

Dear Student Athlete,

Prior to participating on a team at Northwest University, all athletes must provide the following to the Athletic Training Office each year:

- Demographic Information (e.g. name, physical address, email, mobile phone number, etc.)
- Emergency Contact Form
- Primary Insurance Form (copy of primary insurance holder's ID Card, front and back)
- Medical Questionnaire (new student-athletes only; with medical alert information)
- Re-Examination of Health History Form (returning student-athletes only)

Thank you for your prompt help. If you have any questions, please contact the athletic training office at 425-889-5353 for assistance.

Sincerely,  
Larry Brown  
Northwest University Athletic Trainer

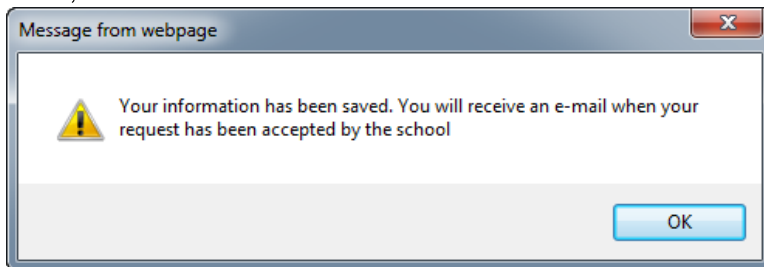
### NEW STUDENT-ATHLETES

Northwest University uses an online data entry system to complete this process. New student-athletes need to join SportsWare by creating a new account. To expedite the athletic clearance for participation, please read and follow these steps:

- Visit <https://www.swol123.net/> and click the Join SportsWare button.



- Enter EaglesAT as the *School ID*, and then click the **Next** button.
- Enter your information (using your NU email address) and select **Northwest Univ** from the *Group* drop-down, and then click the **Send** button. You will receive the following alert:



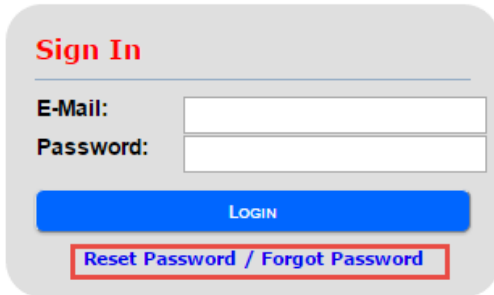
- Your request will be sent to the Athletic Trainer for review. Once accepted, you will receive an email with SportsWare Request Accepted as the subject. Open the message and click the link to continue.

### RETURNING STUDENT-ATHLETES

All returning student-athletes simply need to log into their existing SportsWare account and follow all the instructions.

## RESETTING A FORGOTTEN SPORTSWARE PASSWORD

- Visit <https://www.swol123.net/>
- Enter your NU email address in the *Sign In* box and click the **Reset Password / Forgot Password** link.



The image shows a 'Sign In' form with the following elements:

- Sign In** (red text)
- E-Mail:** [text input field]
- Password:** [text input field]
- LOGIN** (blue button)
- Reset Password / Forgot Password** (link, highlighted with a red box)

- You will receive an email with **SportsWareOnLine Password Request** as the subject. Open the message and click the link to continue.
- Enter your NU email address and the password you wish to use for SportsWare, then click the **Save** button.

## UPDATING YOUR INFORMATION

- Visit <https://www.swol123.net/> and log in with your NU email address and SportsWare password.
- Use the My Info, Med History, and Forms links across the top of the page.
  - **My Info**  
Update your address, emergency contacts, and insurance information.
  - **Med History**  
Complete a Medical History Questionnaire.
  - **Forms**  
View or complete required paperwork. You will see a message on the dashboard that indicates how many forms need to be completed.