



Dear Student-Athlete and Parent/Guardian,

Prior to participating on a sports team at Bishop Amat High School, each athlete must provide the Athletic Department with a current address, an emergency contact, insurance, medical alert, and health history information. To expedite this process the Athletic Department uses **SportsWare**, a secure online data entry system.

Specific instructions are provided on the following pages for both new and existing members. Please provide all information that is applicable. If this information changes during the year, please login to update the information. The software will allow you to use the same email address for multiple siblings, but you must choose a different password for each athlete.

All students must have a current physical (valid for one year) on file in the Athletics Office. **Physical Evaluation Forms are to be completed by a Medical Doctor (MD) or Doctor of Osteopathy (DO) ONLY.** Physicals completed by ANY OTHER practitioner cannot be accepted as is our school policy. Original must be submitted to the Athletics Office.

The Athletic Fee for the entire school year will be **\$125.00 paid in the Athletic Office and is mandatory in order to be cleared.** Please write student's ID number on your check.

If you have any questions, please contact the athletic office at 626-962-2495 ext. 7412. Your help and patience is appreciated.

Sincerely,

Mr. Manzo  
Athletic Director

Jose Luis Chavez, MS, ATC  
Athletic Trainer

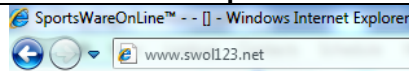
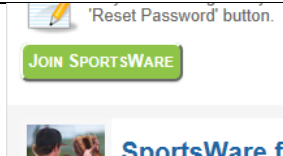
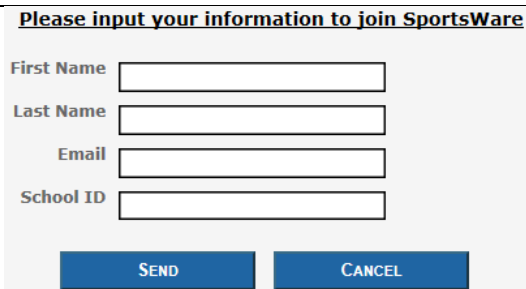
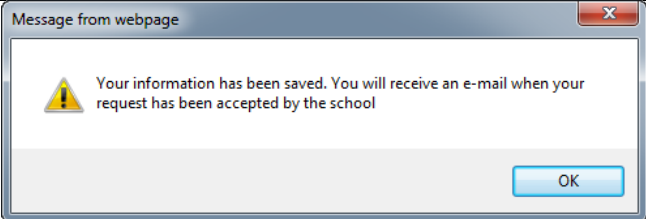
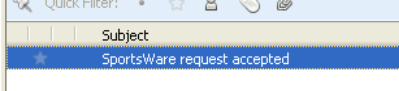
# SportsWare Online

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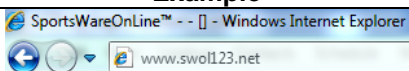
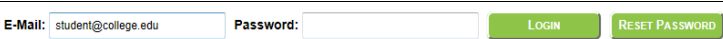
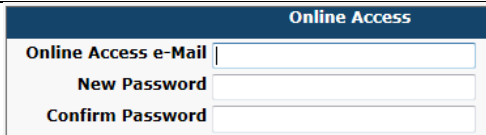
Instructions to Complete Online Information

**Bishop Amat Memorial High School**

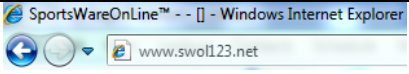
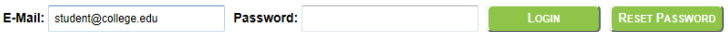
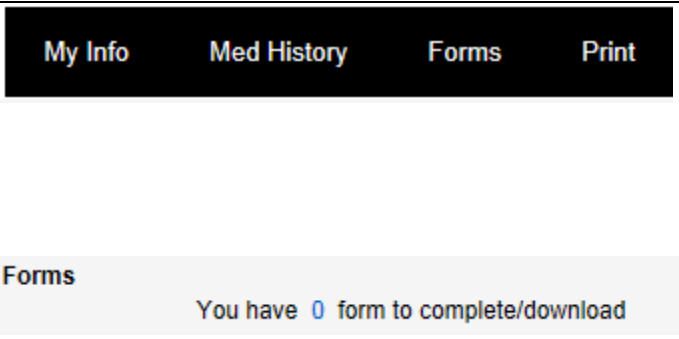
## Joining SportsWareOnline

