



Instructions for Registering on the Return2Play System

For more information please contact...

Return2Play Head Office

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HKRU Medical Team

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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.



1
Check that your players are fit to play via the online platform



2
Record new injuries against a player using simple reporting forms



3
Automatic communication to all who need to know about the injury



4
Monitor a player's recovery on the platform



5
Concussions are linked to doctors to undertake assessments



6
Everyone receives a notification to confirm the player has been cleared to return to sport



7
All injuries are stored in the player's "Injury Passport" which can be shared with schools, clubs and doctors



8
Organisations can review injury details and Return2Play can provide reports to show trends

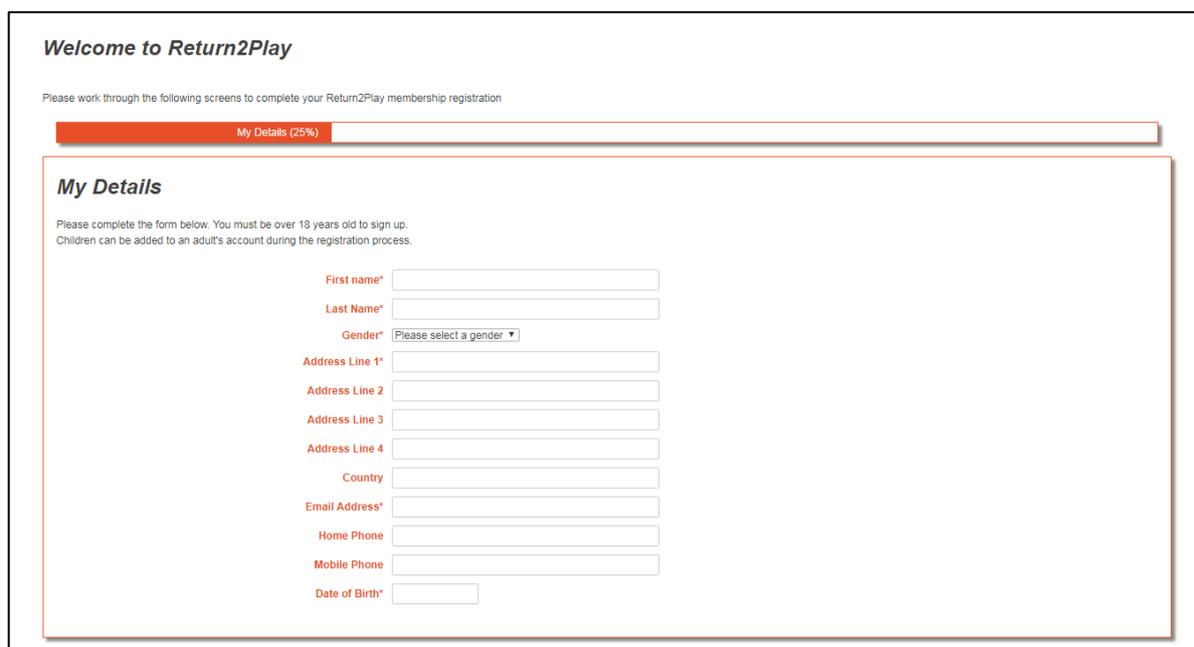
How do I register on the Return2Play System?

- Go to <https://www.hkrugby.com/playerwelfare> and select the Register button. This will direct you to the beginning of the registration process and ask you to create a username and enter your chosen email address.
- An email will be sent to this email address containing a link to follow to set your own unique and memorable password.
- Once you have set a username and password, select Login to begin the process of entering personal details.

Entering Personal Details

Please note that if the player being registered is under 18, then the first details page as shown below, is to be completed by a parent or guardian to this player with their details and not the details of the player.

- Complete the personal details form, ensuring that all mandatory fields are completed. Mandatory fields are marked by an asterisk.



Welcome to Return2Play

Please work through the following screens to complete your Return2Play membership registration

My Details (25%)

My Details

Please complete the form below. You must be over 18 years old to sign up.
Children can be added to an adult's account during the registration process.

