

Medical Form Instructions

Academic Year 2018-2019



Dear Student and Parent(s)/Guardian(s):

On behalf of Webber International University we would like to welcome you. The Sports Medicine Team here at Webber International University is made up of a team orthopedic physician, team general medicine physician, and six certified athletic trainers. The Athletic Training Department at Webber International University exists to provide students with an opportunity to participate in intramural and intercollegiate athletics in the safest and healthiest manner possible.

In order for you, the student, to enroll at Webber International University all of the necessary paperwork must be completed online through Sportsware *each year*. As a freshman or transfer student, a physical must be completed on paper. You must use the Physical Form provided by Webber International University. **If ALL forms are not fully complete, there will be a delay in your enrollment at Webber International University.**

Please follow the directions below to submit the required information.

1. Enter www.swol123.net into your web browser
2. Click on "Join Sportsware"
3. Enter School ID: go warriors
4. Enter name and email:
FRESHMAN/TRANSFERS: use email you are using to communicate with admissions and coaching staff
RETURNERS: use your school email address
5. You will have to await approval from the athletic training staff before proceeding to the next phase. This should not take longer than 2-3 business days. You will continue to receive instructions to the email you provided.
6. Select and complete each tab found on the top of the screen. Select **Save** after completing each tab:
 1. My Info Tab
 - a. General – student information including student ID number (if available)
 - b. Address – home address and phone number (returning students please update information as needed)
 - c. Emergency – parent/guardian emergency contact information (returning students please update information as needed)
 - d. Insurance – primary insurance company information including address and phone number
 - Policy holder information (including *social security number in ID box and date of birth)
 - Insert all insurance card numbers where it best fits
 2. Med History Tab
 - a. Answer all previous medical history questions to the best of your knowledge
 3. Forms Tab
 - a. This is where you will find the Physical Form and all other forms that you will need to complete
 - The Physical Form must be completed by a physician (MD or DO)
 - The physician must provide their address and contact information at the bottom of the Physical Form or the physical will not be accepted