Worcester Polytechnic Institute:
Athletic Training Pre-participation Paperwork Checklists

We will be utilizing SportsWare software for the collection of pre-participation forms. No more Health Portal or MyWPI. You have been provided directions for how to use SportsWare. A separate How to Add a Form document has also been provided. If all forms are not completed fully and electronically signed by your first practice then you will not be cleared to participate.

Parent/Guardian signature is needed for each form if you are under 18. This may be complicated in SportsWare, so please feel free to contact us. Office: (508-831-5733) and Email: athletictrainers@wpi.edu

☐ 1. Sign up for SportsWare.
   o Instructions are provided.
   o All forms listed below will be completed electronically.
   o Medical History and Physical must be uploaded to Sportware once completed by your physician. This must be the WPI Form!

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

☐ 3. Concussion Statement
   o Please view Concussion video on WPI Sports Medicine website.
   o Review Concussion Factsheet and department Protocol provided with packet.
   o After reviewing the information complete form and electronically sign.

☐ 4. Insurance Requirement Acknowledgement
   o Must be electronically signed and submitted by a parent, guardian, legal representative, or policy holder.

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

☐ 5.b. Physical (WPI form Required)
   o Must be WPI Physical Examination Form. No others will be accepted. Print from Attachments section of Sportware.
   o The WPI Physical Examination Form must be completed, signed, and dated by a physician.
   o Upload in the Attachments section of SportsWare. Directions provided.

☐ 6. Sickle Cell Trait Testing Requirement Form
   o If you had the test:
     ▪ Print form and bring to your physician.
     ▪ Have your physician complete the Sickle Cell Screening section with results and physician signature.
     ▪ Upload the completed form from physician to Attachments section of SportsWare. Directions provided.
   o If you are signing the waiver:
     ▪ Complete the Sickle Cell Trait Testing Waiver
     ▪ Parent Electronic Signature is Required. Even if over 18.
7. Athletic Training Video Quiz
   - Watch the 3 videos located on the WPI Sports Medicine Page.
     - Concussion
     - Sickle Cell Trait
     - MRSA
   - Complete the quiz and electronically sign.

8. Athlete Information Section of Sportware
   - Login to SportsWare
   - Click the here link in the status section Athlete’s Portal.
   - Complete General, Address, Emergency, Insurance, and Medical Section

9. Medical History in SportsWare
   - Login to SportsWare
   - Click the here link in the status section Athlete’s Portal.
   - Please provide dates, medications, and surgeries of any “yes” response.

10. (If Needed) ADHD/ADD Medication Exception Form
    - Print form from SportsWare under Notices and Handbooks
    - Once completed by your physician please upload in the attachments section. Directions provided.

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

No Paperwork No Practice!!!!!