First name*

Last Name*

Gender*

Address Line 1*

Address Line 2

Address Line 3

Address Line 4

Country

Email Address*

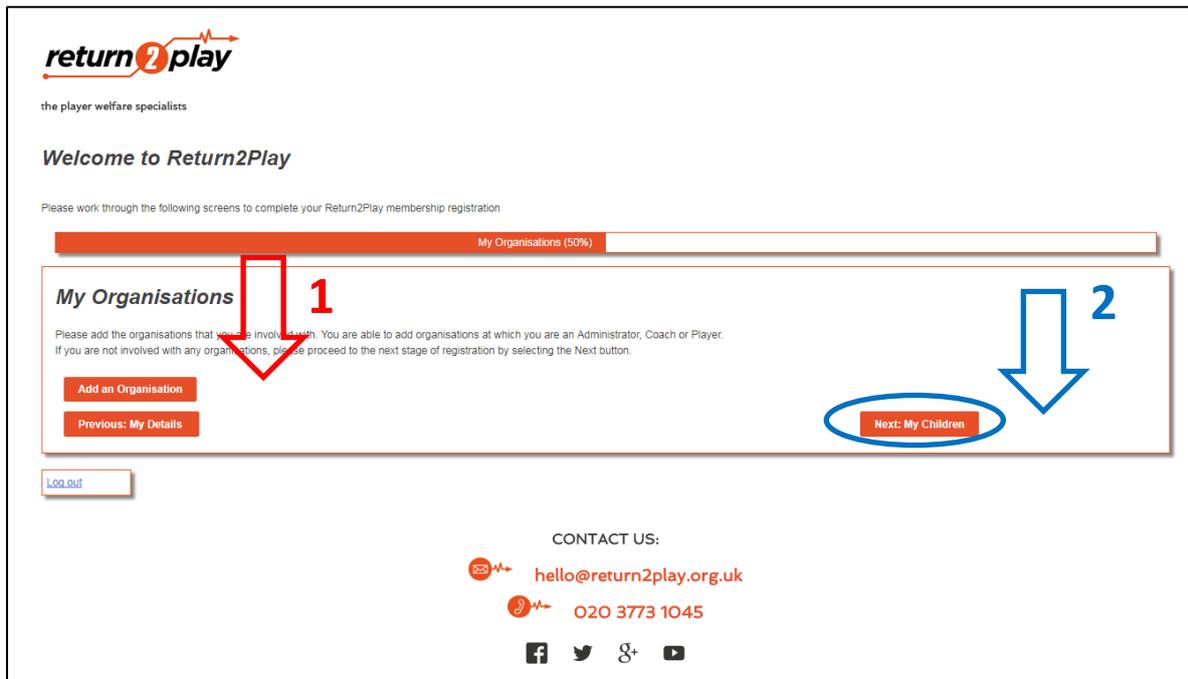
Home Phone

Mobile Phone

Date of Birth*

Adding Organisations to your account.

- If the parent/guardian of the player being registered would like to add any teams at which they are an administrator, coach, or player themselves, then they can do so from the next screen, shown below.
- By selecting "Add an Organisation" [1], a list of organisations on the Return2Play system will appear from which the appropriate organisation can be selected.
- If the parent/guardian of the player being registered would not like to add any organisations, then they can proceed straight to the next step by selecting 'Next: My Children' [2].



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Welcome to Return2Play

Please work through the following screens to complete your Return2Play membership registration

My Organisations (50%)

My Organisations 1

Please add the organisations that you are involved with. You are able to add organisations at which you are an Administrator, Coach or Player. If you are not involved with any organisations, please proceed to the next stage of registration by selecting the Next button.

