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# Instructions for **Organisation Administrators**

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*For more information please contact...*

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## What is the Return2Play system?

An injury management platform which allows organisations to record, communicate about and track injuries as well as document compliance with best practice.



Check that your players are fit to play via the online platform



Record new injuries against a player using simple reporting forms



Automatic communication to all who need to know about the injury



Monitor a players recovery on the platform



Concussions are linked to doctors to undertake assessments



Everyone receives a notification to confirm the player has been cleared to return to sport



All injuries are stored in the player's "Injury Passport" which can be shared with schools, clubs and doctors



Organisations can review injury details and Return2Play can provide reports to show trends

## What are Administrators able to do?

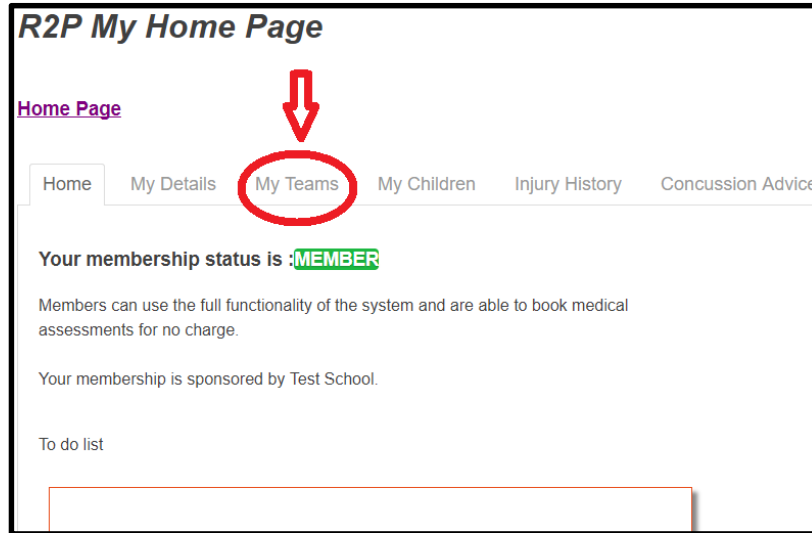
Administrators for an organisation have the ability to do the following actions on the Return2Play system;

- 1. Access your organisation's register of players to see fitness to play.**
- 2. Approve players & coaches wishing to link themselves with your organisation.**
- 3. Record an injury against any player at the organisation.**
- 4. Update an injury status, remove injuries that have been added in error and add notes to an injury.**
- 5. View your organisation's injury history.**
- 6. Make edits to the organisation account.**

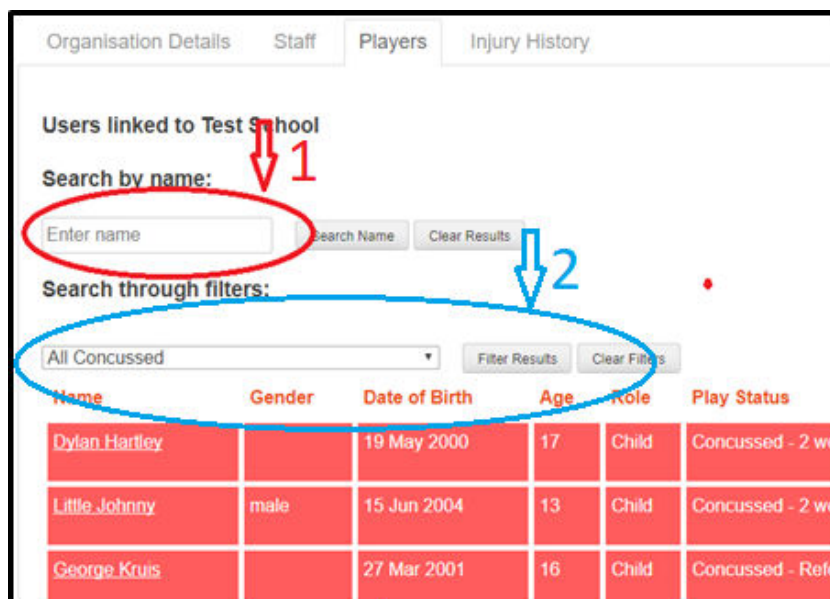
Overleaf are step-by-step guidelines on how to do each of the above processes.

# 1. Accessing your organisations player register.

- Once logged in select the 'My Teams' tab.