Instruction	Example
Go to <a href="http://www.swol123.net">www.swol123.net</a>	
Scroll to the middle of the screen and click the <b>Join SportsWare</b> button.	
Enter your First Name, Last Name, Email address and School ID and click the Send button.  <b>The School ID is: BAHS</b>  <b>NOT your student ID number.</b>	
Your request to join SportsWare will then be sent to the Athletic Trainer for review.	
Once your request is accepted you will receive an email with the Subject " <i>SportsWare OnLine Password Request</i> ".  Open the e-mail and click the <a href="http://www.swol123.net">www.swol123.net</a> link to continue to SportsWareOnline.	

## Setting Your Password

Instruction	Example
Go to <a href="http://www.swol123.net">www.swol123.net</a>	
Enter your Email Address and click the <b>Reset Password</b> button.	
You will receive an e-mail with the Subject " <i>SportsWareOnLine Password Request</i> ".  Open the e-mail and click on the link to reset your password. Enter your e-mail address, new password and click the <b>Save</b> button.	

## Updating Your Information

Instruction	Example
Go to <a href="http://www.swol123.net">www.swol123.net</a>	
Enter your Email Address and click the <b>Login</b> button.	
<p>At the top of the page is the Menu Bar.</p> <p><b>My Info:</b> Update your address, emergency contact, and insurance information.</p> <p><b>Med History:</b> Complete a Medical History questionnaire yearly.</p> <p><b>Forms:</b> View/complete required paperwork. Note: SportsWare will also display “<i>You have ? forms to complete/download</i>”.</p> <p><b>Print:</b> Print My Info and Medical History data.</p>	

Thank you for your prompt help. If you have any questions, please contact the athletic office at 626-962-2495 x 7412 for assistance.

Sincerely,

Jose Luis Chavez, MS, ATC

# ALL ATHLETES MUST COMPLETE THE FOLLOWING TO BE CLEARED

**\*\* ORIGINAL PHYSICAL EVALUATION FORM MUST BE SUBMITTED TO THE ATHLETIC OFFICE IN PERSON.**

**\*\* \$125.00 ATHLETIC FEE MUST BE PAID IN THE ATHLETIC OFFICE.**

**\*\* ALL ATHLETE INFORMATION MUST BE COMPLETE.**

**\*\* ALL MEDICAL HISTORY INFORMATION MUST BE COMPLETE.**

**\*\* ALL ONLINE FORMS MUST BE E-SIGNED AND COMPLETED BY A PARENT OR GUARDIAN.**

**THESE 3 SECTIONS OF THE ONLINE PROFILE  
MUST BE COMPLETED. "Click" on tab to access**

**ANY INCOMPLETE INFORMATION WILL BE SHOWN HERE.**

The screenshot shows a web interface for an athlete's profile. At the top is a navigation bar with tabs: "My Info", "Med History", "Forms", and "Print". A "LOGOUT" button is in the top right. A red box with arrows points to the "My Info", "Med History", and "Forms" tabs, containing the text: "THESE 3 SECTIONS OF THE ONLINE PROFILE MUST BE COMPLETED. 'Click' on tab to access". Another red box with an arrow points to the "Forms" section, containing the text: "ANY INCOMPLETE INFORMATION WILL BE SHOWN HERE.".

On the left, there is a calendar for May 2015 with a "CALENDAR" button below it. The main content area is titled "Forms" and shows "You have 9 form(s) to complete/download". Under the "Status" section, it states: "Your Athlete Information is **INCOMPLETE**. Please click [here](#) to complete it." and "Your Medical History is **INCOMPLETE**. Please click [here](#) to complete it." Below this, it shows "Game Status:", "Practice Status:", and "Cleared To Play: No".

