

CONCUSSION TRACKER APP

# How to Create Teams.

## What is the purpose of this guide?

This guide is to help coaches, trainers, teachers, and safety personnel create team or class rosters on the Concussion Tracker App to facilitate easy concussion reporting, documentation, and policy/legislative compliance.

## Create Your Team.

The first step is to ensure you have setup a 'Team Leader' account on the Concussion Tracker App. The 'Team Leader' user role is meant for coaches, trainers, teachers or sideline personnel responsible for injury reporting.

### 01

To view teams and schools that you belong to, navigate to the icon that looks like three people standing next to one another.

### 04

Type the name of the team into the search bar at the top, or press the filter button to filter by area, sport, etc. If the team does not appear, it means that it has not been created yet.

### 02

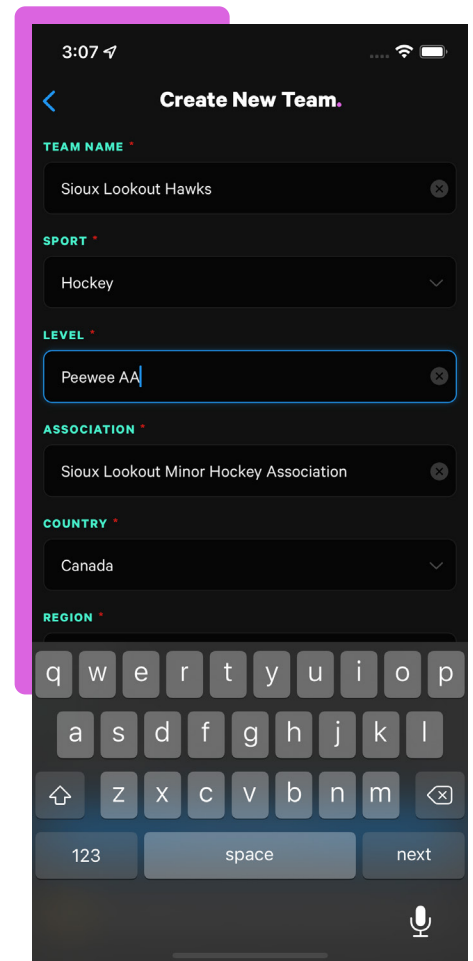
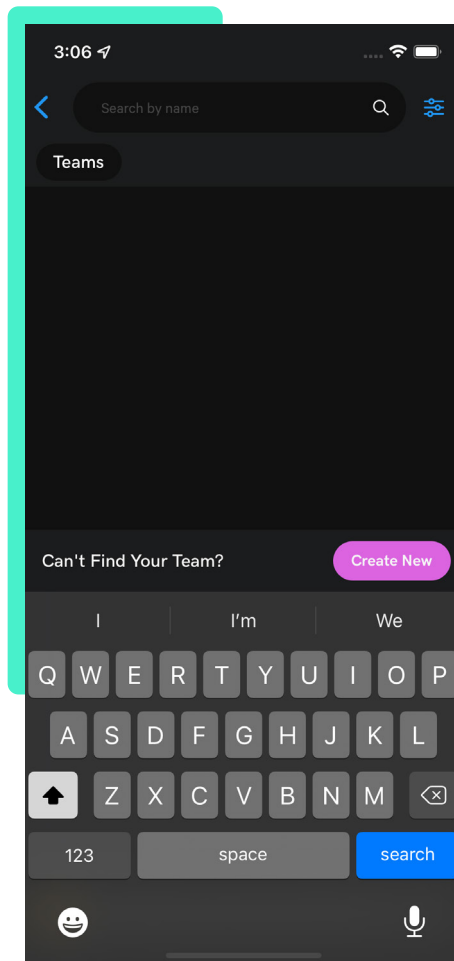
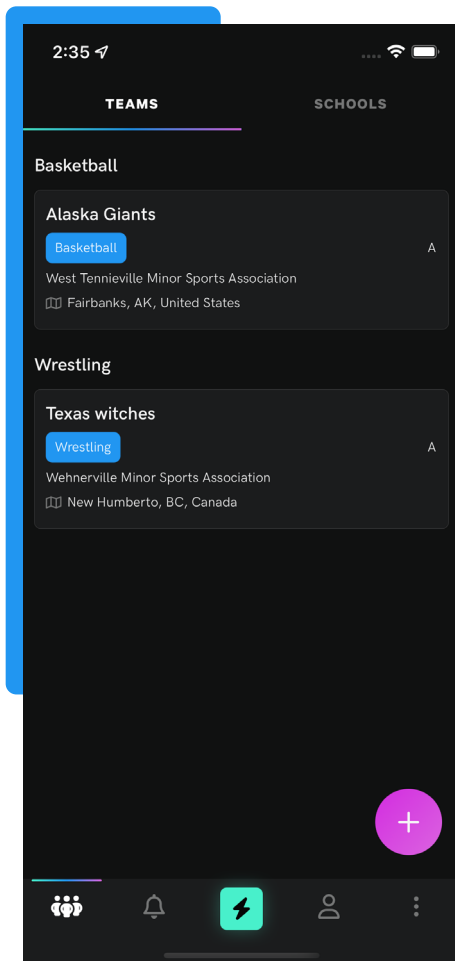
Look to the top navigation bar - teams will appear on the left and schools will appear on the right. Swipe the screen side to side to move between them.

