

Athletic Medical Clearance Instructions for New Student- Athletes

Freshmen/Transfers

Millersville University Intercollegiate Athletics

2023-2024

This document outlines the requirements for athletic medical clearance for student-athletes new to Millersville University for the 2023-2024 seasons.

Detailed instructions on how to complete each requirement are also included.

Please review and complete these instructions. Feel free to contact the athletic trainers with any questions or concerns about this process.

Katie Parmer (katie.parmer@millersville.edu)	Men's Soccer, Softball, Track and Field, Wrestling
Heather Wolfe (heather.wolfe@millersville.edu)	Cheerleading, Football, Lacrosse, Swimming
Ryan McGovern (ryan.mcgovern@millersville.edu)	Baseball, Cross Country, Field Hockey, Golf, Women's Basketball
Wendy Wheeler (wendy.wheeler@millersville.edu)	Men's Basketball, Tennis, Volleyball, Women's Soccer

New Student-Athlete Checklists

Prior to Coming to Campus

- Sickle cell status/results
- Complete Sportsware account
- Physical within the last year
- Vaccination records
- Up-to-date tetanus(TDAP) vaccine

Completed On-Campus

- PPE with team physician
- Concussion baseline testing
- Mental Health Screen

Sickle Cell Status

NCAA policy dictates that all student-athletes new to an institution must provide proof of their sickle cell status

Most people born in the United States were tested at birth; instructions on how to request your records vary based on what state you were born in. These instructions can be found on the Millersville University Athletic Training website.

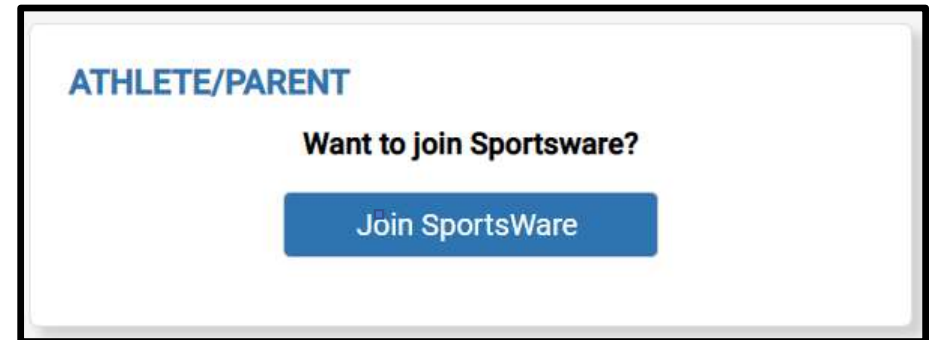
Students who cannot get their results will need to obtain testing. This can be completed with your primary care provider. The needed test is called hemoglobin solubility or hemoglobin iontophoresis test.

Results can be faxed to Millersville University Athletic training at 717-871-7885. Please ensure the student-athlete's name and M-number are on the results.

Sportsware Account

1. Request Access

- Navigate to www.swol123.net
- Select the “Join Sportsware” button about 1/3 down the page
- Enter **Ville2324**
- Enter your full legal name in the required fields
- You must use your Millersville email
- You must select “Not Started” for your group



Sportsware Account

2. Accept Access

- Your request will be reviewed within 72 hours
- You will get an email with login instructions. Please note this is often filtered to your Spam/Junk folder so please check there.
- If you see the email after the login link has expired, you will simply need to utilize the “Reset Password” button.

Sportsware Account

3. Complete Your Athlete Information

- When you login you will see a line “Your Athlete Information is incomplete.” Click on that statement to continue

The screenshot displays the Sportsware Online Athlete Portal dashboard. The header is blue with the text "SPORTSWARE ONLINE". Below the header, there is a navigation menu on the left with icons and labels: "My Info", "Med History", "COVID-19", "PHQ9", "Forms", "Print", and "Logout...". The main content area is titled "ATHLETE PORTAL - ATHLETE". It contains the following information: "Forms: You have 0 form(s) to complete/download.", "Status", "Last COVID form: N/A", and a highlighted yellow box containing the text "Your Athlete Information is **INCOMPLETE**. Please click [here](#) to complete it." A large black arrow points down to this highlighted box. Below the highlighted box, it says "Your Medical History is **INCOMPLETE**. Please click [here](#) to complete it." There are also sections for "Game Status:", "Practice Status:", and "Notices And Handbooks".