The "Notices And Handbooks" section contains a table:

	Title
Open	Asthma Action Plan
Open	PRINT PRIOR TO ON-CAMPUS SUMMER PHYSICAL- Physical Evaluation Form
Open	PRINT PRIOR TO ON-CAMPUS SUMMER PHYSICAL- Gary Souza, PT & Associates Permission Form

The "Referrals" section shows "No pending referrals". On the right side, there is a "WHAT'S NEW" button, a silhouette placeholder for a photo, and a "Change Photo" link.

### **"Paperwork"**

This tab will tell you what paperwork has been reviewed. Once a document has been reviewed, a date will appear next to it.

All sections in the **"My Info"** tab must be completed.

CSMi SPORTSWARE™

Page: Athlete General Institution: Bishop Amat High School Current User: Chavez, Jose Luis Athlete: Chavez, Jose Luis

General Address Emergency Insurance Medical Paperwork

SAVE CANCEL

**General**

First Name: Jose Luis \*  
Last Name: Chavez \*  
ID: 18015 \*  
SSN: \*  
Class: 2018 \*  
Gender: Male \*  
Birth Date: \*

**Online Access**

Online Access e-Mail: \*  
Existing Password: \*\*\*\*\* \*  
New Password: \*  
Confirm Password: \*

**Password Requirements:**  
Must be at least 6 characters long.

**Athlete Picture**

Athlete Picture: Browse... No file selected.  
Add Delete

**Sports/Group**

Sport 1: \*  
Sport 2: \*  
Sport 3: \*

Current: ☒ Sport 1 ☐ Sport 2 ☐ Sport 3  
Group: Bishop Amat HS \*

All fields marked with a red asterisk \* must be completed, in all sections.

You must choose a sport. If at any time you change sports you must change your sport online also.

Click the **"Paperwork"** tab. If your child's physical has been reviewed and accepted you will see an expiration date located in the field below. **Physicals expire 1 year from the date of exam.**

CSMi SPORTSWARE™

Page: Athlete Paperwork Institution: Bishop Amat High School Current User: Chavez, Jose Luis Athlete: Chavez, Jose Luis

General Address Emergency Insurance Medical Paperwork

SAVE CANCEL

Physical Expiration: 05/03/2016  
Asthma Action Form: \*  
Athletic Fee Paid On: 04/28/2015

The Athletic Fee for the entire school year will be **\$100.00 paid in the Athletic Office.** **Payment is MANDATORY in order to be cleared.** Please write the student's ID number on your check. Once the Athletic Fee has been paid and accepted, you will see the "Fee Paid On Date" located in the field above.

The “**Medical History**” tab must be completed. “Click” on tab to access. Any incomplete **Medical History** will prevent an athlete from being cleared.

My Info Med History Forms Print

LOGOUT

< May 2015 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

CALENDAR

**Forms**

You have 9 form(s) to complete/download

**Status**

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

Game Status:  
 Practice Status:  
 Cleared To Play: No

**Notices And Handbooks**

	Title
Open	Asthma Action Plan
Open	PRINT PRIOR TO ON-CAMPUS SUMMER PHYSICAL- Physical Evaluation Form
Open	PRINT PRIOR TO ON-CAMPUS SUMMER PHYSICAL- Gary Souza, PT & Associates Permission Form

**Referrals**

No pending referrals

WHAT'S NEW

[Change Photo](#)

All questions in the “**Medical History**” tab must be answered. A new **Medical History** is required each school year in order to be cleared.

CSMi SPORTSWARE™

Page: History General Institution: Bishop Amat High School Current User: Chavez, Jose Luis Athlete: Chavez, Jose Luis

SAVE CANCEL

**General**

Date: 04/26/2016 \* Evaluator: Sport: Football, Varsity

\* - All items are required to be answered

Item	Yes/No	Comment
Have you had a medical illness or injury since your last check up or sports physical?		
Do you have an ongoing or chronic illness?		
Have you ever been hospitalized overnight?		
Have you ever had surgery?		
Are you currently taking any prescription or nonprescription (over-the-counter) medication or pills or using an inhaler?		
Have you ever taken any supplements or vitamins to help you gain or lose weight or improve your performance?		
Have you ever had a rash or hives develop during or after exercise?		
Have you ever passed out during or after exercise?		
Have you ever been dizzy during or after exercise?		