- Select your organisation (this will direct you to the live register of players for the organisation).
- Players are automatically sorted so that those who are NOT safe to play sport appear at the top.
- You can search for an individual player using the search box (1) or sort by injury type and playing status (2).



## 2. Approve players & coaches

- Follow the instructions for "Accessing your organisation's player register".
- Filter the results by "unconfirmed" **(1)**
- Either confirm or Delete the user **(2)**



Home Page

Organisation Details Staff **Players** Injury History

Users linked to Test School

Search by name:

Enter name  Search Name Clear Results

Search through filters:

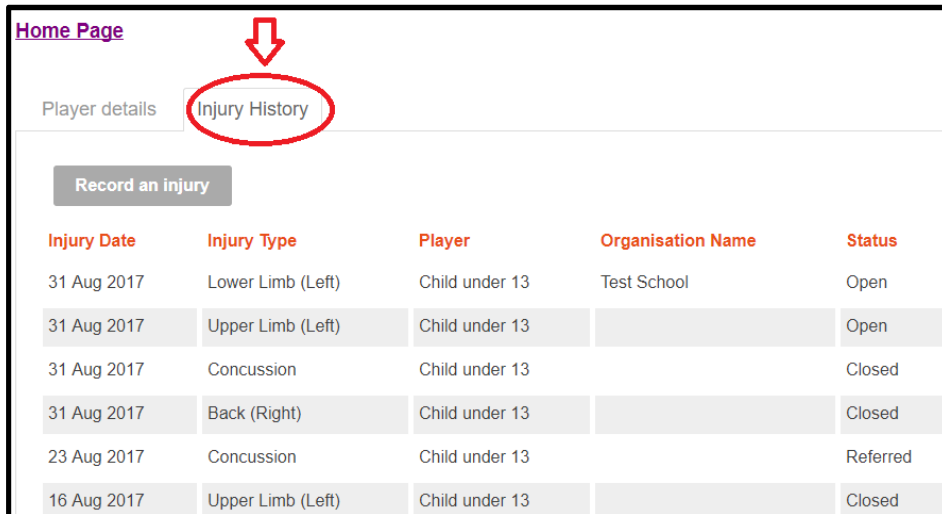
Unconfirmed  Clear Filters

Search Results For: Unconfirmed (found: 1)

Name	Gender	Date of Birth	Age	Role	Play Status	
Little Johnny	male	15 Jun 2004	13	Child	Safe to Play	<input type="button" value="Delete"/> <input type="button" value="Confirm"/>

### 3. Recording an injury.

- Follow the instructions for “Accessing your organisation's player register”.
- Search for the injured player and select their name.
- Choose the player's 'Injury History' tab, click 'Record a New Injury' and follow the on-screen instructions.



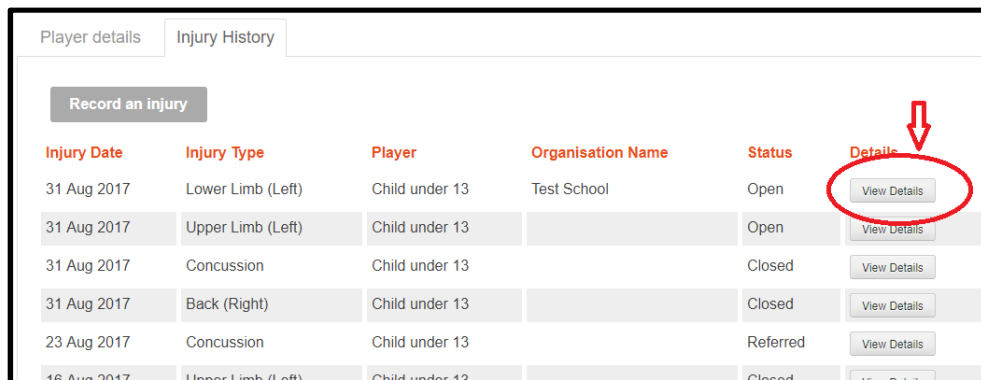
The screenshot shows a web interface with a 'Home Page' header. Below the header, there are two tabs: 'Player details' and 'Injury History'. The 'Injury History' tab is selected and circled in red, with a red arrow pointing down to it. Below the tabs is a 'Record an injury' button. Underneath the button is a table with the following data:

Injury Date	Injury Type	Player	Organisation Name	Status
31 Aug 2017	Lower Limb (Left)	Child under 13	Test School	Open
31 Aug 2017	Upper Limb (Left)	Child under 13		Open
31 Aug 2017	Concussion	Child under 13		Closed
31 Aug 2017	Back (Right)	Child under 13		Closed
23 Aug 2017	Concussion	Child under 13		Referred
16 Aug 2017	Upper Limb (Left)	Child under 13		Closed

- Once you have checked the summary page and saved the injury notifications will automatically be sent out to all who are linked to the player and the player register will be updated.