2

Add an Organisation

Previous: My Details

Next: My Children

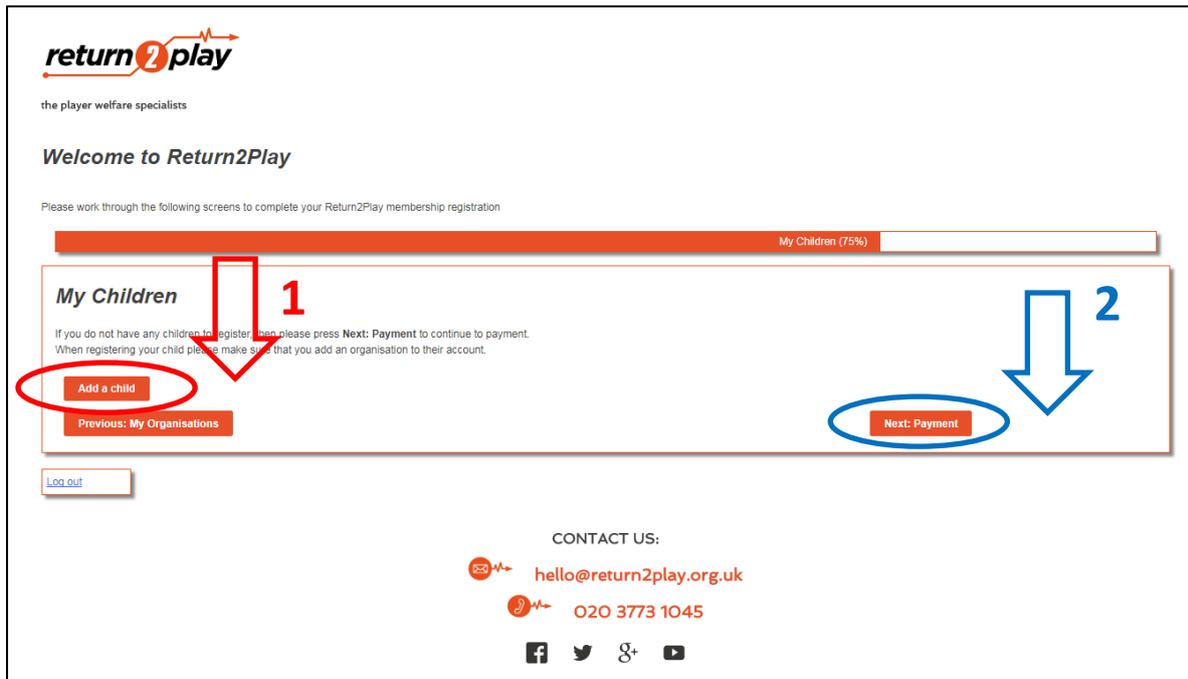
Log out

CONTACT US:
hello@return2play.org.uk
020 3773 1045

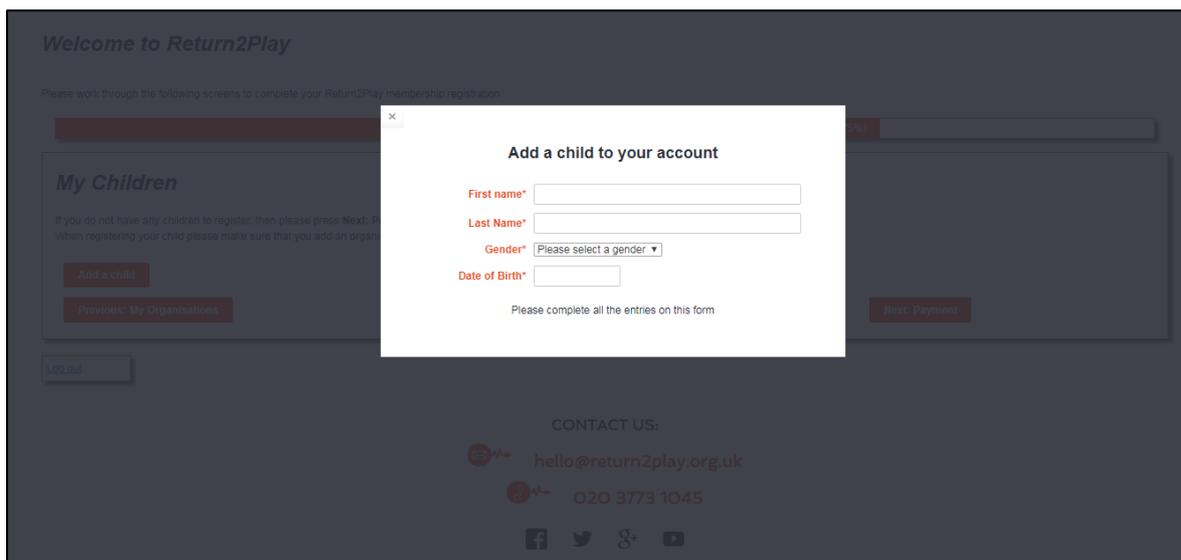
f t g+ y

Adding Children.

