



Hello Brave Parents!

Before participating in any practice or game, student-athletes must complete documents required by the Boise School District and the Idaho High School Activities Association (IHSAA). 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, with the exception of the physical exam, which still needs to be completed by a physician and turned in hard-copy. **PLEASE BE SURE TO COMPLETE ALL OF THESE STEPS!** You can complete this any time after Spring Sports are concluded (mid-May), and it will be good for the entire following school year. (*Example: If I fill out this online information and paperwork after May 20, 2018, my child is eligible for participation in sports for the 2018-19 school year.*) The online information and forms must be filled out **ANNUALLY**.

For physicals, the athlete must get an examination in his/her 9<sup>th</sup> grade and 11<sup>th</sup> grade years. If an 8<sup>th</sup> or 10<sup>th</sup> grader gets one done, he/she still has to get an examination as a 9<sup>th</sup> or 11<sup>th</sup> grader, per IHSAA rules. The physical is good for two years only if completed in the 9<sup>th</sup> and 11<sup>th</sup> grade years. This can be done after May 1 to be good for the following two years. (*Example: My current 8<sup>th</sup> grader can get a physical after May 1 of that school year, and it will qualify as a valid physical through the coming 9<sup>th</sup> and 10<sup>th</sup> grade years. Then, as a 10<sup>th</sup> grader, after May 1 of that year, he/she can get another physical, and be good through the coming 11<sup>th</sup> and 12<sup>th</sup> grade years.*)

Below are the steps for filling out the annual online information and forms:

#### STEP 1

- Go to [www.swol123.net](http://www.swol123.net) .
- Click "Join SportsWare".
- Enter Boise High's ID: **301**.
- Enter your **ATHLETE'S first and last name**, and **PARENTS' email address**, and select "Boise High School" from the Group pull-down (your only option). **We really encourage using a parent email so that there is an adult responsible for this, and not a student-athlete.**

#### STEP 2

- We will make every effort to respond to you within 24 hours from the time you first submitted. It will be an email that will welcome you to from “Admin” at SportsWare OnLine. **\*\*NOTE\*\* Because the email comes from an auto-response system, it may not go to your inbox. Many times, parents find these response emails in their Spam folders. Please be sure to look there if you haven't received a response within 24-48 hours.** Once you get the email, it will ask you to click on a link back to SportsWare and create a password. Please follow those steps to creating a new password.  
**NOTE: If you have more than one child participating in Boise Athletics, you will have to create a separate password for each child, meaning these steps will have to be completed separately for each child as well. The same parent email may be used.**

- Next, log in to the original website (from Step 1) using your email address, and the password you just created. You are now ready to begin the online portion of athletic paperwork.
- Once you are logged in, you will be directed to the main CSMi SportsWare Athlete Portal page. Near the top of the screen, you will see a light blue bar with these tabs: *MyInfo*, *Med History*, and *Forms*. **YOU MUST FILL OUT ALL INFORMATION IN ALL 3 TABS** for your child to be checked off as "complete." **\*\*NOTE\*\* the "cleared" box is relevant only to injury status, NOT eligibility for participation. Please do not worry about that box or wonder if your athlete is going to be able to try out or play the sport if this isn't checked. I will take care of this later.**

### STEP 3 – Athlete Information

- **Click on MyInfo.**
- **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. **\*\*NOTE\*\*** Nothing else needs to be entered other than the RED STAR items!!
- **Click on the Address Tab**
  - Under Primary Address, please fill in all the boxes with a RED STAR (\*)
  - You may, if you wish, fill in information under Secondary Address if applicable.
- **Click on Emergency Tab**
  - Please fill in the RED STAR (\*) contact information, including full address and a cell phone number, for both the Primary and Secondary Emergency Contacts.
  - 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 (RED STAR).
    - 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 Problem" for a second box.
  - Under the Drugs Taken section, please type (in the "Notes" box) any medications that your child takes regularly (i.e. prescriptions). 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 directed back to the home page.

### STEP 4 Athlete Medical History

- **Click "Med History" from the light blue bar near the top of the screen.**
- 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 will be directed back to the home page.

#### STEP 5 – Boise School District Forms

- **Click "Forms" from the light blue bar near the top of the screen.**
- Complete the **3 required forms with an electronic signature**.
  - To complete each form, hit select for the form, then Open.
  - Do this for each form
- You must fill in all the appropriate boxes and hit the "Save and Submit Button" when completed in order for it to reach Boise High and be recorded.
- You will be prompted to electronically sign after you hit "Save and Submit." So parents will be signing TWICE, once to complete the form, and once to submit it.
  - If you forgot an area, you will be prompted back to the form to complete it.
  - **The signature used in the "save and submit" function MUST be a parent name, NOT the athlete's! These forms are official and minors cannot use their own name to officially submit.** If the student-athlete name is used in this field, the forms get reset, **they have to be completely redone!!!!** So please do it correctly the first time 😊

You are now finished with your child's Boise School District Athletic Paperwork! Please remember that the Pre-Participation Physical Exam process has not changed. This form needs to be completed, signed, and dated by a physician, so those will still be hard copies and need to be turned in to your Athletic Director, Athletic Trainer, or Coach.

I know that you may have questions, so please feel free to contact me via email at [nikki.clark@boiseschools.org](mailto:nikki.clark@boiseschools.org).

Thank you!

Nikki Clark-Vega, MPE, LAT, ATC

Updated 9-25-18. NCV.