

# *twoWeeks*

## Concussion & injury tracking

Club Portal user guide.



# Getting started with the Club Portal

The Club Portal is your admin tool. Start by clicking on Activate Account and follow the prompts to:

- enter your name,
- set up a password and
- Click on the Let Me In button

Click and bookmark [clubportal.twoweeks.app](https://clubportal.twoweeks.app) to login to the Club Portal.

The image displays two screenshots of the twoWeeks Club Portal interface. The top screenshot shows the 'Log in' page with fields for Email and Password, a 'Let Me In' button, and a link for 'Forgot Password?'. The bottom screenshot shows the 'Activate Account' page with fields for First Name, Last Name, Email, Password, and Confirm Password, a 'Let Me In' button, and a link for 'Already have an account? Log in'. An orange arrow points from the 'Activate Account' button in the top screenshot to the 'Let Me In' button in the bottom screenshot.

# Reports - inbox

Manage and process submitted reports.

Filter view by report status and by Round.

Create a new report by clicking on the orange PLUS icon.

<b>twoWeeks</b>	SUNDAY, 10 MARCH						
My Club	<b>Reports</b>					+	
Reports	All Reports					All Rounds	Refresh
Documents	Player Name	Injury	Suspected Concussion	Status	Submitted By	Incident Date	
Players	Donna Randolph	Concussion	Yes	Not cleared to play	Jo My Club	20 Feb	
Trainers	Ethan Curry		Yes	Not cleared to play	Jo My Club	15 Feb	
Account	Ethan Curry		Yes	Not cleared to play	Jo My Club	15 Feb	
Otis Barron	Cardiac problem	No	Under assessment	Jo My Club	05 Feb		
Asiya Bright		Yes	Closed cleared to play	Jo My Club	31 Jan		
Bradley Wagner		No	Under assessment	Jo My Club	08 Oct 2023		
Alexia Hardy		Yes	Under assessment	Jo My Club	01 Sep 2023		
Andrew Potts		No	Under assessment	Simon Walduck	23 Jun 2023		
Agnes Dejesus		No	Under assessment	Simon Walduck	23 Jun 2023		
Robert McBride	Bruising, Concussion, Fra...	Yes	Under assessment	Simon Walduck	12 Jun 2023		
Amin Cobb	Tooth knocked out	No	Under assessment	Kathy Haynes	28 May 2023		

# Reports - processing

Click on the report to view more detail and process. Use the Back button to exit the screen and go back to the list view and Print PDF in a PDF version is required.

Record if player sustained concussion and if certificate has been uploaded to the report.

The concussion will be added to the overall number of concussions for the player and listed in the player section.

Nominate dates when the player is expected to return. These dates can be updated any time as more information becomes available.

Simply click on the calendar icon and pick dates.

The screenshot shows the 'twoWeeks' Injury Report interface. On the left is a dark teal sidebar with the 'twoWeeks' logo and navigation links: 'My Club', 'Reports', 'Documents', 'Players', 'Trainers', and 'Account'. The main content area is titled 'Injury Report' and has a 'Back' button in the top left and a 'Print PDF' button in the top right. Below the title are three tabs: 'Details' (selected), 'Notes', and 'Files'. The form contains several sections with dropdown menus and date pickers:

- STATUS:** A dropdown menu currently set to 'Not cleared to play'.
- CONCUSSION CONFIRMED BY HEALTHCARE PROFESSIONAL (HCP):** A dropdown menu set to 'Yes'.
- HEALTHCARE PROFESSIONAL (HCP) CERTIFICATE:** A dropdown menu set to 'Yes'.
- RETURN TO NON-CONTACT ACTIVITY:** A date picker field showing 'dd/mm/yyyy' with a calendar icon. An orange arrow points to this field, and a calendar pop-up is visible below it, showing the month of March 2024 with the 9th and 15th highlighted.
- UNRESTRICTED RETURN TO PLAY:** A date picker field showing 'dd/mm/yyyy' with a calendar icon.
- STATUS:** A label 'Not cleared to play'.
- GRADE:** A label 'U16 girls div 1'.
- SEASON:** A label '2023'.
- Name:** A label 'Donna Randolph'.
- Type of activity:** A label 'Competition, game'.

