**SYDNEY ROOSTERS ADMINISTRATION – SYSTEM PROCEDURES**

**INJURY REPORT ONLINE**

**NOTE** Paper form can also be completed and sent to your club secretary



* Search www.manager.mysideline.com.au



* Select REPORT INJURY



* Complete all information using the DROP DOWN BOXES



* Select CONTINUE



* Select MEMBER INJURED using DROP DOWN BOX
* Then enter DATE & TIME OF INJURY



* Click on FRONT or BACK
* Click on the INJURED PART OF BODY



* Complete all information using the DROP DOWN BOXES
* Type in NAME OF FIRST RESPONDER AND ANY OTHER OBSERVATIONS
* Click on SAVE DRAFT



* Information is now SAVED
* Click on ADD NEW INJURY REPORT if you have another to enter