

# Lebanon High School Athletes

If your student is **NEW to LHS athletics this school year**  
(has not participated in any athletic team for LHS, Transfer or Freshman)

Please read instructions completely and complete ASAP  
**IF IT APPLIES TO YOUR STUDENT**

Dear Parents:

LHS Athletic Training is implementing an Electronic Medical Records (EMR) registration. SportsWare is our online medical records software provider. All medical records are secure, safe, and confidential and will NOT be shared. Prior to participating on a team for Lebanon High School, all athletes must provide the Athletic Training Department with medical alert and health history information. **Please complete the following online process prior to the student's first regulation practice.**

To enter your information:

1. Go to: **www.swol123.net**
2. Scroll to the middle of the screen and click the **Join SportsWare** button.
3. Enter your **school ID: lebanon97355**
4. Enter your First Name, Last Name, Email Address, Group, and click the SEND button.
5. Your request to join SportsWare will be sent to the Athletic Trainer.
6. Once accepted by your athletic trainer (**please watch for this email or you will have to go through this process again. The email access code only lasts 24 hours**), you will receive an email to begin which takes you to: ONLINE ACCESS.
7. Enter your email address and select a password (put in new and confirm fields) then click **SAVE**.
  - **Note, you have 24 hours to log-in, or your password will have to be re-set.**

NEXT STEPS: Updating your information

1. Go to **www.swol123.net**
2. Enter your email address and password and click the **login** button.
3. There will be a Status section with 2 links for areas you need to navigate to and fill out; Athletic Information and Medical History.
4. At the top of the page is the Menu bar **My Info Med History Forms Print**
  - Note, you can enter info under each menu bar before clicking save
5. **My Info:** Please fill out at a minimum, all sections with a red \* next to it. Enter name, address, emergency contact, insurance, medical section. (SSN info is NOT needed, please disregard)
6. **Med History:** Complete Medical History Questionnaire
7. **Forms:** View/Complete required paperwork.
  - Note, SportsWare will also display "You have\_\_forms to complete/download"
8. **Print:** Print My Info and Medical History data. (for your records and to ensure you have completed all entries). You **do not** need to return to LHS.

**Thank you for your prompt help.**

**Helena Tweet MS, ATC**