

Athletic Medical Clearance Instructions for Returning Student-Athletes

Millersville University Intercollegiate Athletics
2024-2025

This document outlines the requirements for athletic medical clearance for student-athletes returning to Millersville University for the 2024-2025 seasons after participating in the 2023-2024 season.

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

Please review and complete these instructions. Feel free to contact your primary contact athletic trainer with any questions or concerns.

Returning Student-Athlete Checklists

Prior to Coming to Campus

- Complete and updated Sportsware account
- Up-to-date tetanus(TDAP) vaccine

Completed On-Campus

- PPE with athletic trainer
- Concussion baseline testing (if not completed in the past 2 years)
- Mental Health Screen

Sportsware Account

1. Update 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 interface. At the top, the header reads "SPORTSWARE ONLINE™". Below the header, the user's profile is shown as "Athlete: , Test" and the current page is "Page: Dashboard". A navigation sidebar on the left contains the following items: "My Info", "Med History", "COVID-19", "PHQ9", "Forms", "Print", and "Logout...". The main content area is titled "ATHLETE PORTAL - ATHLETE". It shows "Forms: You have 0 form(s) to complete/download." and a "Status" section. Under "Status", it lists "Last COVID form: N/A". A yellow box highlights the message: "Your Athlete Information is **INCOMPLETE**. Please click [here](#) to complete it." A large black arrow with a yellow outline points down to this message. Below this, it states "Your Medical History is **INCOMPLETE**. Please click [here](#) to complete it." Further down, it lists "Game Status:" and "Practice Status:". At the bottom of the visible content, there is a section for "Notices And Handbooks".

Sportsware Account

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 – please ensure they are accurate

Athlete: , Test

Page: Athlete Address



Sportsware Account

3. Complete Your Athlete Information - Insurance

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



Sportsware Account

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

The screenshot displays the 'Insurance Card' section of a user interface. At the top, there is a header 'Insurance Card'. Below it is a file upload field with the text 'Upload Insurance Card' and a 'Choose File' button. To the right of the 'Choose File' button, it says 'No file chosen'. A large black arrow with the number '1' inside points to the 'Choose File' button. Below the file upload field, there are two rows. The first row is labeled 'Front: Not Uploaded *' and has a blue '+ Add' button to its right. A large black arrow with the number '2' inside points to this '+ Add' button. The second row is labeled 'Back: Not Uploaded *' and also has a blue '+ Add' button to its right. A vertical line is positioned below the second '+ Add' button.

Sportsware Account

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

2. Complete Your Medical History

- On the home screen you may see “Your Medical History is incomplete.” Click on that statement to continue – if you do not see this you have already completed your medical history for this year
- 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:

Scheduling Your PPE

- Now you have completed your Sportsware
- If you have not already completed or scheduled your PPE you may now do so. Your primary contact athletic trainer will send details about the PPE process for your team.

The remainder of your requirements will be completed upon your return to campus

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