit" for form to be completed.

Note: SportsWare will also display "You have x forms to complete/download".

**SPORTSWARE ONLINE**

Athlete: [redacted]  
Page: Dashboard

**My Info**

**Med History**

**COVID-19**

**Forms**

Print

## ATHLETE PORTAL - ATHLETE

**Forms:** You have 6 form(s) to complete/download.

Your Athlete Information is **INCOMPLETE**. Please click [here](#) to complete it.

Your Medical History is **INCOMPLETE**. Please click [here](#) to complete it.

If you have any questions, please contact a member of the Athletic Training Staff for assistance.

Email Hannah Gawor: [hannahg@sa.edu](mailto:hannahg@sa.edu)



## SAU Sports Medicine Clearance Checklist

- Updated Physical signed by a Physician (Preferably after June 1)
  - A blank copy of the physical form can be found under the forms section.
  
- Primary Insurance Acknowledgement
  - Assumption of Risk
  - Authorization of Medical Treatment
  - Concussion Statement Agreement
  - Drug And Supplement
  - Sickle Cell Trait Testing Waiver
- Athlete Record (SportsWare anything with "required" is needed to complete record) \*
- Waive or Enroll in Blue Cross Blue Shield Insurance, offered by institution .
  - If you have your own primary insurance, please follow the instructions to waive.
  - If you have no insurance coverage or a nonaccepted plan, please follow the steps of enrollment.

If you have any questions, please contact a member of the Athletic Training Staff for assistance.

Email Hannah Gawor: [hannahg@sa.edu](mailto:hannahg@sa.edu)