Three orange arrows are overlaid on the form: one points to the 'CONCUSSION CONFIRMED BY HEALTHCARE PROFESSIONAL (HCP)' dropdown, another points to the 'RETURN TO NON-CONTACT ACTIVITY' date picker, and a third points to the 'Print PDF' button.

# Reports - notes

Click on Notes to enter additional notes discovered during investigation of the injury.

Click into the text field,  
enter any amount of text  
and click on the Add button  
to save.

Trainer can also add notes  
and all notes will be visible to  
both Trainer and Club  
Admin.

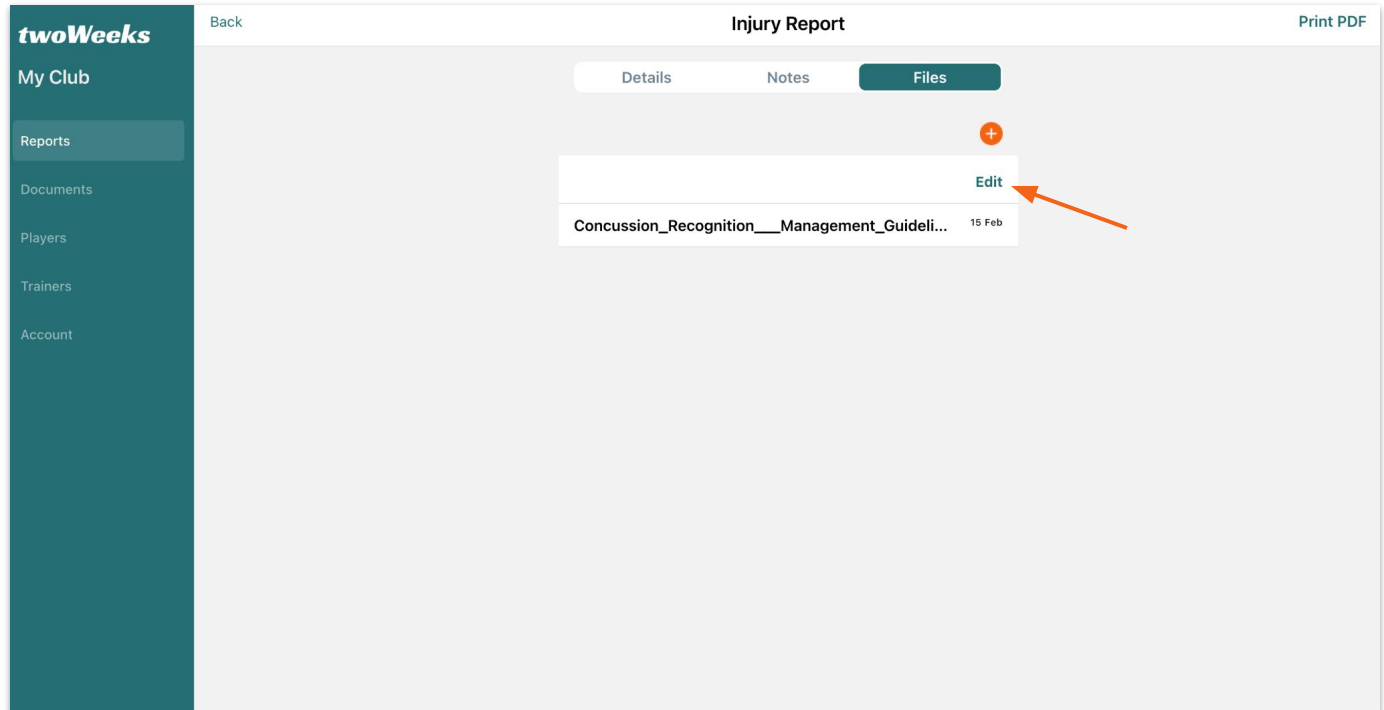
The screenshot displays the 'twoWeeks' web application interface. On the left is a dark teal sidebar with navigation links: 'My Club', 'Reports' (highlighted), 'Documents', 'Players', 'Trainers', and 'Account'. The main content area is titled 'Injury Report' and includes a 'Back' link and a 'Print PDF' button. Below the title are three tabs: 'Details', 'Notes' (selected), and 'Files'. A 'NEW NOTE' section contains a text input field with the placeholder text 'Add another note' and a dark teal 'Add' button. Below this, a list of notes is shown, with one example: 'Jo My Club add notes.' dated '20 Feb 14:13'.