### 05

To create a new team or classroom list, press the pink "create new" button and fill in the team information. Once the team is created, other coaches will be able to simply search for the team name and join.

### 03

To create or join an existing team/school, press the pink "+" sign in the bottom right of your screen.



## STEP TWO

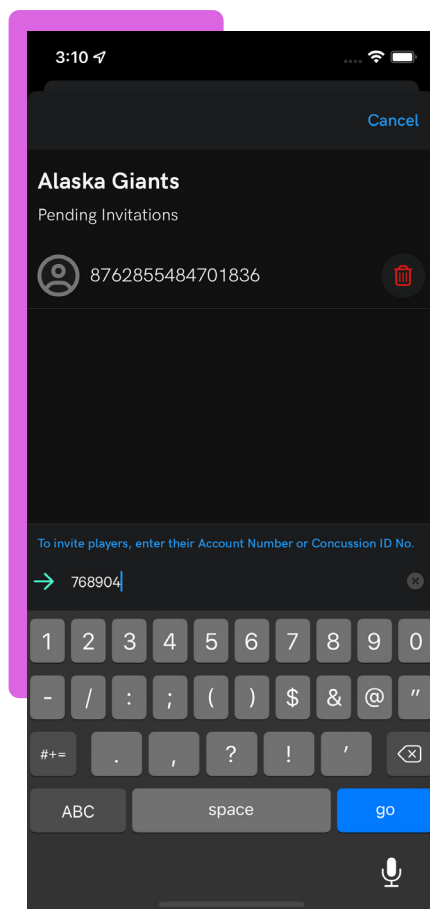
# How to Add Players.

From the teams and schools page, select whether you are searching for a sports team (left) or a school (right). Once on the correct spot, press the pink "+" button in the bottom right corner of the screen. Begin typing in the team or school name. You can also press on the button below the type box that says either "Teams" or "Schools" to apply filters to search criteria. If the school or team does not appear, it means that the coach or teacher has not created the team or school/classroom yet.

## OPTION ONE

### Invite Your Players.

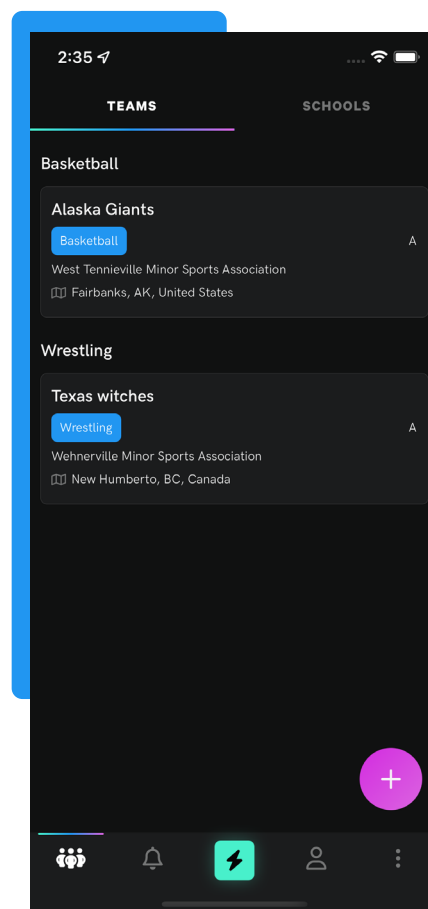
Invite players using their 16-digit account number or ask them to add themselves to your team.



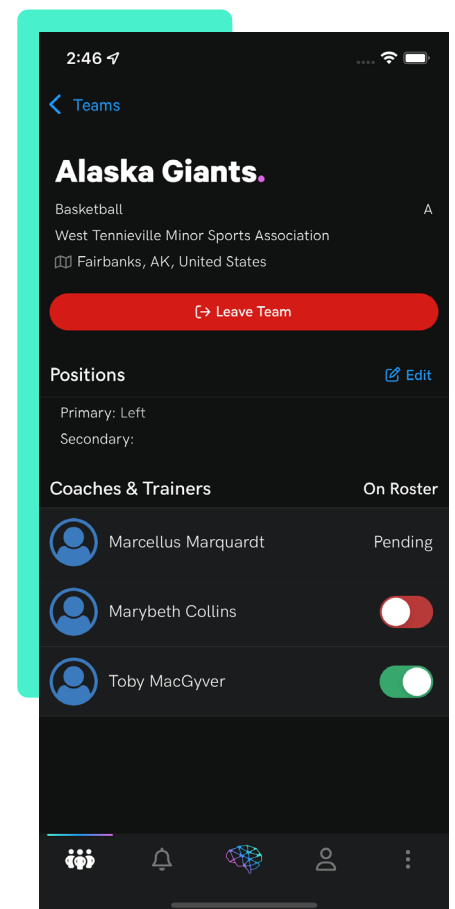
## OPTION TWO

### Have Your Players Join Your Team.

Your player can click the blue '+' button in the bottom right of the team screen, search for your team and join.



Ensure your player toggles each coach in the 'on roster' section of coaches and trainers in order to share access\*.



\*Although your player may be on a team, they may not want to share their information with all of the coaching staff. Note: coaches can only see limited personal information such as player's name, contact details, and injury status. No other health-related data is shared.

If you have further questions regarding setup on the Concussion Tracker App please refer to our extensive **APP HELP** section on our website for step-by-step instructions on everything from creating teams and adding players, to how to report injuries, how to upload medical clearance letters and more.