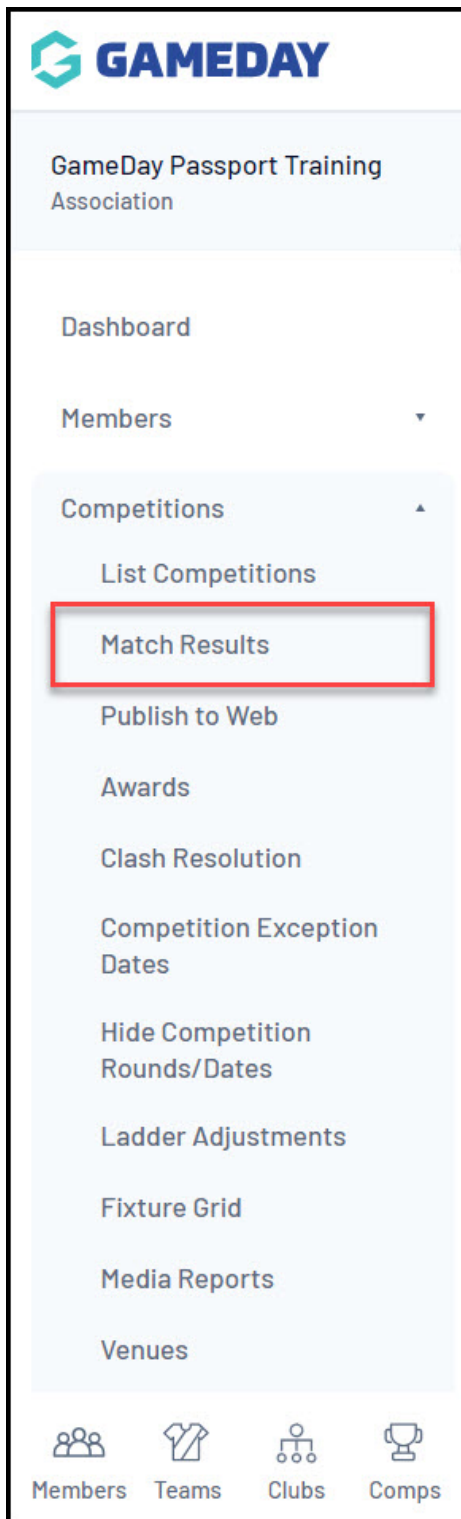# How do I add a Concussion record to a match?

06/10/2025 10:02 am AEDT

GameDay Passport's **Concussion Management** feature supports the application of a 'Concussion Suspension' period which restricts the participant from being added to a match for a certain period of time.

Concussion Records can be added by competition administrators at the point of results entry following the steps below:

1. Click **Competitions** > **MATCH RESULTS**

2. Find the match you want to add a Concussion Record for, then click **POST GAME**
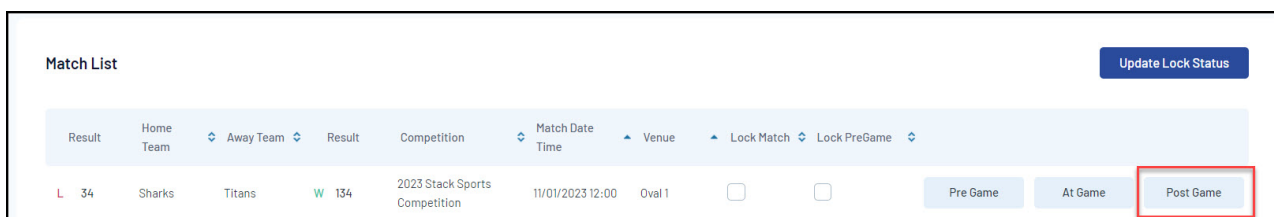
3. Click **Concussion Records** > **CONCUSSION QUICK ENTRY**

4. Enter the fields below, then click **ADD CONCUSSION RECORD**:

- **Member**: Select a member from the list of selected players.

> **i**
>
> **Note**: Only members that are selected and saved via the Pre-Game screen will appear in this list.

- **Witness**: Note the individual that witnessed the incident.
- **Reporter**: Note the individual that reported the incident.
- **Notes**: Add any additional notes to provide context of the incident.

Once this has been added, administrators can then apply a **Start Date** and **Expiry Date** of the Concussion Suspension period:

5. In your Passport database, click **Members** > **LIST MEMBERS**
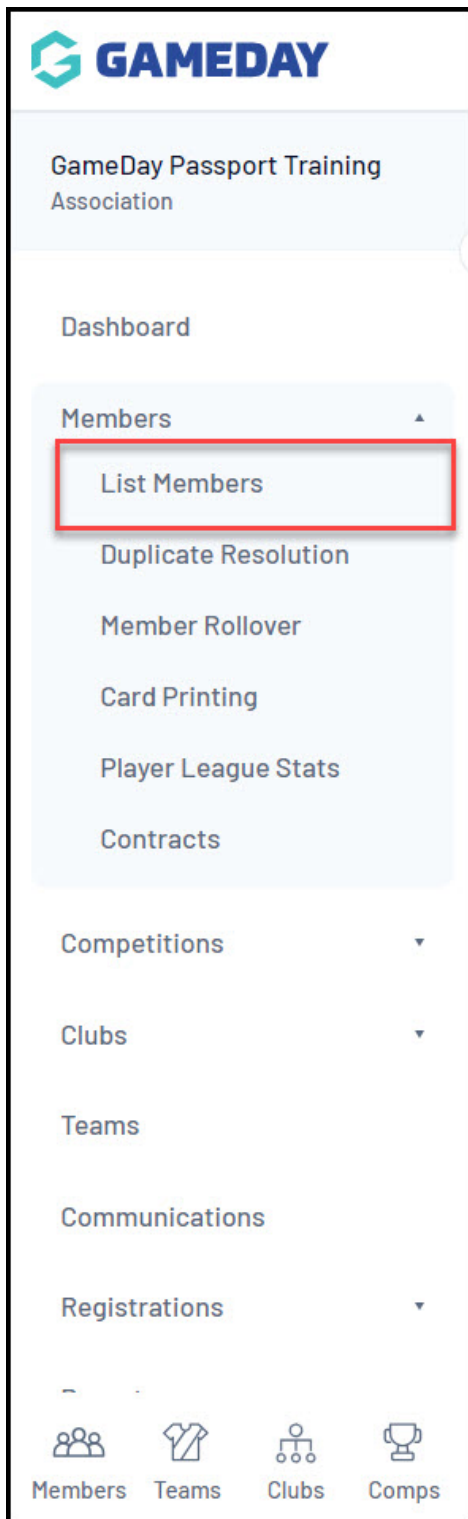
6. **VIEW** the relevant member

| | Hardy | Jennifer | ✓ | 26/11/1985 | | |

7. Click **Medical** > **CONCUSSIONS**

8. **VIEW** the relevant Concussion Record

9. Add a **START DATE** and **EXPIRY DATE** to represent the duration of the Concussion Suspension period.
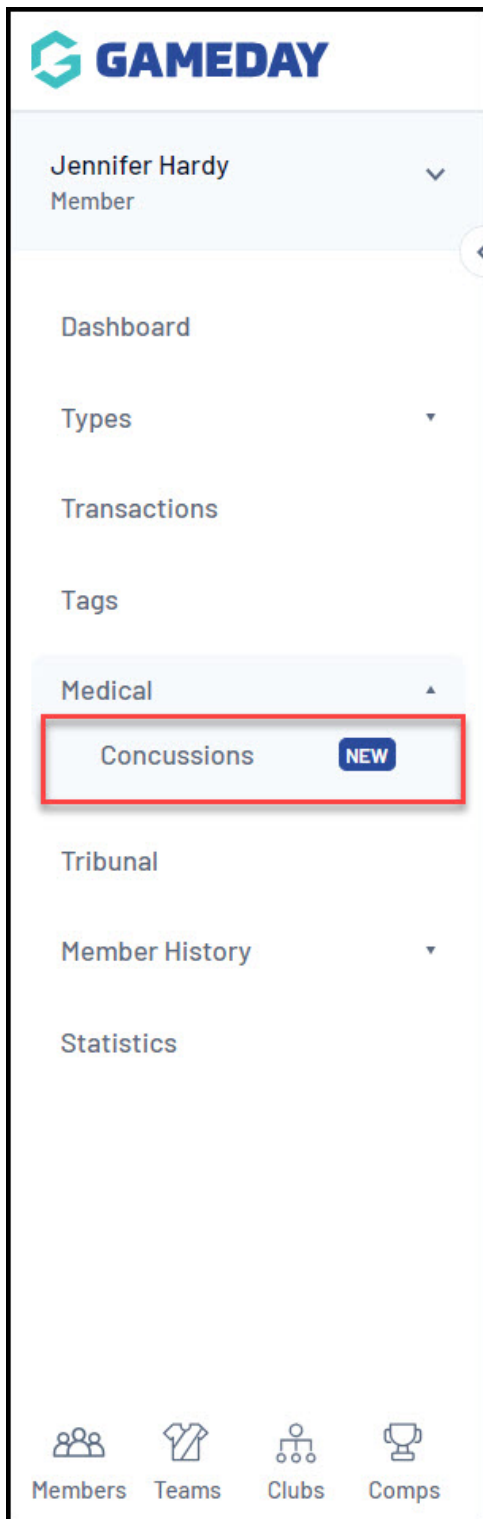
Outcome Details

Concussion Start Date

11/01/2023

Concussion Expiry Date

21/01/2023

Other

Notes

Concussed during play and removed from the remainder of the match after assessment.

Update Concussion Record

Applying these dates to the member's record restricts this member from being selected in any matches being played during that period of time, which is reflected in the **Match Results** > **Pre Game** screen within a given match in the Concussed Members section:

← Back to Match List

Pre Game | At Game | Post Game

Reset Match

2023 Stack Sports Competition
18/01/23 12:00
0
League Officials

0 Officials | 0 Players | 0 Players | 0 Officials
Titans | Cats

Titans | Cats | Match Officials

Save Team Selection

Available Players

Filter: Please enter...

Collins, Karina
(25/07/1997)

Hays, Maia
(01/01/2006)

Hess, Wyoming
(20/04/2014)

Selected Players

Auto Select Players

Sort by: Name   No.   Position

Concussed Players

Available Date

Hardy, Jennifer   22/01/2023