

How do I add a document to a concussion record?

29/07/2025 4:05 pm AEST

Overview

Organisations can use Passport's **Concussions** feature to maintain important health information for their members. This includes the ability to upload and securely store documents, such as medical notes or clearance forms, against a specific concussion record.



Note: A member must have an existing concussion record before you can add documents to it

Step-by-Step

Step 1: Navigate to the Member's Profile

In the left-hand menu, click **Members** > **LIST MEMBERS**

The screenshot shows the GAMEDAY interface for Silverwood Sports Association. The left-hand menu is expanded to show the 'Members' section, with 'List Members' highlighted with a red box. The main content area displays the association's details, including contact information for the President, Treasurer, and Administrator, and a 'Stats' section with several empty charts.

From the member list, find the relevant person and click the **VIEW (magnifying glass)** icon in their row.

GAMEDAY Search... RS

Members in Association ADD View Member Profile Portal

If you are seeing 'Potential Duplicate' in the Active field, you may need to resolve duplicates.

Showing Family Name Including: Season: 2025 Age Group: --All Age Gr... Status: Active Member Type: All Gender: All Genders

Active in Association	Legal Firstname	Family name	Date of Birth	Gender Identity	Gender at Birth
<input checked="" type="checkbox"/>	Uriah	Acosta	07/08/2002	Female	Female
<input checked="" type="checkbox"/>	Sylvester	Allison	06/01/2019	Male	Male
<input checked="" type="checkbox"/>	Chiquita	Booker	10/12/1984	Female	Female
<input checked="" type="checkbox"/>	Hakeem	Bush	17/05/2012	Non-binary/gender fluid	Female
<input checked="" type="checkbox"/>	Kadeem	Bush	23/04/2006	Female	Male
<input checked="" type="checkbox"/>	Eleanor	Cannon	01/11/2010	Female	Female
<input checked="" type="checkbox"/>	Kay	Chan	04/10/1975	Non-binary/gender fluid	Female
<input checked="" type="checkbox"/>	Hammett	Chavez	22/09/1996	Non-binary/gender fluid	Female

Step 2: Access Concussion Records

On the member's profile page, navigate to the **Medical** section in the left-hand menu and click on **CONCUSSIONS**

GAMEDAY RS

Sylvester Allison Member Mark as Duplicate Member Cards

Sylvester Allison

Medical Concussions

Member Summary Edit

Gender at Birth: Male

Gender Identity: Male

Date of Birth: 06/01/2019

[EDIT](#) [DELETE](#) [View All Details](#)

Contact Details Edit

Address: 47 Hague Road
Elusmod in veritatis rerum at vel cumque dolorem consequuntur deserunt voluptas id Totam suscipit elit vel ullam consequatur repellent, GUATEMALA, Consequatur Ou

Mobile: +1(979) 999-3796

Email: samebewoxu@mailinator.com

Concussed

Registered in Current Season: 2025 as Player Official

Other Clubs
Cyclones Sports Club
Tigers SC (Player)

Other Details

Country of Birth: GUAM

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Step 3: View Documents for the Concussion Record

From the Concussions list, locate the relevant record and click **VIEW/MANAGE** in the **Documents** column

Concussio...	Association	Competition	Club	Start Date	Expiry Date	Documents	Delete Rec...
1126	Silverwood Sports Association	2025 Men's Home & Away Compet...	Tigers SC	2025-07-22	2025-08-31	View/Manage	Delete

Step 4: Upload New Document(s)

Enter a **Document Name**, then **upload the document** from your computer, and select a **Document Type** (if applicable).

To add a document click the browse button and find the document you wish to upload from your computer. When you have selected the file click the "Upload" button.

Document Name:

Document Type:

Sylvester Allis...ical Notes.jpg

Document Name:

Document Type:

Sylvester Allis...on History.jpg

After adding all the files you wish to upload, click the **UPLOAD** button at the bottom of the page.

New Concussion Document

To add a document click the browse button and find the document you wish to upload from your computer. When you have selected the file click the "Upload" button.

Document Name:

Document Type:

Sylvester Allis...ical Notes.jpg

Document Name:

Document Type:

Sylvester Allis...on History.jpg

Document Name:

Document Type:

No file chosen

By clicking the Upload button, I acknowledge that this/these document(s) is/are a true and accurate copy of the original(s) which has/have been seen by me. I acknowledge that this/these document(s) is/are being uploaded in accordance with the Operational Rules.



Once the upload is complete, the page will refresh, and your uploaded documents will appear in the list at the top of the page.

Watch

Your browser does not support HTML5 video.