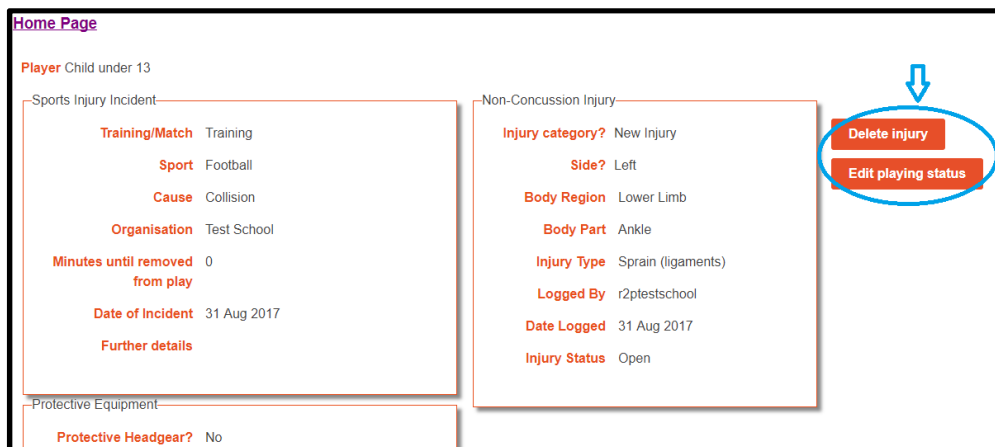
## 4. Update a player's injury status, remove an injury that was added in error and add a note.

- Follow the instructions for "Recording an injury" to access the player's 'Injury History' tab.
- Select 'View Details' for the injury you wish to edit the status of.



Injury Date	Injury Type	Player	Organisation Name	Status	Details
31 Aug 2017	Lower Limb (Left)	Child under 13	Test School	Open	<a href="#">View Details</a>
31 Aug 2017	Upper Limb (Left)	Child under 13		Open	<a href="#">View Details</a>
31 Aug 2017	Concussion	Child under 13		Closed	<a href="#">View Details</a>
31 Aug 2017	Back (Right)	Child under 13		Closed	<a href="#">View Details</a>
23 Aug 2017	Concussion	Child under 13		Referred	<a href="#">View Details</a>
16 Aug 2017	Upper Limb (Left)	Child under 13		Closed	<a href="#">View Details</a>

- Select "Delete Injury" for injuries which were added in error. **(please note that this removes an injury from the player's and organisation's record. If you wish to clear a player as fit to play please use "Edit Playing Status").**
- Select "Edit Playing Status" to change what activities the player should be



