

Athletic Training Appointment Guide

Why are you looking to see an athletic trainer?

I have a **new injury** that the athletic trainers **have not assessed yet**. (i.e.: got hurt at lift or practice, noticed a new pain, or have just started feeling sick)

Head to the athletic training room. You **do not need a scheduled appointment for new injuries**. The athletic trainers want to help you as soon as possible

I need treatment for an **injury that has already been assessed by the athletic trainers** or am looking to start/continue an injury prevention plan.

Schedule an appointment on Sportsware to see an athletic trainer

I tried Sportsware but there were no appointments available

Contact the athletic trainers through Teams and we will get you scheduled as soon as possible.

How to Make an Appointment on Sportsware

SPORTSWARE ONLINE

Fillable attachment issue has been resolved. SCAT6 and updated listing filters are released.

Athlete: , Millersville
Page: Dashboard

My Info
Med History
COVID-19
PHQ9
Forms
Print
Logout...

ATHLETE PORTAL - ATHLETE

Forms: You have 0 form(s) to complete/download.

Status

Last COVID form: N/A
Your Athlete Information is **INCOMPLETE**. Please click [here](#) to complete it.
Your Medical History is **INCOMPLETE**. Please click [here](#) to complete it.

Game Status: Full go
Practice Status: Full go

Notices And Handbooks

	Title
Open	Concussion Fact Sheet
Open	Sickle Cell Information
	Referral Process Information
	Primary Insurance Requirement
	Millersville University Athletics Secondary Insurance Information
	Medical Rights and Responsibilities
	Mental Health Information
Open	Additional Health Information

Show: Today This Week

Referrals
No pending referrals.

February 2024

S	M	T	W	T	F	S
28	29	30	31	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	1	2
3	4	5	6	7	8	9

Calendar

1. Login to your Sportsware (www.swol123.net) account and click on the "Calendar" button

How to Make an Appointment on Sportsware

The screenshot shows the Sportsware Online Scheduler interface. The page title is "SPORTSWARE ONLINE" and the user is logged in as "Athlete: Millersville". The page is titled "Page: Scheduler". The main content area is titled "YOUR SCHEDULE" and features a calendar view for the week of 2/18/2024 to 2/24/2024. The "Add Appointment" button is circled in yellow, and a large yellow arrow points to it. A yellow text box at the bottom right contains the instruction: "2. Click on the 'Add Appointment' button".

