WPI Varsity Athletics Pre-participation Forms
For Returning Student Athletes

1. Athletic Training Pre-participation Forms Checklist: Returners
2. How to Upload a Form to SportsWare

Resources:

- WPI Sports Medicine Website: http://athletics.wpi.edu/navbar_red/sports_medicine/index
- Athletic Training Staff Email: athletictrainers@wpi.edu
  - Please refer any of your question to this email in the summer months. This will provide the quickest response.
Athletic Training Pre-participation Forms Checklist: Returners

All forms must be completed by August 1, 2018. Forms submitted after August 1 will require at least 24 hours for clearance, since we need this time to review the forms.

☐ 1. Update your SportsWare Account
   o Make any changes that may have occurred since last year. Any changes in address, emergency contact, and insurance.

☐ 2. Athletics Participation Statement
   o Read form and electronically sign.

☐ 3. Concussion Statement
   o Please view Concussion video, review the NCAA concussion factsheet and department protocol on WPI Sports Medicine website.
   o Check the two boxes at the top, electronically initial, and electronically sign.

☐ 4. Insurance Requirement Acknowledgement
   o Print the form. Must be completed by a parent, guardian, legal representative, or insurance policy holder. No electronic signatures this year.
   o Upload the form in the Attachments section of SportsWare once complete.

☐ 5.a. Medical History Questionnaire (WPI form Required)
   o Print from SportsWare or WPI Sports Medicine Website. Complete, sign, and date.
   o Make sure to provide an explanation (dates included) for any “yes” response.
   o Upload the form in the Attachments section of SportsWare.

☐ 5.b. Physical (WPI form Required)
   o Must be WPI Physical Examination Form. No other forms will be accepted. It cannot say “see attached”.
   o Print form to be completed, signed, and dated by a physician. Available on SportsWare or WPI Sports Medicine Website.
   o Upload the form in the Attachments section of SportsWare.

☐ 6. Sickle Cell Trait Testing Requirement Form
   o If you have submitted the test results section of this form last year, you do not need to do this requirement.
   o All others will need to complete the form.

☐ 7. Athletic Training Video Quiz
   o Watch the 3 videos (Concussion, MRSA, Sickle Cell) located on the WPI Sports Medicine Page.
   o Complete the quiz and electronically sign.

☐ 8. (If Needed) ADHD/ADD Medication Exception Form
   o Print from the WPI Sports Medicine Website. Have a physician complete the form and upload it in the Attachments section of SportsWare.

Additional Forms and Actions to be completed on Campus:
- WPI Drug Testing Form
- NCAA Drug Testing Form
- Baseline Concussion Test
How to Add a Form to SportsWare

You will need to do this with:
- Medical History and Physical Form
- Insurance Acknowledgement Requirement Form
- ADHD Form (If needed)

Main Menu: Athlete’s Portal

Adding a Form:
- Click on Forms Section in upper left corner above the calendar.
Once in the Attachments Section:

- Click **Add** in the left aspect of the screen.
- Choose the file you are uploading.
  - Please make sure to title the form correctly.
- Click OK.

You should now be able to view your uploaded form with the other attachments.
- Click Ok to return to the main menu.