To: ECU Club Sports Participants:

In order to participate on a Club Sports team, athlete must create and complete an online portal. This portal will assist the ECU Campus Recreation & Wellness Athletic Trainers with patient/athlete documentation and allow them to better serve Club Sports athletes. Thank you for your help with this! If you have any questions, please contact the Athletic Trainers at crwathletictraining@ecu.edu or at (252) 328-2815

### Instruction | Example
--- | ---
Go to www.swol123.net. | ![Image](https://via.placeholder.com/150)

Scroll to the middle of the screen and click the **Join SportsWare** button. | ![Image](https://via.placeholder.com/150)

Enter your School ID | School ID: ECUCRW

Enter in: First Name, Last Name, **ECU student email address**
and select a group. | Please input your information to join SportsWare

Please select ECU Club Sports or ECU Intramural depending on your main activity. | Please input your information to join SportsWare

Then click send. | ![Image](https://via.placeholder.com/150)

Your request to join SportsWare will then be sent to the Athletic Trainer for review. | ![Image](https://via.placeholder.com/150)

The Athletic Trainers will have to approve you and then you will receive an email | ![Image](https://via.placeholder.com/150)

Once your request is accepted you will receive an e-mail with the Subject “SportsWare request accepted”. | ![Image](https://via.placeholder.com/150)

This is where you create your password to login later. | ![Image](https://via.placeholder.com/150)

**THIS MAY BE SENT TO YOUR JUNK!!**

Open the e-mail from admin@swol123.net and click the to continue to. This approval process may take 24-48 hours so please be patient

**Don’t forget to go back in and look for this!**

If you have any questions, please contact the Athletic Trainers at crwathletictraining@ecu.edu or at (252) 328-2815
### Updating your information once your portal is created: MUST DO!

<table>
<thead>
<tr>
<th>Instruction</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Go to <a href="http://www.swol123.net">www.swol123.net</a>.</td>
<td><img src="https://via.placeholder.com/150" alt="Image" /></td>
</tr>
<tr>
<td>Enter your Email Address and password, click the <strong>Login</strong> button.</td>
<td><img src="https://via.placeholder.com/150" alt="Image" /></td>
</tr>
</tbody>
</table>

**Select My Info:**
Update all required information.

Start entering Athlete’s information. Complete the Athlete Online Access section by updating it with the Athlete’s email address. Continue to complete the remaining tabs.

When you see **ID**, this is where you will input your **Student ID**, NOT your ECU email.

Once done with My Info go to:

**Forms:**
**Upload Physical Here!**
View/complete required paperwork. Note: SportsWare will also display “You have forms to complete/download”.

If you have any questions, please contact the Athletic Trainers at crwathletictraining@ecu.edu or at (252) 328-2815