SPORTSWARE ONLINE

Athlete: Millersville
Page: Scheduler

YOUR SCHEDULE

Dashboard

Add Appointment Unconfirmed

today 2/18/2024 - 2/24/2024

Day Week Month Timeline

Sun, 18 Mon, 19 Tue, 20 Wed, 21 Thu, 22 Fri, 23 Sat, 24

6:30 AM

9:30 AM

2. Click on the "Add Appointment" button

CSMi
SportsWareOnline

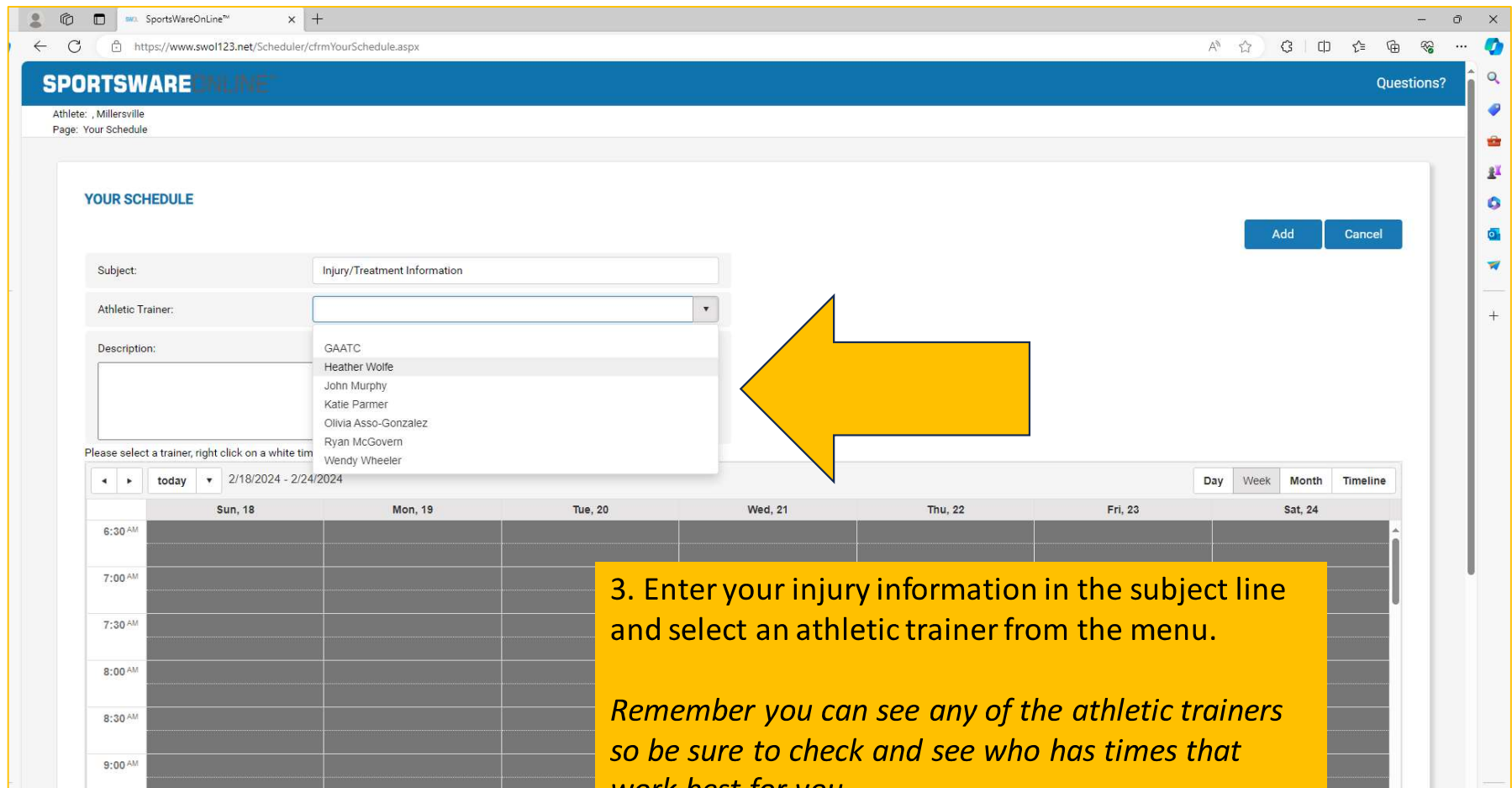
Parents and Athletes: Please contact your school's athletic training department with all questions. CSMi/SportsWare representatives do not have access to your login information or data.
Knowledgebase
Privacy Policy

Version: 2.0.12.166
Inc: 849 (Millersville University) Ath: 13341350

NASDAQ +2.98%

4:00 PM
2/22/2024

How to Make an Appointment on Sportsware



The screenshot shows the SportswareOnline scheduler interface. The browser address bar displays the URL: <https://www.swol123.net/Scheduler/cfrmYourSchedule.aspx>. The page title is "SPORTSWARE ONLINE" and the user is logged in as "Athlete: , Millersville". The page content includes a "YOUR SCHEDULE" section with an "Add" button and a "Cancel" button. The appointment form has the following fields:

- Subject: Injury/Treatment Information
- Athletic Trainer: (Dropdown menu)
- Description: (Text area)

The dropdown menu for Athletic Trainer is open, showing the following options:

