

HEAD MEDIC ONBOARDING CHECKLIST



WE WELCOME YOUR CLUB TO HURT YOUR NEW INJURY RECORDING & REPORTING PLATFORM

IMPORTANT TO NOTE:

- AS HEAD MEDIC YOU HAVE BEEN GIVEN BOTH CLUB ADMIN ACCESS AND HEAD MEDIC ACCESS.
- ONLY CLUB ADMIN LEVEL ACCESS CAN LOAD DATA INTO THE PLATFORM.
- THE DATA FLOW OCCURS FROM PLAYHQ TO HURT, SO ENSURE YOUR DATA IS ACCURATE IN PLAYHQ FIRST.

1

LOG IN & LOAD YOUR DATA

Log in to HURT via the email invite you have received or click [here](#)

Ensure all registered players are assigned to a team in PlayHQ before proceeding

Load data from PlayHQ into HURT

For help on how to load your data, follow the steps on our video [here](#)

2

CREATE USERS

Instructions are found [here](#)

To create/manage users go to Home -> Setup -> Users

Once users have been assigned to correct team, an automatic welcome email will be sent with login and training information to each Trainer

As Head Trainer you have visibility to see a login history of assigned Trainers/Medics

3

TEAM TRAINER ENGAGEMENT

Encourage Trainers/Medics to add the Sports Buddy shortcut to their phones ready for gameday. Instructions are found [here](#)

Resolve any login issues before the weekends football commences

Encourage users to access online training from within the platform