MAKING AN APPOINTMENT FOR THE ATHLETIC TRAINING ROOM

First Time:

1. Go to website: www.swol123.net
2. Type your Utica e-mail address into the e-mail login, then click “Reset Password”
3. You will get an e-mail in your Utica e-mail with instructions on how to set your password. Once done you will be able to log on using this password and your Utica e-mail.

Every Time After:

1. Log on to Sportware with your Utica e-mail and the password you chose when you reset your password. On the left hand side of the screen click “Calendar”.
2. Then click “Add Appointment”.
3. Click on the “Athletic Trainer” dropbox to choose the appropriate trainer and view their schedule.
4. In the “Subject” box, type in your injury and in the “Description” box tell us what the appointment is for i.e. Rehab, Treatment, or Evaluation.
5. At the bottom of the page view the available appointments (white boxes). Note that greyed out boxes are not available for appointments. Appointments are 15 minute blocks and 2 people can sign up per 15 minute block.
6. Right click on the time block you want to choose and select “Book Appointment”.
   You will receive an e-mail reminder 24 hours prior to it.

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