# Reports - add files

Click on Files to add medical certificates and other important files relevant to the injury - including photos.

Click into the PLUS icon and follow the prompts to upload a new file.

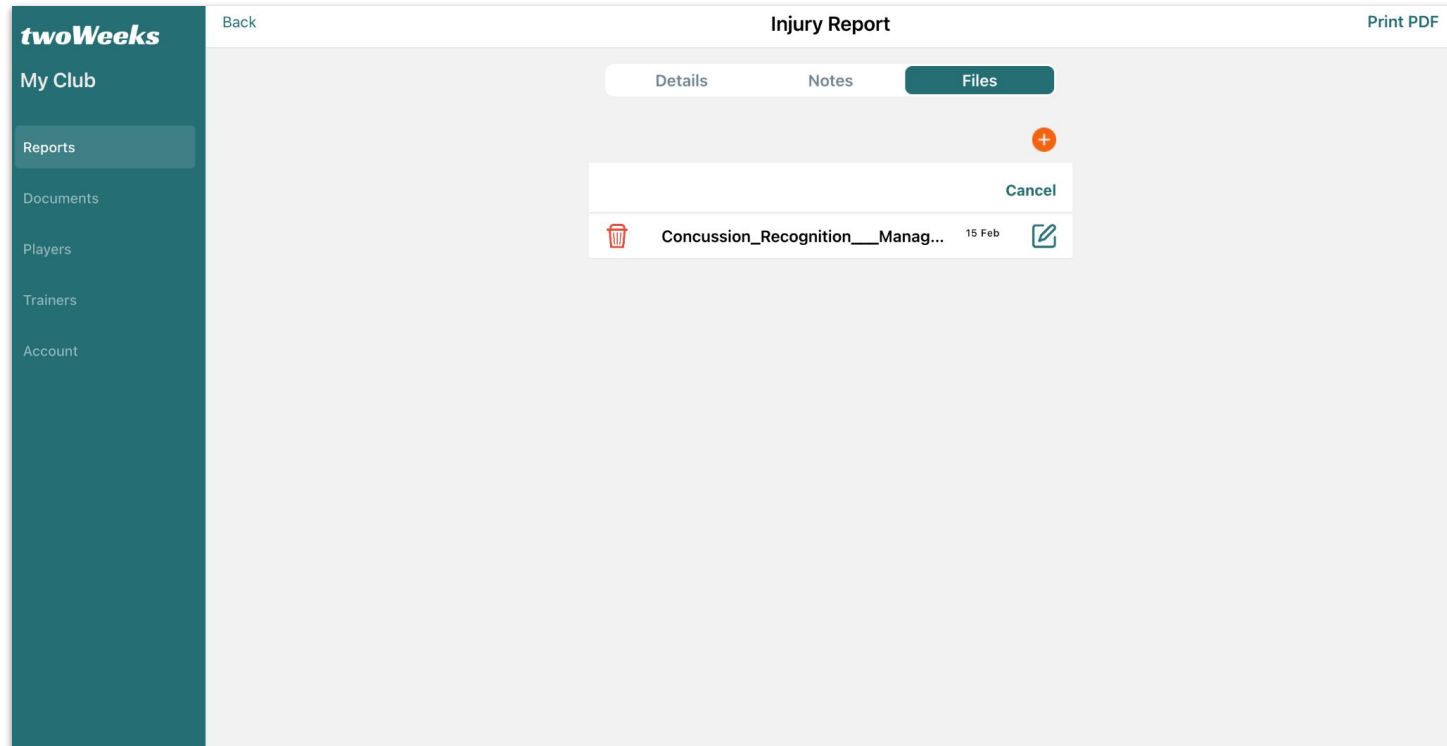
Click on Edit to update or delete an existing file.