Forms can be located in this **“Forms”** tab, all documents in this tab must be E-signed. **NOTICE: ONLY PARENTS OR GUARDIANS MAY E-SIGN ALL DOCUMENTS.**

### **“Cleared To Play”**

The clearance status of your athlete tells you if all sections have been filled and all documentation has been accepted .

**“YES”** Athlete is clear to participate.

**“NO”** Athlete is **NOT** clear to participate.

This is the **“Forms”** section of your athlete’s online profile. This is where you will electronically sign all documents. **NOTICE: ONLY PARENTS OR GUARDIANS MAY E-SIGN ALL DOCUMENTS.**

	Title	Required	Obsolete	Signed By	Date	Status
Select	Bishop Amat High School Concussion Action Plan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Jose Luis Chavez	3/31/2015 2:44:00 PM	SIGNED
Select	CIF Mandatory Steroids Policy	<input checked="" type="checkbox"/>	<input type="checkbox"/>			NOT STARTED
Select	Code of Ethics Athletes	<input checked="" type="checkbox"/>	<input type="checkbox"/>			NOT STARTED
Select	Consent Form	<input checked="" type="checkbox"/>	<input type="checkbox"/>			NOT STARTED
Select	Heat Illness Prevention Form	<input checked="" type="checkbox"/>	<input type="checkbox"/>			NOT STARTED
Select	Informed Consent Form	<input checked="" type="checkbox"/>	<input type="checkbox"/>			NOT STARTED
Select	Permission for Pictures	<input checked="" type="checkbox"/>	<input type="checkbox"/>			NOT STARTED
Select	Sudden Cardiac Arrest Form	<input checked="" type="checkbox"/>	<input type="checkbox"/>			NOT STARTED
Select	Weight and Nutrition Form	<input checked="" type="checkbox"/>	<input type="checkbox"/>			NOT STARTED
Select	Concussion Signature Form	<input checked="" type="checkbox"/>	<input type="checkbox"/>			NOT STARTED

2) “Click” here to open document after it has been selected.

1) To select a document please “click” here.



2) After you have filled-in and completed each document you must save and submit it.

SAVE SAVE & SUBMIT DOWNLOAD CLOSE

**PLEASE FILL OUT THIS FORM BEFORE SUBMITTING ELECTRONIC SIGNATURE**

**Code of Ethics - Athletes**

Athletics is an integral part of the school's total educational program. All school activities, curricular and extra-curricular, in the classroom and on the playing field, must be congruent with the school's stated goals and objectives established for the intellectual, physical, social and moral development of its students. It is within this context that the following Code of Ethics is presented.

As an athlete, I understand that it is my responsibility to:

1. Place academic achievement as the highest priority.
2. Show respect for teammates, opponents, officials and coaches.
3. Respect the integrity and judgment of game officials.
4. Exhibit fair play, sportsmanship and proper conduct on and off the playing field.
5. Maintain a high level of safety awareness.
6. Refrain from the use of profanity, vulgarity and other offensive language and gestures.
7. Adhere to the established rules and standards of the game to be played.
8. Respect all equipment and use it safely and appropriately.
9. Refrain from the use of alcohol, tobacco, illegal and non-prescriptive drugs, anabolic steroids or any substance to increase physical development or performance that is not approved by the United States Food and Drug Administration, Surgeon General of the United States or American Medical Association.
10. Know and follow all state, section and school athletic rules and regulations as they pertain to eligibility and sports participation.
11. Win with character, lose with dignity.

As a condition of membership in the CIF, all schools shall adopt policies prohibiting the use and abuse of androgenic/anabolic steroids. All member schools shall have participating students and their parents, legal guardian/caregiver agree that the athlete will not use steroids without the written prescription of a fully licensed physician (as recognized by the AMA) to treat a medical condition (Article 523).

By signing below, both the participating student athlete and the parents, legal guardian/caregiver hereby agree that the student shall not use androgenic/anabolic steroids without the written prescription of a fully licensed physician (as recognized by the AMA) to treat a medical condition. We recognize that under CIF Bylaw 202, there could be penalties for false or fraudulent information.

