

twoWeeks

Concussion & injury tracking

Mobile app user guide for Trainers.



Get ready for Season 2024

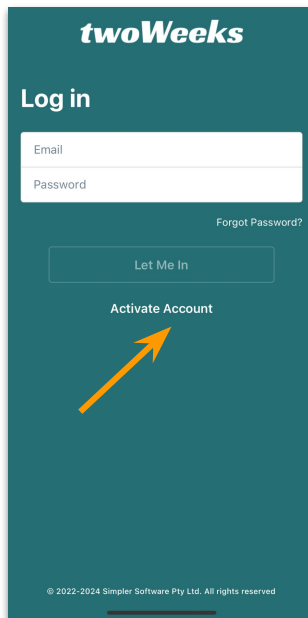
Please contact our Club Admin if you have problems activating your account or if your teams and players are not listed.

Read our [FAQs](#) for more information.

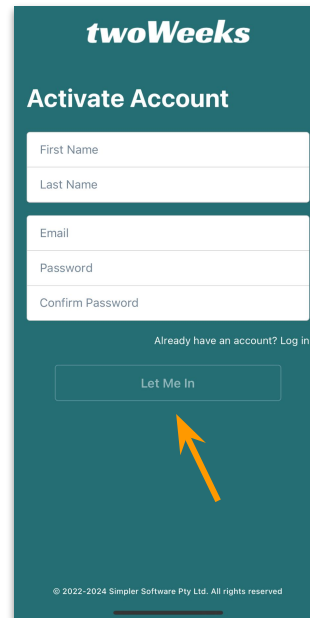
Make sure you use the email address you provided to the Club



Click on the above store icon or go to your app store and search for twoWeeks to download the app



Activate your account



Enter your name, email address and set up a password then tap Let me in

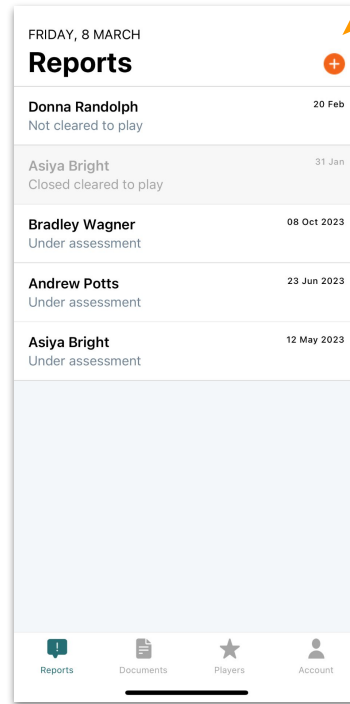
Creating and submitting reports

Player and the Date fields are required to be completed before saving and submitting a report.

All other fields are optional.

If the injured player isn't listed, simply tap into the search field at the top and start typing the player's name. You will be presented with a list of names as you type. Tap on the name to select it.

Proceed to work your way through the form.



FRIDAY, 8 MARCH

Reports

Donna Randolph 20 Feb
Not cleared to play

Asiya Bright 31 Jan
Closed cleared to play

Bradley Wagner 08 Oct 2023
Under assessment

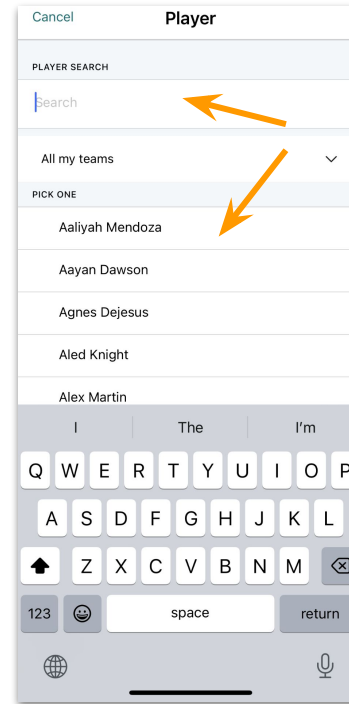
Andrew Potts 23 Jun 2023
Under assessment

Asiya Bright 12 May 2023
Under assessment

Reports Documents Players Account

An orange arrow points to the plus sign in the top right corner.

