

Dear Parent/Guardian,

Optimum Performance Sports (OPS), the sports medicine division of Lutheran Health Network, along with Fort Wayne Orthopedics (FWO) are the sports medicine providers to Bishop Dwenger athletics. OPS purchased an online medical records program called Sportsware. Sportsware is an online database which allows us, the athletic trainers, to collect important information from you regarding the background health of your student athlete as well as emergency contact and insurance information. It also allows us to record and track their injuries, treatments and doctor referrals. Although you completed some of the information requested on the physical, having this information in an online database allows us, and other medical providers, quicker and easier access to it should your student athlete(s) become injured or ill.

Another VERY IMPORTANT portion of Sportsware asks you to complete a Parent Consent Form which gives us, as well as any doctor or other health care professional, permission to treat their injury/illness immediately. Even though you filled out a consent form for the school, that only covers the coaches and the school. It does not cover us since we are an outside entity.

Sportsware replaces the white cards which we used to collect. All the information contained in the database is password protected and HIPPA compliant. We, the athletic trainers, do not bill you or your insurance for any of our services at the school or competitions. The insurance information is solely for emergency personnel if necessary.

Please keep these things in mind as you move along.

1. If you completed this last year, please open your child's account at www.swol123.net and reenter the insurance information as well as the FORMS tab to ensure the Parent Consent Form is completed. We delete the insurance information every year to ensure parents have updated any information in any category that may have changed.
2. If your student will be a winter or spring athlete this year, you will not have to do it again. Everything will transfer to their next sport.
3. If this is your first time completing Sportsware, please follow the step-by-step instructions online at the Bishop Dwenger website under "Athletics" and then "Forms" on the left side of the screen. You will then need to click on the link [Athlete On-line Information for FWO/OPS Trainers](#). The first 4 steps, registration, take just a few seconds to complete. **(Note the school ID is OPS)**. Your registration should be accepted within 24 hours. Unfortunately, this is a step which the designers of the program installed and we have not control over this extra step.
4. Each student must have a separate account. You can register the same email with each account but the passwords must be different.
5. Within 24 hours of registering your student(s), you should receive an email from "admin" with "Sportsware" in the subject line. When you open the email, you will find links to complete the final steps of the process. Please watch for this email. If you do not receive it within 48 hours, check your spam folder. If it still has not arrived, contact Tony Gambill via one of the emails

below and he will get back to you.

Click on each link to complete each student's information. Each student must have a different password. Be sure to complete all 10 steps. Many parents fail to complete steps 9 and 10 which is the Parent Consent Form. These final 5 steps generally take 15-20 minutes per student to complete.

6. Other than the registration process (steps 1-4), it is best to complete the forms on a PC or laptop. We have learned that phones do not work well in trying to complete the final 5 steps.

If you have ANY questions or difficulties at any point, feel free to contact Tony and he will get back to you as quickly as possible. You can contact him at tony.gambill.atc@gmail.com or tgambill@bishopdwenger.com.

Please do your best to complete this as soon as possible and thank you so much for helping us give the best care we can to your student athlete(s).

Tony Gambill, Zach Thiele and Kelly Grayson
Athletic Trainers
Bishop Dwenger High School



Rethink Your Limits.