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 Sportswear 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 testing 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](http://www.swol123.net)
   - Select the “Join Sportware” 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
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
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
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
3. Complete Your Athlete Information - Insurance
   • Navigate to the “Insurance” tab next.
   • Complete all required fields marked in red
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
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)
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 Sportware and are ready to schedule your PPE
• PPEs will be held June 20, June 26, June 28, and July 17
  • Once your Sportware 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