Tap on the PLUS sign to create a new report



Cancel Player

PLAYER SEARCH

Search

All my teams

PICK ONE

Aaliyah Mendoza

Aayan Dawson

Agnes Dejesus

Aled Knight

Alex Martin

I The I'm

Q W E R T Y U I O P

A S D F G H J K L

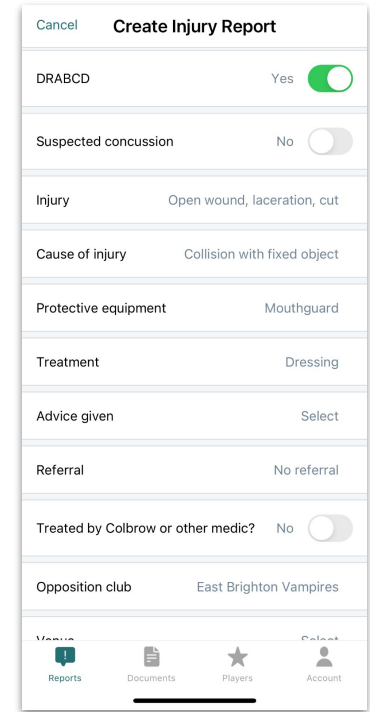
↑ Z X C V B N M

123 space return

Reports Documents Players Account

Two orange arrows point to the search field and the list of players.

Select player from the list or search for player



Cancel Create Injury Report

DRABCD Yes

Suspected concussion No

Injury Open wound, laceration, cut

Cause of injury Collision with fixed object

Protective equipment Mouthguard

Treatment Dressing

Advice given Select

Referral No referral

Treated by Colbrow or other medic? No

Opposition club East Brighton Vampires

Reports Documents Players Account

Complete all relevant fields

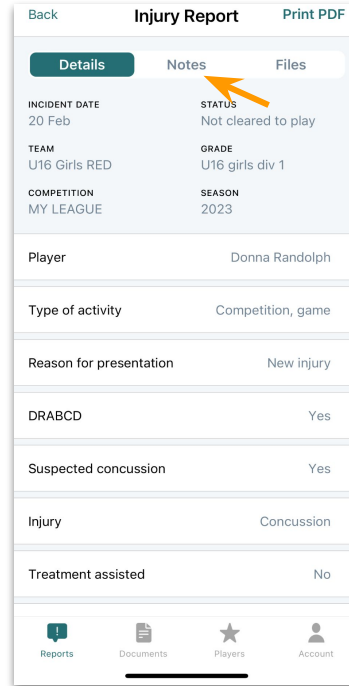
Adding notes to submitted reports

You can add information to reports submitted to the Club.

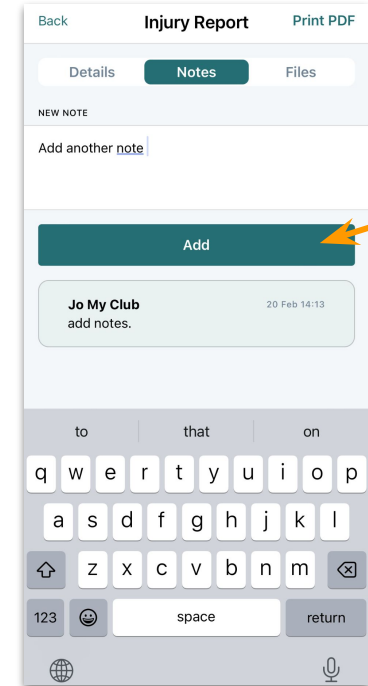
Tap on the report in the Reports screen and go to Notes.

All notes are time stamped with author clearly visible.

Any notes added here are visible to all Trainers assigned to the team as well as Club Admin (Medical Manager etc.).