The screenshot displays the 'twoWeeks' web application interface. On the left is a dark teal sidebar with navigation options: 'My Club', 'Reports' (highlighted), 'Documents', 'Players', 'Trainers', and 'Account'. The main content area is titled 'Injury Report' and has a 'Back' link in the top left and a 'Print PDF' link in the top right. Below the title are three tabs: 'Details', 'Notes', and 'Files' (which is active). In the 'Files' tab, there is a white box containing a file entry: 'Concussion\_Recognition\_\_Management\_Guideli...' with a date of '15 Feb'. To the right of this entry is a blue 'Edit' button, which is pointed to by an orange arrow. Above the 'Edit' button is a small orange circle with a white plus sign, indicating an option to add a new file.

# Reports - update and delete files

Delete a file by clicking on the red Bin icon or click on the Pen icon to edit and follow the prompts.



The screenshot displays the 'twoWeeks' web application interface. On the left is a dark teal sidebar with navigation links: 'My Club', 'Reports' (highlighted), 'Documents', 'Players', 'Trainers', and 'Account'. The main content area is titled 'Injury Report' and includes a 'Back' link and a 'Print PDF' button. Below the title are three tabs: 'Details', 'Notes', and 'Files' (the active tab). A modal dialog is open over the 'Files' tab, showing a list of files. The first file is 'Concussion\_Recognition\_\_\_Manag...' with a date of '15 Feb'. To the left of the filename is a red trash bin icon, and to the right is a blue pen icon. A 'Cancel' button is located at the top right of the modal. An orange plus sign icon is visible above the file list.

# Documents - upload

Any helpful guidelines, handbooks, checklists or other documents relevant to Trainers can be uploaded by the Club.

Title	Description	File Name	Date Updated
Concussion Management Guidelines.pdf	AFL concussion recognition and management...	Concussion Management Guidelines.pdf	29 Apr 2023
Return-to-Play-Following-Concussion-Medic...	RTP medical clearance and 12 day program o...	Return-to-Play-Following-Concussion-Medic...	28 May 2023
SUSPECTED CONCUSSION.docx		SUSPECTED CONCUSSION.docx	31 Jan
Concussion Management Guidelines.pdf		Concussion Management Guidelines.pdf	31 Jan

Go to Documents. Click on the PLUS to upload a new document.  
Click on Refresh to reload the list.

**New Document**

LAST UPDATED	FILENAME
	Pick a file
TITLE	
DESCRIPTION	
Upload	
View	

Click on the Pick a file button and select a document. Option to add a description before clicking on the Upload button.