We also understand that the Bishop Amat Memorial High School policy regarding the use of illegal drugs will be enforced for any violations of these rules.

Name of Student Athlete \_\_\_\_\_ Date \_\_\_\_\_

Name of Legal Guardian \_\_\_\_\_ Date \_\_\_\_\_

1) Please fill in/complete each document. All red boxes must be filled.


SAVE SAVE & SUBMIT

By entering my name, checking the Electronic Signature box, and clicking on the button, I certify that the information provided herein is true and complete to the best of my knowledge.

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_

☐ I acknowledge that I am electronically signing this request.

SUBMIT CANCEL



10932 Pine Street  
Los Alamitos, California 90720

Telephone: 562-493-9500  
Fax: 562-493-6266

**PLEASE FILL OUT THIS FORM BEFORE SUBMITTING ELECTRONIC SIGNATURE**

Once you "click" save and submit, the electronic signature box will appear.

**ONLY A PARENT OR GUARDIAN MAY E-SIGN ALL DOCUMENTS.**

Then "click" **Submit**

**PLEASE COMPLETE THIS PROCESS FOR EACH FORM. ONCE YOU HAVE SUBMITTED EACH DOCUMENT ELECTRONICALLY, YOUR ATLETE'S PROFILE WILL BE UPDATED.**

## **SportsWare OnLine Frequently Asked Questions**

### **What is SportsWare Online?**

Prior to participating on a sports team at Bishop Amat High School, each athlete must provide the Athletic Department with a current address, an emergency contact, insurance, medical alert, and health history information. To expedite this process the Athletic Department uses SportsWare, which is a secure online data entry system.

### **How do I sign into SportsWare Online?**

Follow the steps in the SportsWare OnLine Instructions PDF.

### **I have more than 1 student attending, can I sign up with the same email address?**

Yes, you can use the same email address for multiple siblings, but you must choose a different password for each athlete. However, make sure this is an email you use. Also, be sure to check your Junk/Spam folder for emails that are coming directly from SportsWare Online.

### **What is the “School ID” that SportsWare is asking for when I sign up?**

The School ID is **BAHS** NOT your student ID number.

### **I signed up for SportsWare Online, what do I do now?**

The confirmation process after the initial sign up can take up to 5-7 business days. When confirmation of your profile takes place, you will receive an email (to the email address you signed up with) with a link to follow to complete your profile by setting your password and logging into SportsWare for the first time.

### **I signed up for SportsWare Online, but haven’t received a confirmation email.**

Make sure you have checked the junk/spam folders from or the email from “admin@swol123.net.” If it has been over 7 days since signing up and you still have not received an email there may have been a spelling mistake or other issue when signing up for SportsWare. Please sign up again using that email making sure it is spelled correctly and that “admin@swol123.net” is not set to spam.

### **How do I electronically sign the “Forms”?**

The electronic signature happens after you have completed all empty fields on the form and clicked on the “**Save & Submit**” button. You will then fill in your name and check a box notifying you that this is an electronic signature. **NOTICE: ONLY A PARENT OR GUARDIAN MAY E-SIGN ALL DOCUMENTS.**

### **What do I do if I’ve been told “My Info” is not completed?**

Please see the steps in SportsWareOnLineInstructions PDF for details on filling out the “My Info” section. If you have filled out this section before but are being told it is not complete please make sure all required fields are filled or make sure the fields are filled out and you have clicked on the “Save” button before exiting.

### **What do I do if I’ve been told “Forms” are not completed?**

Please see the steps in SportsWare OnLine Instructions PDF.

### **I completed my “Forms” but they were not accepted?**

If your form was submitted but not accepted and you are being required to resubmit it, this is because either a required field was left blank or the form was signed by the student-athlete and the electronic signature needs to be done by a parent or guardian.

### **My computer won’t open the “Forms”?**

Some compatibility issues may arise when opening the fillable PDF documents. Please make sure your internet browser is up to date and or try viewing and filling out the PDFs on another computer or device. **DO NOT** just print out the documents as they need to be filled out and submitted online.