Tap on Notes



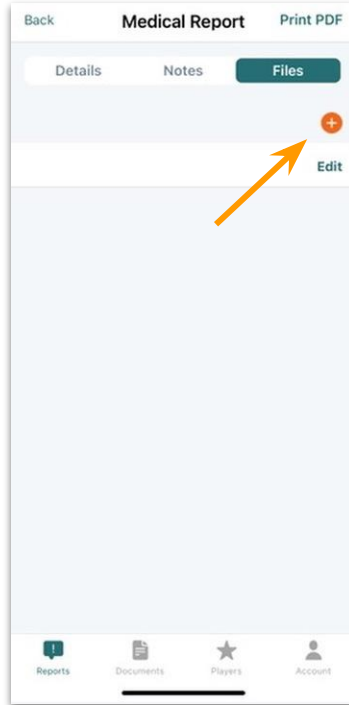
Tap into text box to type and hit Add

Adding files and photos to submitted reports

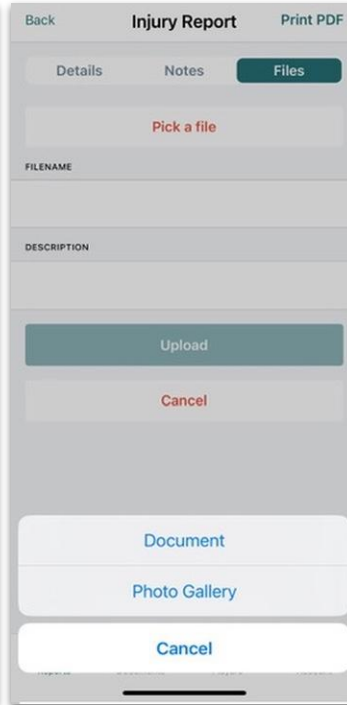
Attach files like Doctor's Certificates or photos of the injury.

These files are visible to all Trainers assigned to the team as well as Club Admin.

Simply tap on a file to open, view, download and share.



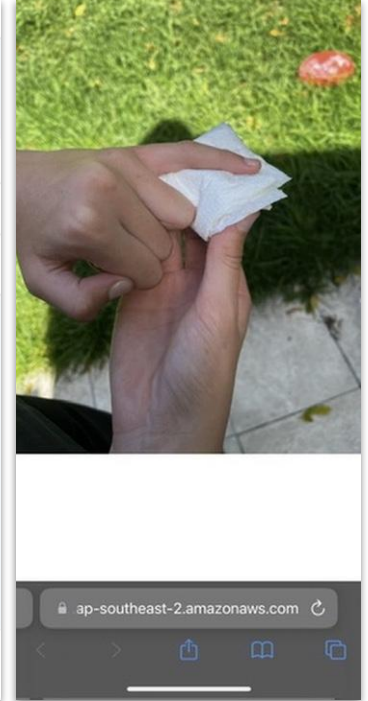
Tap on Files then the PLUS icon



Tap on Pick a file



List of files and photos linked to the report



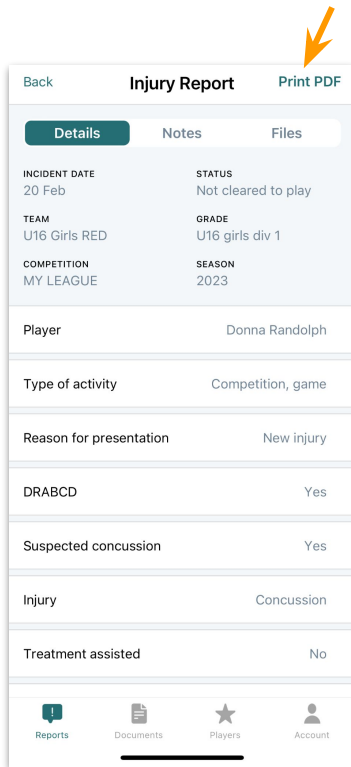
Tap on file to view

Hard and soft copy of reports

You may need to share the report with a third party, this is done by our Print PDF feature.

Reports can be printed or forwarded via email or SMS.

The PDF file will include all notes added to the report.



Back Injury Report Print PDF

Details Notes Files

INCIDENT DATE 20 Feb	STATUS Not cleared to play
TEAM U16 Girls RED	GRADE U16 girls div 1
COMPETITION MY LEAGUE	SEASON 2023
Player	Donna Randolph
Type of activity	Competition, game
Reason for presentation	New injury
DRABCD	Yes
Suspected concussion	Yes
Injury	Concussion
Treatment assisted	No

Reports Documents Players Account

Tap on Print PDF

Injury Report

SUBMITTED REPORT

Report submitted by	Jo My Club
Report submitted to	My Club
Incident date	20/02/2024
Type of activity	Competition, game

Player name	Donna Randolph
Team	
Grade	U16 girls div 1
Competition	MY LEAGUE
Season	2023