# Players

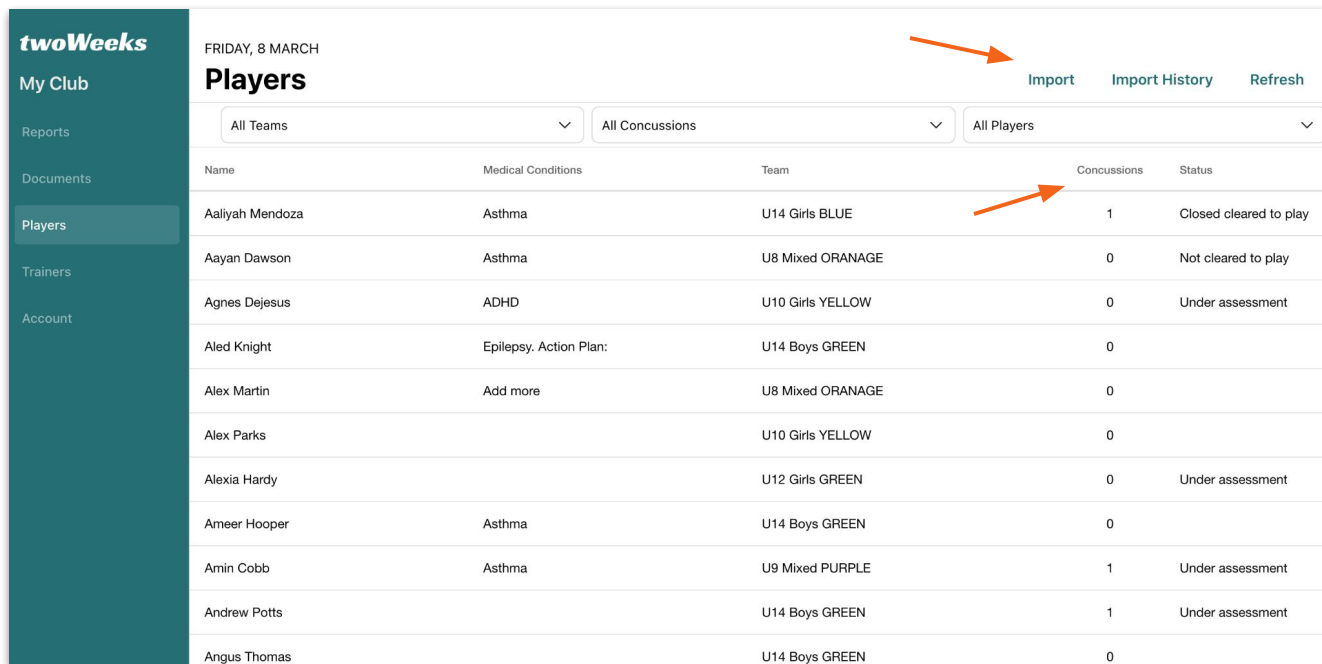
All registered players are listed here. If pre existing medical conditions were included in the participant list exported from PlayHQ, these will also be listed here. If not, relevant information to their team Trainers can be added by the Club.

The total number of concussions recorded to date are listed in the Concussions column.

Filter list by teams, concussions and players.

To updated the player list, click on Import and follow the prompts.

Check when the list was updated last by clicking on Import History.



FRIDAY, 8 MARCH

## Players

Import Import History Refresh

All Teams All Concussions All Players

Name	Medical Conditions	Team	Concussions	Status
Aaliyah Mendoza	Asthma	U14 Girls BLUE	1	Closed cleared to play
Aayan Dawson	Asthma	U8 Mixed ORANAGE	0	Not cleared to play
Agnes Dejesus	ADHD	U10 Girls YELLOW	0	Under assessment
Aled Knight	Epilepsy. Action Plan:	U14 Boys GREEN	0	
Alex Martin	Add more	U8 Mixed ORANAGE	0	
Alex Parks		U10 Girls YELLOW	0	
Alexia Hardy		U12 Girls GREEN	0	Under assessment
Ameer Hooper	Asthma	U14 Boys GREEN	0	
Amin Cobb	Asthma	U9 Mixed PURPLE	1	Under assessment
Andrew Potts		U14 Boys GREEN	1	Under assessment
Angus Thomas		U14 Boys GREEN	0	

Click on a player to view more details and to add pre existing medical conditions.

# Import players

You can upload the latest player list any time during the season. Simply click on Import, then pick a file from your computer and click on the Upload button.

Some fields will be matched automatically, others will have to be matched manually.

