



## Welcome to Timberline Athletics!

Before participating in any practice or game, student-athletes must complete the required documents required by the Boise School District and the Idaho High School Activities Association. In an effort to reduce the amount of paperwork and “go green”, the Boise School District has moved to an online electronic version of the required paperwork. The program used by all Athletic Departments is called CSMi SportsWare. This document provides you with step-by-step instructions on completing all required forms & fields.

**NOTE: If you have more than one child participating in Timberline Athletics, YOU WILL HAVE to create a separate password for each child!**

### STEP 1 – Getting into Sportsware

- Go to [www.swol123.net](http://www.swol123.net)
  - Click "Join Sportsware"
  - **Enter Timberline's ID: 304.**
  - Enter your **ATHLETE's First and Last Name**, the **PARENT email address (THIS CAN NOT BE THE ATHLETE'S EMAIL)**, and select "*Timberline High School*" from the Group pull-down (your only option).
  - You will need to be approved in Sportsware manually before you can continue to STEP 2!
    - Please notify your Athletic Trainer when this step is complete to expedite approval.
    - Send an email to [tony.fitzpatrick@boiseschools.org](mailto:tony.fitzpatrick@boiseschools.org) OR text to **208-869-3344** that you have completed the joining process.
    - You will likely be approved quickly but may take as long as 24 hours.

### STEP 2 – Creating Password & Logging In

- Once approved you will receive an email from **admin@swol123.net** that will welcome you to Sportsware OnLine, and ask that you to create a password. Please follow the steps to creating a new password.
  - **PLEASE KEEP YOUR LOGIN AND PASSWORD**
- Next, Login using your email address, and the password you just created. You are now ready to begin the online portion of athletic paperwork.
- You will be directed to the main CSMi SportsWare Athlete Portal page. You will see two sections: Forms and Status. Each have documents that need to be completed

### STEP 3 – Boise School District Forms

- **From the Athlete's Portal Screen Click "3" under Forms to complete the forms that appears on the Portal Screen.**
- **Complete EACH of the 3 required forms with an electronic signature.**
  - To complete each form, click "Select" for the form, then "Open".
  - Do this for each form
- You must fill in all the appropriate boxes and click the "**Save and Submit**" Button when completed in order for it to reach Timberline and be recorded
- You will be prompted to electronically sign after you click "**Save and Submit**".
  - If you forgot an area, you will be prompted back to the form to complete it

**PLEASE CONTINUE TO THE NEXT PAGE TO COMPLETE THE PROCESS!**

#### STEP 4 – Athlete Information

- From the Athlete's Portal Screen Go to the "STATUS" portion on the Athlete Portal Screen. There you will see "**Your Athlete Information is INCOMPLETE**"
  - *Please click where you are instructed to complete the Athlete Emergency Information*
- Click on the "**General**" Tab
  - Please fill in all boxes with a **RED STAR (\*)** to the right.
    - **These include First Name, Last Name, Class, Gender and Birth Date.**
- Click on the "Address" Tab
  - Under Primary Address, please fill in all the boxes with a **RED STAR (\*)**
    - **These include Address, City, State, Zip Code, Phone (WITH AREA CODE).**
  - You may, if you wish, fill in information under Secondary Address.
- **Click on "Emergency" Tab**
  - Please fill in contact information with a **RED STAR(\*)**, including full address and a cell phone number, for both the Primary and Secondary Emergency Contacts.
    - **The Secondary Contact is there if I am unable to reach the Primary Contact**
  - You are NOT limited to just one phone number; please feel free to type in Home and Work as well if they are different from the provided cell phone number
- **Click on the "Insurance" Tab.**
  - Please just fill in the name of your child's insurance provider.
    - This includes "*Idaho Medicaid*"
  - If there is no insurance, please type in "*None*"
- **Click on the "Medical" tab.**
  - Under Alerts, please select (or type in) any medical conditions and or allergies your child may have.
  - If there are none, please choose "*No Known Allergies*" for one box and "*No Known Med Problems*" for the second box.
  - Under the Drugs Taken section, please type in any medications that your child takes regularly. If there are no medications, please type in "*None.*"
  - Under the Doctor Section, please type in your Family or Primary Care Physician. If you do not have one, just type in "*None.*"
  - **Click "Save".**
    - You will be re-directed back to the Athlete Portal page.

#### STEP 5 – Athlete Medical History

- From the Athlete's Portal Screen Go to the "STATUS" portion on the Athlete Portal Screen. There you will see "**Your Medical History is INCOMPLETE**"
  - *Please click where you are instructed to complete the Athlete Medical History*
- Please answer all medical history questions "yes" or "no".
  - If yes, please comment briefly as indicated to the right side of each question.
  - All items are required to be answered.
- **Click "Save".**
  - You are directed back to the home page

You are now finished with your child's Boise School District Athletic Paperwork!

**NOTE:** *The Pre-Participation Physical Exam process has not changed. This form needs to be completed and signed by a physician! Physical Exams will still be hard copies and are turned in to your Timberline High School.*

If you may have questions, please contact me via email at [tony.fitzpatrick@boiseschools.org](mailto:tony.fitzpatrick@boiseschools.org).