- GAATC
- Heather Wolfe
- John Murphy
- Katie Parmer
- Olivia Asso-Gonzalez
- Ryan McGovern
- Wendy Wheeler

A large yellow arrow points to the Athletic Trainer dropdown menu. Below the form is a calendar grid showing the dates from Sunday, 2/18/2024 to Saturday, 2/24/2024. The time slots range from 6:30 AM to 9:00 AM. A yellow text box is overlaid on the calendar grid with the following text:

3. Enter your injury information in the subject line and select an athletic trainer from the menu.

Remember you can see any of the athletic trainers so be sure to check and see who has times that work best for you.

How to Make an Appointment on Sportsware

The screenshot displays the SportswareOnline scheduler interface. At the top, the browser address bar shows the URL <https://www.swol123.net/Scheduler/cfmYourSchedule.aspx>. The page header includes the SportswareOnline logo and a "Questions?" link. Below the header, the user's profile information is shown: "Athlete: , Millersville" and "Page: Your Schedule".

The main content area is titled "YOUR SCHEDULE" and contains a form for creating an appointment. The form includes the following fields:

- Subject:** Injury/Treatment Information
- Athletic Trainer:** Heather Wolfe
- Description:** (Empty text area)

Buttons for "Add" and "Cancel" are located in the top right corner of the form. Below the form, a navigation bar shows the current date as "today" and the date range "2/18/2024 - 2/24/2024".

The main part of the interface is a calendar grid. The grid shows days from Sunday, 18 to Wednesday, 21. The time slots range from 8:00 AM to 10:30 AM. A yellow arrow points to a white time slot on Tuesday, 20, at 8:30 AM. A "Book Appointment" button is visible in this slot, circled in yellow.

A yellow callout box on the right side of the screenshot contains the following text:

4. The white boxes show open appointment times. Find a time that works for you. Either **right click or press and hold the appointment spot you want until a "Book appointment" button pops up.** Click the "Book appointment" button to finish scheduling.

How to Make an Appointment on Sportsware

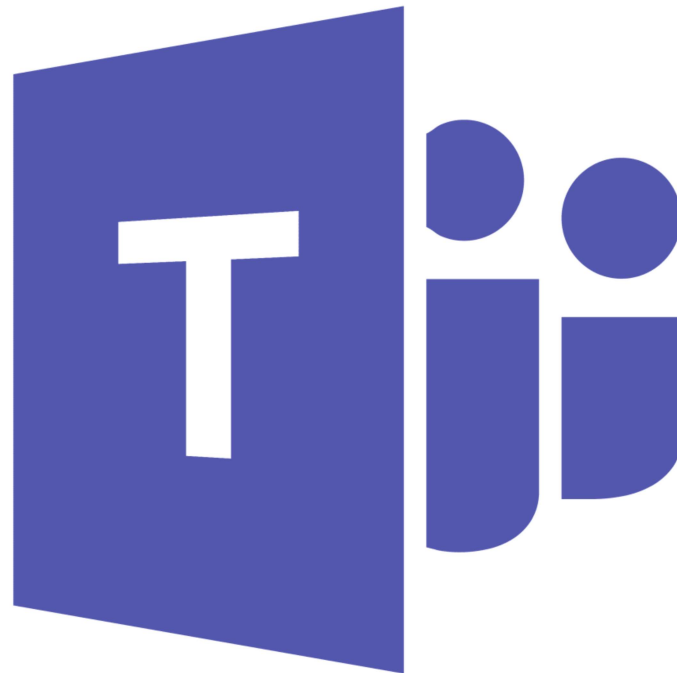
The screenshot displays the Sportsware Online scheduler interface. At the top, the header reads "SPORTSWARE ONLINE" and "Athlete: , Millersville". Below this, the page title is "Page: Your Schedule". The main content area is titled "YOUR SCHEDULE" and features a "Dashboard" button. There are two buttons: "Add Appointment" and "Un-Confirmed". The calendar shows a grid for the dates Sun, 18, Mon, 19, Tue, 20, and Wed, 21. The time slots range from 8:00 AM to 11:00 AM. An appointment titled "Injury/Treatment" is scheduled for Tuesday, February 20, 2024, at 8:30 AM. A "Schedule" button is visible in the 9:00 AM slot on Wednesday, February 21, 2024. A yellow callout box with the text "5. Your scheduled appointment will now show on your calendar in Sportsware." is overlaid on the calendar grid.