The fields on the left are from the app, while the drop down fields on the right are the column headers on your spreadsheet.

The Sample values will appear as fields are matched.

When finished, click on Continue. The import may take a few seconds. You will be presented with a preview before the data is uploaded. If all OK, click on the Import button and once imported, click on Done..

Field to save value to	Your column	Sample values
Player ID*	Select a field	
First name*	Select a field	
Last name*	Select a field	
Date of birth*	Select a field	
Age group*	Select a field	
Team name*	Select a field	
Grade name*	Select a field	
Competition*	Competition	South Metro Junior Football League (SMJFL)
Season*	Season	2024
Status*	Status	Active
Role	Role	Player
Medical conditions	Select a field	

Continue

Click to open dropdown which includes all column headers in our spreadsheet.

# Player import matched fields - Waverley Park Hawks

Please note, your participant report contains three fields associated to Medical conditions. You can only select one. Information from the other two fields can (and has been) added manually. This field will not overwrite next time you upload an new participant list. The Medical conditions will remain unchanged for existing players.

twoWeeks		Import Players - Draft	
Field to save value to	Your column	Sample values	
Player ID*	<input type="text" value="Profile ID"/>	d7e69d7c-c7b7-4cf1-9677-e4920b36d39a	
First name*	<input type="text" value="First Name"/>	Hudson	
Last name*	<input type="text" value="Last Name"/>	Achilles	
Date of birth*	<input type="text" value="Date of Birth"/>	26/11/2013	
Age group*	<input type="text" value="Age Group"/>	U11	
Team name*	<input type="text" value="Team"/>		
Grade name*	<input type="text" value="Grade"/>		
Competition*	<input type="text" value="Competition"/>	South Metro Junior Football League (SMJFL)	
Season*	<input type="text" value="Season"/>	2024	
Status*	<input type="text" value="Status"/>	Active	
Role	<input type="text" value="Role"/>	Player	
Medical conditions	<input type="text" value="Disability Type"/>		

[Continue](#)



# Add pre-existing medical conditions to players

twoWeeks Back Player

My Club

Reports

Documents

Players

Trainers

Account

FIRST NAME  
Penny

FAMILY NAME  
Mccarthy

DATE OF BIRTH  
27 May 2009

MEDICAL CONDITIONS  
Mild Peanut Allergy. Action plan: 1 zirtec as needed, in her footy bag.

Done

twoWeeks FRIDAY, 5 MAY Refresh

My Club Players CHANGE

Reports

Documents

Players

Trainers

Account

Name	Medical Conditions	Team	Concussions
Nicolas Chan		U8 Mixed YELLOW	0
Olive Mccoy		U16 Girls RED	0
Omar Rubio		U8 Mixed YELLOW	0
Oskar Spence		U8 Mixed ORANAGE	0
Otis Barron		U8 Mixed RED	0
Pedro Orr		U14 Boys GREEN	0
Penny Mccarthy	Mild Peanut Allergy. Action plan: 1 zirtec as n...	U14 Girls BLUE	0
Princess Petersen		U12 Girls GREEN	0

Enter the pre existing condition and any other information like an established action plan.

SATURDAY, 29 APRIL

Players CHANGE

U14 Girls BLUE

First Name	Last Name	Medical Conditions
Aaliyah	Mendoza	Asthma
Annabella	Schmidt	
Ashton	George	
Dawn	Villegas	
Leena	Jarvis	
Lois	Savage	
Margaret	Stevens	Eczema
Penny	Mccarthy	Mild Peanut Alle...
Riya	Carter	
Wade	Bentley	

Reports Documents Players Account

Back Player

FIRST NAME  
Penny

FAMILY NAME  
Mccarthy

DATE OF BIRTH  
27 May 2009

MEDICAL CONDITIONS  
Mild Peanut Allergy. Action plan: 1 zirtec as needed, in her footy bag.