Reason for presenting	New injury
DRABCD	Yes
Suspected concussion	Yes
Injury	Concussion
Cause of injury	
Protective equipment	
Treatment	
Advice given	
Treatment assisted	No
Referral	
Opposition club	Dingley Dingoes
Venue	Highett Reserve 1
Additional Comments	Comments

twoWeeks Injury Report - My Club - 1 of 2

Sample report

CLUB CONCLUSIONS

Status/Cleared to play	Not cleared to play
Concussion confirmed by doctor	Yes
Doctor certificate provided	Yes

ADDITIONAL NOTES

Jo My Club February 20, 2024 14:13	add notes.
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PDF created on March 09, 2024 11:02 by Jo My Club from [twoWeeks](#)

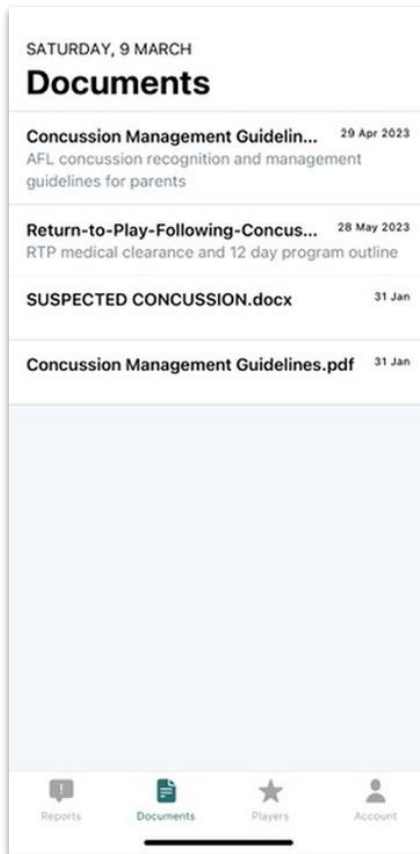
twoWeeks Injury Report - My Club - 2 of 2

Documents

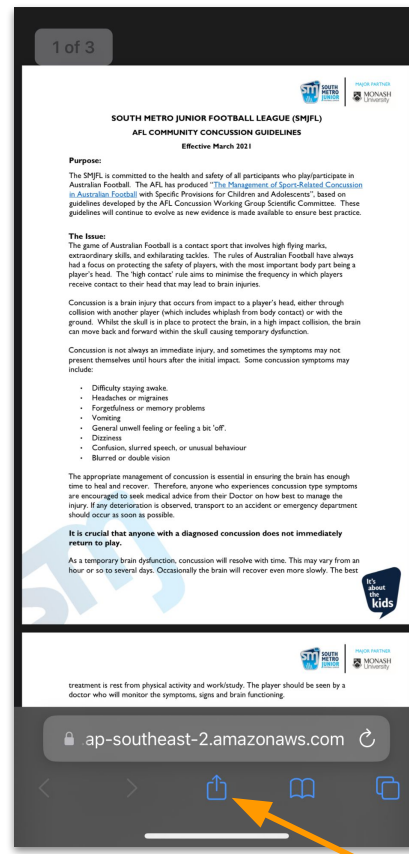
Here you will find important documents uploaded by the Club, like handbooks and guidelines.

Tap on any document to view. The documents will open in your browser.

Share the file via SMS or email.



Go to Documents



View documents

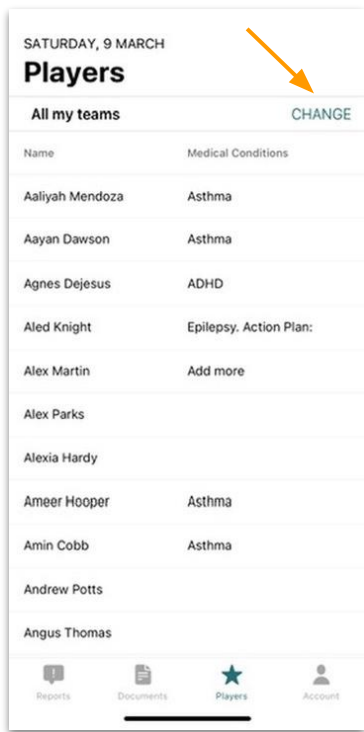
Players

Here you will see your team and all the players.