5. Your scheduled appointment will now show on your calendar in Sportsware.

CSMi
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Knowledgebase
Privacy Policy
Version: 2.0.12.166
Inc: 849 (Millersville University) Ath: 13341350
4:11 PM 2/22/2024

How to Send A Message in Teams

1. Login to your Millersville Office 365 and click the Teams app on the left menu or open the Teams mobile app on your phone



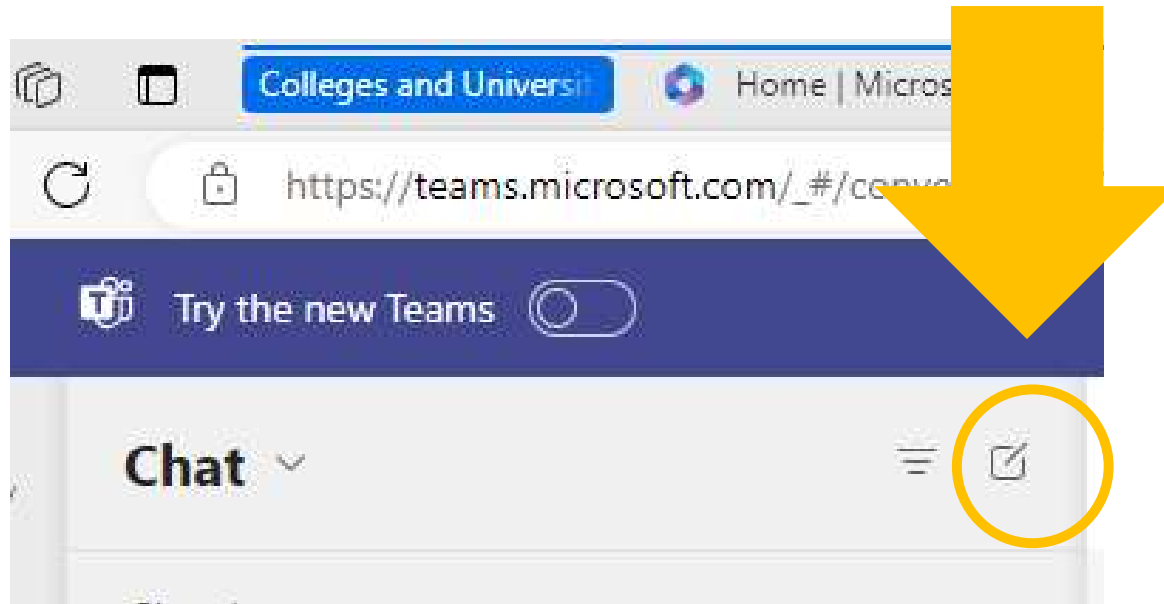
How to Send a Message in Teams

2. Click on the "Chat" button.



How to Send a Message in Teams

3. Click on the "Compose" button



How to Send a Message in Teams

4. A new chat window will open in the "To:" section contact the athletic trainer of your choice. You can group chat all of the athletic trainers if you want. Send your message about your appointment/injury and click send. The athletic trainers will respond when they are in the office.

Athletic Trainers Teams' Contact Information

Katie Parmer – KATIE.PARMER

Heather Wolfe – HEATHER.WOLFE

Ryan McGovern – RYAN.MCGOVERN

Wendy Wheeler – WENDY.WHEELER