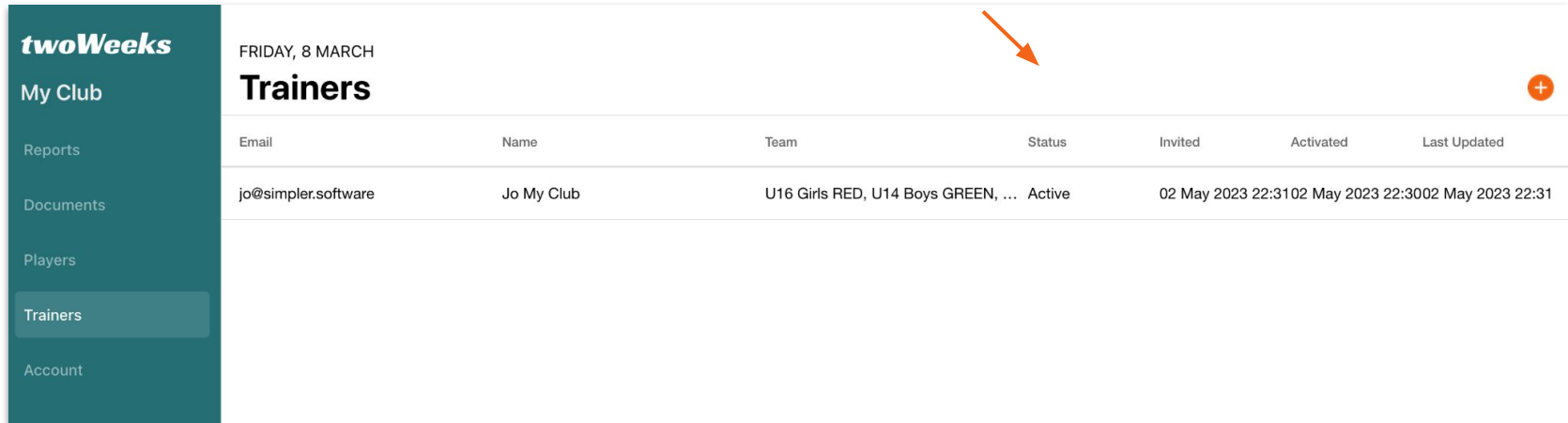
Done

Reports Documents Players Account

Trainers will see the conditions in their app and can tap on player to view full instructions.

# Trainers

This is where you add Trainers and allocate teams. Trainers can only access the app if they have been added to the Club Portal and are listed here. Any number of teams can be allocated to a Trainer and team allocation can also be updated anytime. Deactivated users will not have access to their account or the data stored on the platform until you set their account to Active again. Then they will regain their access.



Email	Name	Team	Status	Invited	Activated	Last Updated
jo@simpler.software	Jo My Club	U16 Girls RED, U14 Boys GREEN, ...	Active	02 May 2023 22:31	02 May 2023 22:30	02 May 2023 22:31