Home Page

Player Child under 13

Sports Injury Incident

**Training/Match** Training

**Sport** Football

**Cause** Collision

**Organisation** Test School

**Minutes until removed from play** 0

**Date of Incident** 31 Aug 2017

**Further details**

Non-Concussion Injury

**Injury category?** New Injury

**Side?** Left

**Body Region** Lower Limb

**Body Part** Ankle

**Injury Type** Sprain (ligaments)

**Logged By** r2p1estschool

**Date Logged** 31 Aug 2017

**Injury Status** Open

Protective Equipment

**Protective Headgear?** No

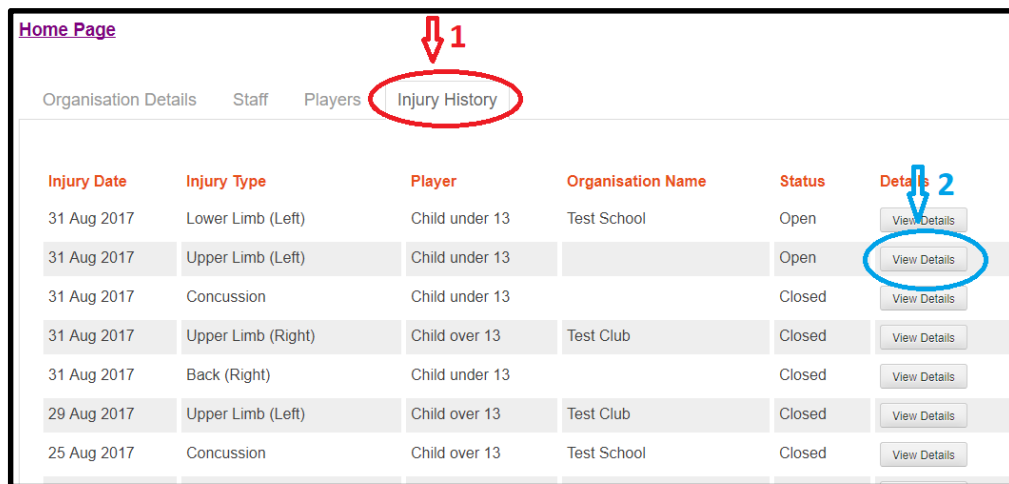
allowed to do.

- This page can also be used to add notes to the injury.

## 5. View your organisations injury history.

This functionality can be used to look back at all injuries that have happened to your players without having to go into each individual player's account.

- From your organisation's player register, select the "Injury History" tab (1).
- Click on "View Details" to look at the full details of every injury (2).

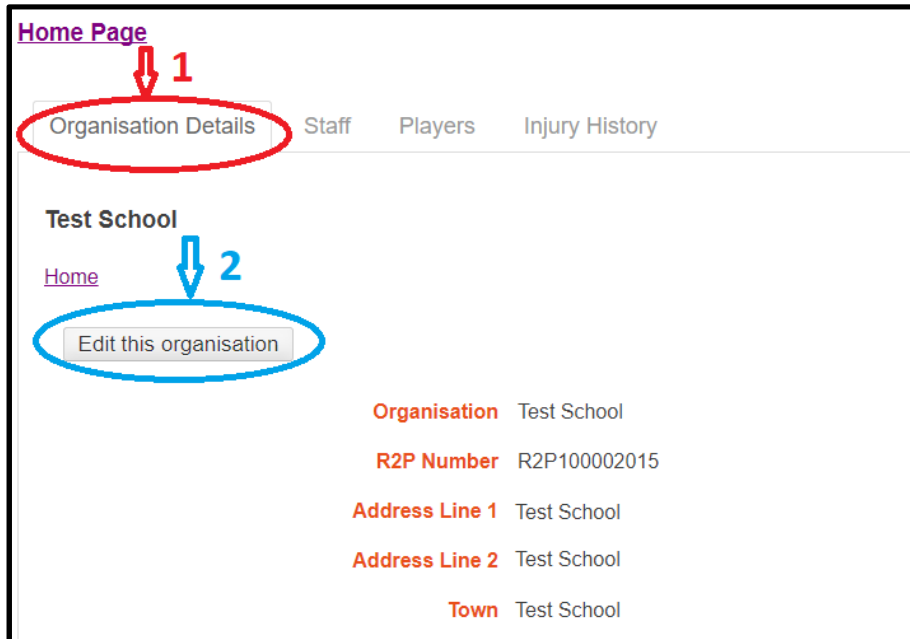


Injury Date	Injury Type	Player	Organisation Name	Status	Details
31 Aug 2017	Lower Limb (Left)	Child under 13	Test School	Open	<a href="#">View Details</a>
31 Aug 2017	Upper Limb (Left)	Child under 13		Open	<a href="#">View Details</a>
31 Aug 2017	Concussion	Child under 13		Closed	<a href="#">View Details</a>
31 Aug 2017	Upper Limb (Right)	Child over 13	Test Club	Closed	<a href="#">View Details</a>
31 Aug 2017	Back (Right)	Child under 13		Closed	<a href="#">View Details</a>
29 Aug 2017	Upper Limb (Left)	Child over 13	Test Club	Closed	<a href="#">View Details</a>
25 Aug 2017	Concussion	Child over 13	Test School	Closed	<a href="#">View Details</a>



## 6. Make changes to your organisation's account.

- From your organisation's player register, select the "Injury History" tab (1).
- Click "Edit this organisation" to change any information (2).



If you have any further queries about how to use the Return2Play system, then please get in touch with us and we'll be happy to help.