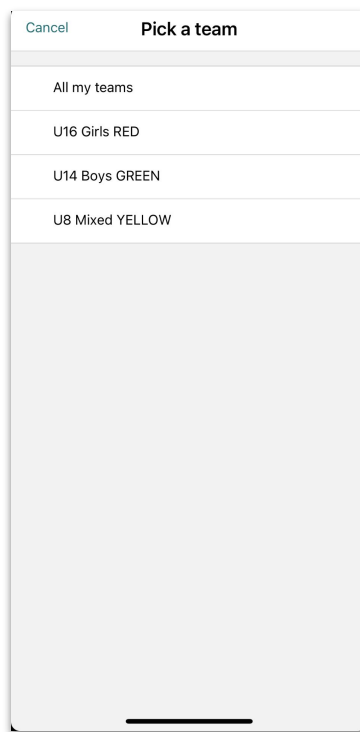
If you have multiple teams you can filter the view by tapping CHANGE.

Select which team you wish to view.

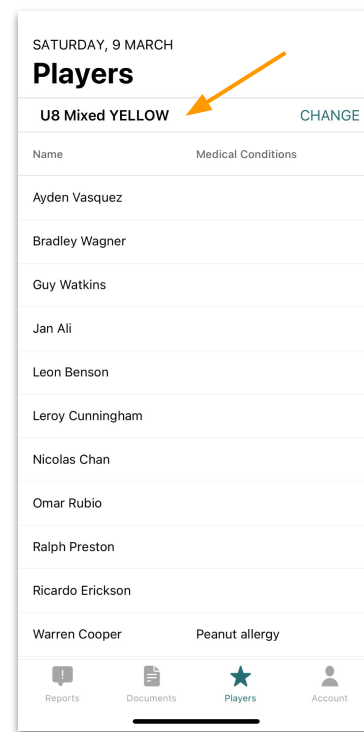
Only players from the selected teams are listed now.



Go to Players



Select the team you wish to view



Team specific player list

Players, Medical Conditions.

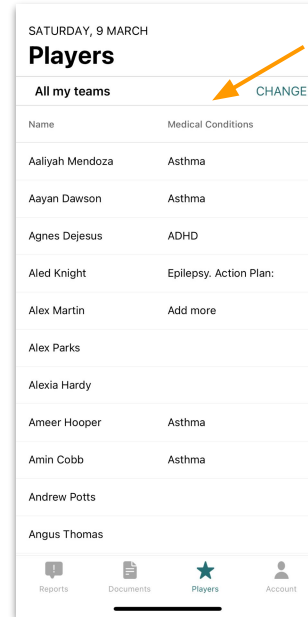
Adding pre-existing medical conditions will make it easier for you to make informed decisions at time of injury.

If your club has uploaded any medical conditions, you will see them listed here. If not, you can add them yourself.

Tap on the player to open the detail view and enter conditions in the Medical Conditions text box at the bottom.

Tap Save and then tap Back.

The conditions will now be visible in the main Player view.



SATURDAY, 9 MARCH

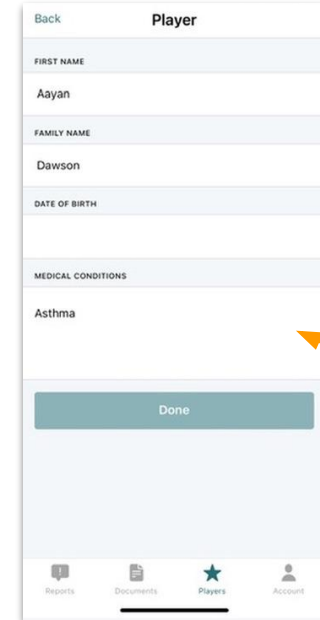
Players

All my teams CHANGE

Name	Medical Conditions
Aaliyah Mendoza	Asthma
Aayan Dawson	Asthma
Agnes Dejesus	ADHD
Aled Knight	Epilepsy. Action Plan:
Alex Martin	Add more
Alex Parks	
Alexia Hardy	
Ameer Hooper	Asthma
Amin Cobb	Asthma
Andrew Potts	
Angus Thomas	

Reports Documents **Players** Account

Pre-existing conditions



Back **Player**

FIRST NAME
Aayan

FAMILY NAME
DAWSON

DATE OF BIRTH

MEDICAL CONDITIONS
Asthma

Done

Reports Documents **Players** Account

Add medical conditions in the text field

twoWeeks

Concussion & injury tracking

Let's make the game safer.