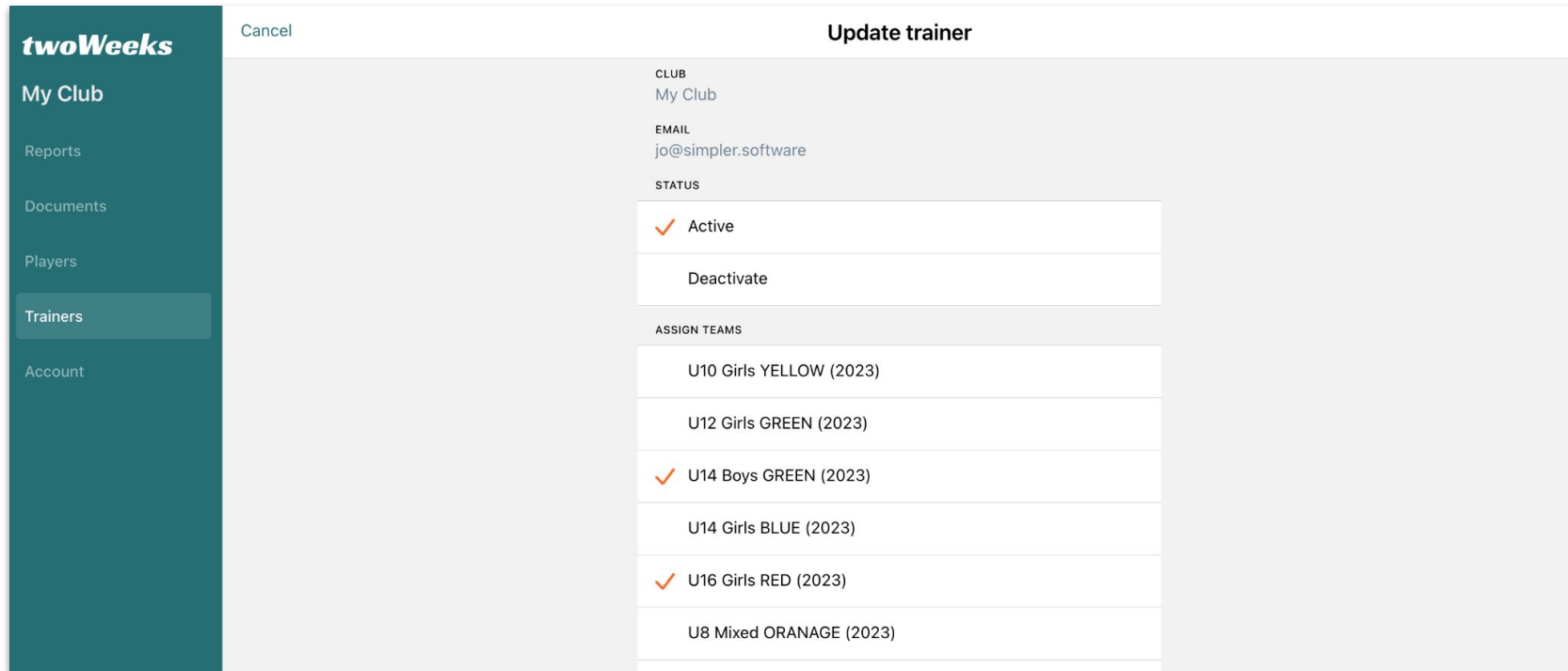
Trainer status will be listed as Whitelist until they activate their account. It will then show Active.  
Club Admin can deactivate Trainers at any time, they will then be listed as Deactivated.

# Add new Trainers

The screenshot shows a web interface for updating a trainer. On the left is a dark teal sidebar with the logo 'twoWeeks' and a menu with items: 'My Club', 'Reports', 'Documents', 'Players', 'Trainers' (highlighted), and 'Account'. The main content area has a white header with 'Cancel' on the left and 'Update trainer' in the center. Below the header is a light gray form area. It contains a section labeled 'EMAIL' with a white input field. Below that is a section labeled 'ASSIGN TEAMS' with a teal 'Submit' button.

Click on the PLUS icon to add a new Trainer. Please note, the Club Portal does **not** send an invitation email to the Trainers. Currently the Club Admin must notify the Trainers that they are now able to activate their accounts.

# Allocate teams to Trainers



**twoWeeks**

Cancel

**Update trainer**

CLUB  
My Club

EMAIL  
jo@simpler.software

STATUS

Active

Deactivate

ASSIGN TEAMS

U10 Girls YELLOW (2023)

U12 Girls GREEN (2023)

U14 Boys GREEN (2023)

U14 Girls BLUE (2023)

U16 Girls RED (2023)

U8 Mixed ORANAGE (2023)

Allocate any number of teams by clicking on the team name or deactivate Trainer.



# *twoWeeks*

## Concussion & injury tracking

Let's make the game safer.