Sportsware Account

3. Complete Your Athlete Information – General

- You will see the “General” information tab.
- Complete all red required fields.
- Do not enter your SSN
- Only enter sports you are on the official roster for

Sportsware Account

3. Complete Your Athlete Information - Address

- Navigate to the “Address” tab next.
- Your primary address is your permanent home address
- Your secondary address is your campus address
- Both addresses must be completed



Sportsware Account

3. Complete Your Athlete Information - Insurance

- Navigate to the “Insurance” tab next.
- Complete all required fields marked in red



Sportsware Account

3. Complete Your Athlete Information - Insurance

- At the bottom of the page upload photos of the both the front and back of your card
- First select the file, then click add on the appropriate side
- Both the front and back must be uploaded to be complete

Insurance Card

Upload Insurance Card **1** Choose File No file chosen

Front: Not Uploaded * **2** + Add

Back: Not Uploaded * + Add

Sportsware Account

3. Complete Your Athlete Information - Save

- Once that has been completed click the “Save” button in the top right corner.
- If you navigate away from the page without saving your progress will be lost
- **Note: if you see a pop-up like the one below after clicking save double check your information, something required is missing**

The record has been saved but will not be marked as "Complete" till the following is complete(d)

Sportsware Account

4. Complete Your Medical History

- On the home screen you will see “Your Medical History is incomplete.” Click on that statement to continue
- Answer all questions on the following screen honestly.
- Ensure you provide an explanation for any “Yes” answer
- Be sure to save when you are done

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.

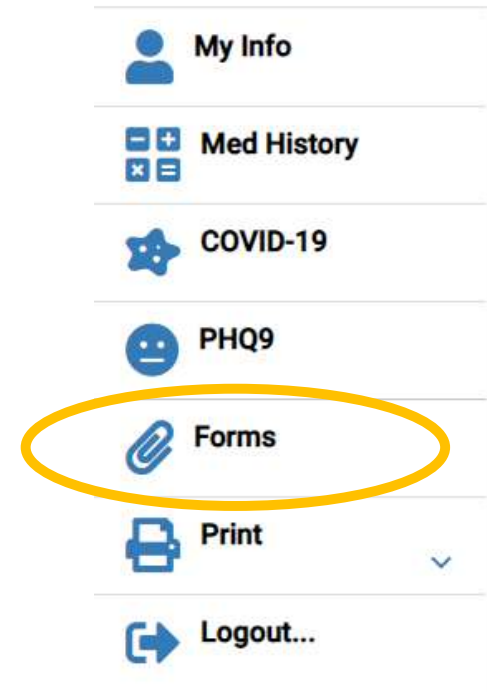
Game Status:

Practice Status:

Sportsware Account

5. Upload your required forms

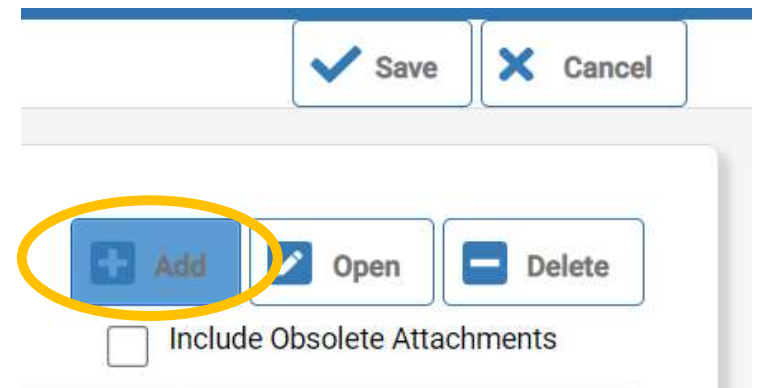
- Click on the forms button marked with a paper clip on the left side of the screen.



Sportsware Account

5. Upload your required forms

- Click the add button at the top right corner of the screen.
- Choose your most recent physical from home, add the file as **LastName.FirstName.Physical2023** and click save
- Click the add button again
- Choose your vaccination records, add that file as **LastName.FirstName.Immunizations2023**
- If you have your sickle cell results upload those as **LastName.FirstName.SickleCell2023**
- Click Save



Be sure to name the files as described to avoid any confusion and delays

Scheduling Your PPE

- Now you have completed your Sportsware and are ready to schedule your PPE
- PPEs will be held June 20, June 26, June 28, and July 17
 - Once your Sportsware is completed contact Heather Wolfe at heather.wolfe@millersville.edu with your preferred date. Appointments must be scheduled at least 72 hours in advance.
- Come to your PPE prepared!
 - If you have a cardiac or neurologic history please bring copies of all related medical records
 - If you have had a recent surgery please bring all related records.

The remaining requirements will be completed after you arrive on campus

- Your concussion baseline will be completed as part of your PPE
- Your mental health screen will be completed upon your arrival to campus