

Making an Appointment to see an Athletic Trainer:

In an effort to provide better care for our student athletes, individual appointment can be made with athletic training staff to allow for injury evaluation, treatment and rehabilitation. These appointment will be available throughout the morning.

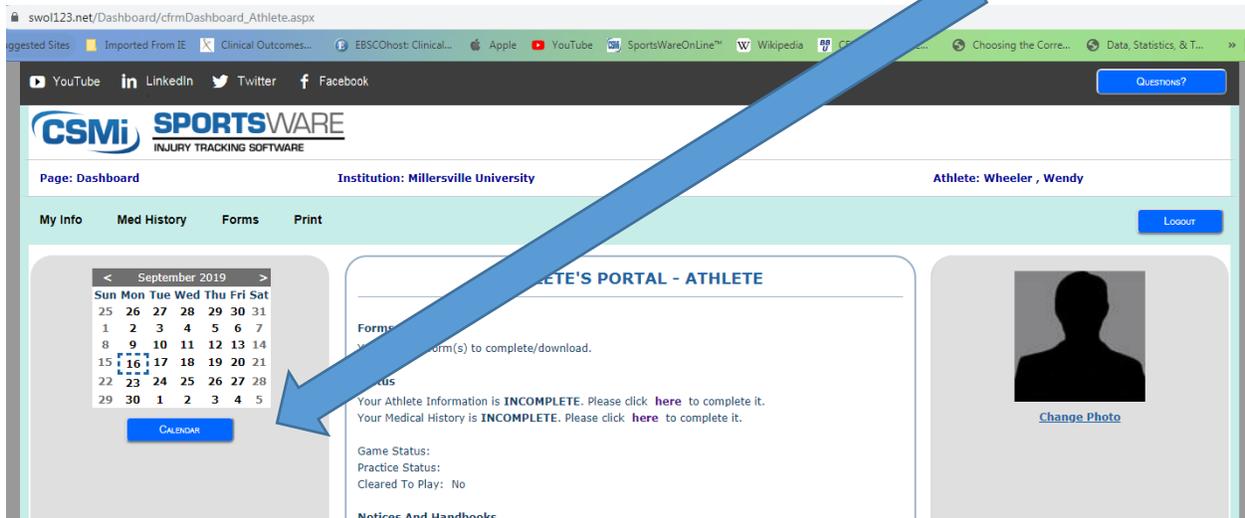
Step 1: Log on to Sportware

-From your computer go to Sportware <https://www.swol123.net/default.aspx>

- Sign In using your email and password:



Step 2: Access your Calendar by clicking Calendar button just below the calendar:



Step 3: Add Appointment

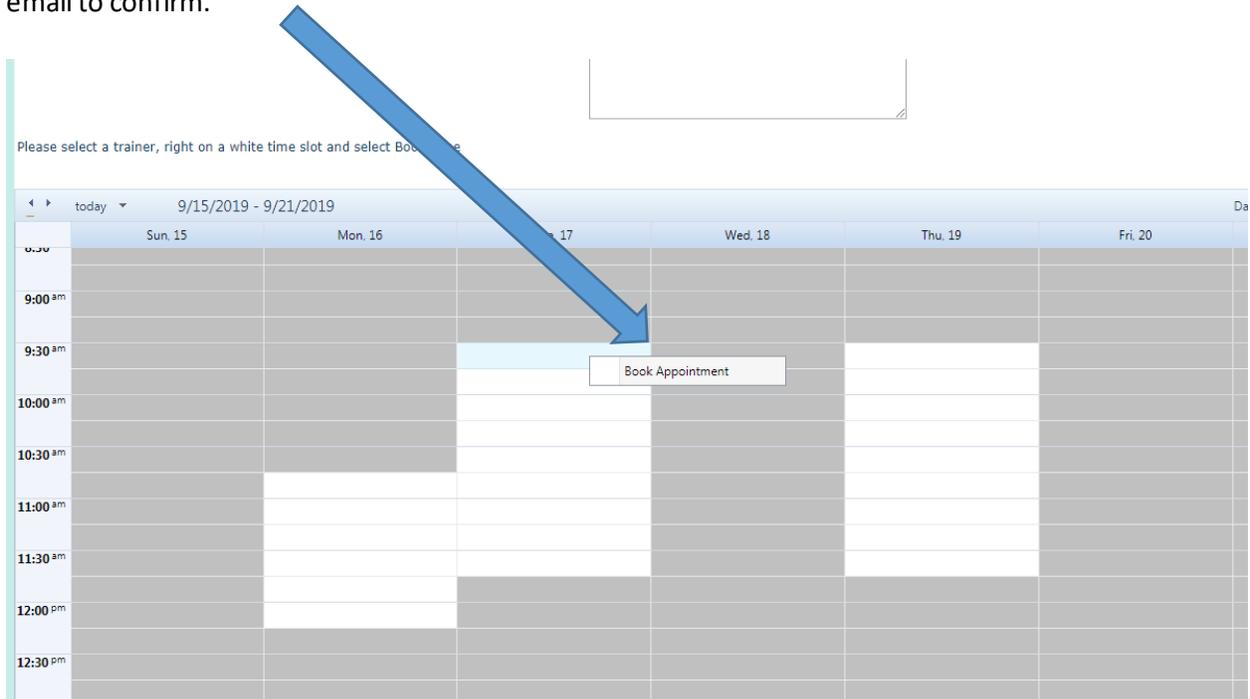
-If you know the name of the athletic trainer who is the primary point of contact for your sport: click on the athletic trainer down arrow and select the name of your athletic trainer:

The screenshot shows the CSMi Sportsware Scheduler interface. At the top, there are social media icons for YouTube, LinkedIn, Twitter, and Facebook, along with a 'Questions?' button. The main header includes the CSMi Sportsware logo and 'INJURY TRACKING SOFTWARE'. Below this, the page is identified as 'Scheduler' for 'Institution: Millersville University' and 'Athlete: Wheeler, Wendy'. There are 'Add' and 'Cancel' buttons. The central form has fields for 'Subject:', 'Athletic Trainer:', and 'Description:'. The 'Athletic Trainer:' dropdown menu is open, showing a list of names: Katie Parmer, GAATC, Rachel Lamb, Austin Rodenberger, Heather Wolfe, John Murphy, Sara Burney, Ryan McGovern, and Wendy Wheeler. A blue arrow points to the 'Athletic Trainer:' dropdown. Below the form is a calendar grid for the dates 9/15/2019 to 9/21/2019, with time slots from 6:30 am to 7:30 am. A note says 'Please select a trainer, right on a white time slot and select Book Time'.

Step 4: The white spaces indicate open time your athletic trainer is available for an appointment. Find the time and day which work for your schedule and right click on it

This screenshot shows the same CSMi Sportsware Scheduler interface as the previous one, but with the 'Athletic Trainer:' dropdown menu set to 'Wendy Wheeler'. The 'Description:' field is empty. A blue arrow points to a white space in the calendar grid, specifically on Tuesday, 9/17/2019, between 10:30 am and 11:30 am. The calendar grid shows time slots from 9:00 am to 12:30 pm. A note says 'Please select a trainer, right on a white time slot and select Book Time'. At the bottom, there is a copyright notice: '© Copyright 2019 by Computer Sports Medicine, Inc. (V1.98.19.3) (Ins: 849 Ath: 4731570) (Session timeout in 1091 seconds.)'.

Step 5: When you've right clicked on the open time, the Book Appointment tab will appear. Click on that and your appointment is booked! Your athletic trainer will confirm the appointment and you will get an email to confirm.



If your primary contact athletic trainer is not available during any times available to you, please select the name of another athletic trainer as they may have open appointment that will work.