- To add a child, select the "Add a Child" button [1]. To add multiple children, please repeat this process.
- To proceed without adding a Child to your account, for example if you are an adult player, then please select "Next: Payment" [2]

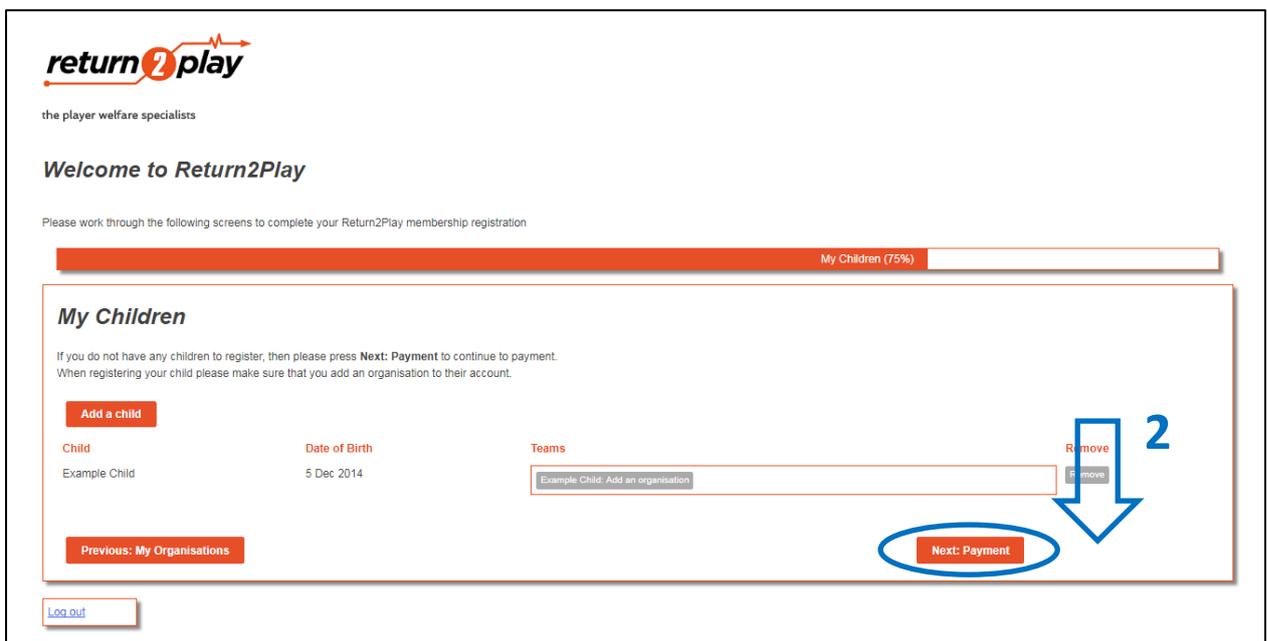


- Selecting 'Add a Child' will present the below pop-up. Please complete all fields.



Adding the child's organisations.

- Once the child has been added, please ensure that you add all organisations at which the child is a player. **Please note that you cannot proceed without entering at least one organisation.**
- To do so, please select 'Add an Organisation' [1]. A list of organisations on the Return2Play system will appear from which the appropriate organisation can be selected.
- Please then select 'Next: Payment' [2] to proceed to the final stage.



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Welcome to Return2Play

Please work through the following screens to complete your Return2Play membership registration

My Children (75%)

My Children

If you do not have any children to register, then please press **Next: Payment** to continue to payment.
 When registering your child please make sure that you add an organisation to their account.

Add a child

Child	Date of Birth	Teams	Remove
Example Child	5 Dec 2014	Example Child: Add an organisation	Remove

Previous: My Organisations **Next: Payment**

[Log out](#)

Making Payment.

- You will be presented with a summary of all of the players, and their organisations, that you are registering.
- **You must select the Terms and Conditions checkbox** before entering your card details.
- Please enter your card details and select 'Pay'.
- Once your payment has successfully been made, you will be re-directed to your new home page on the Return2Play system.