TeamLinkt Guide: Filing & Accessing Player Medical Forms

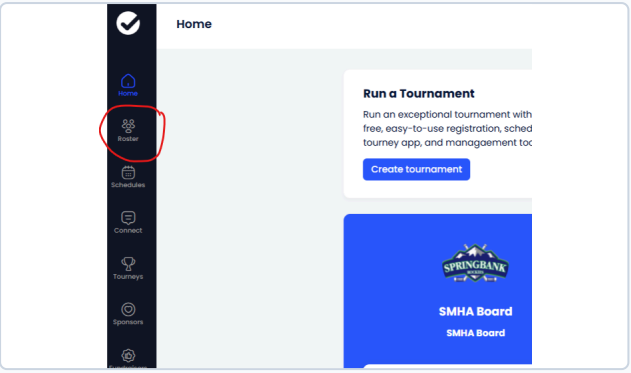
Standard Operating Procedure for Team Managers & Coaching Staff

PC DESKTOP ONLY

CRITICAL REQUIREMENT: This process must be completed on a **PC or Laptop browser**. Medical form export links cannot be accessed from a phone or the TeamLinkt mobile app.

1 Navigate to Roster

Log in to TeamLinkt on a PC browser. From the main team home sidebar, click on **Roster**.



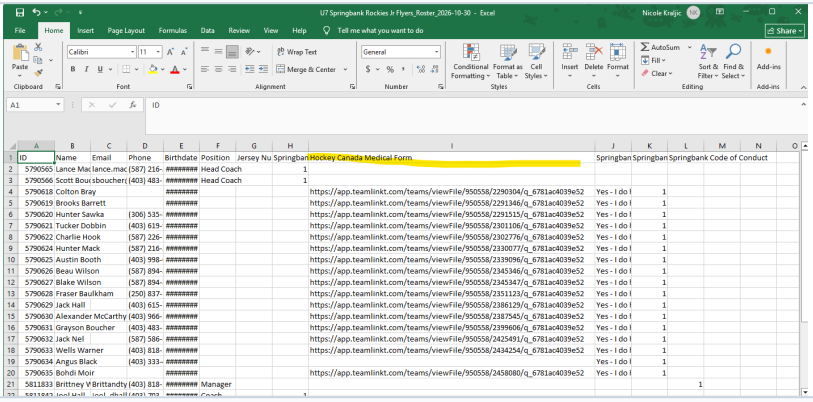
2 Export Player Roster

In the top-right header of the Roster page, click **Export Players** to download the team Excel spreadsheet.



3 Extract Medical Form Links from Excel

Open the downloaded Excel spreadsheet. Locate Column H labeled **Hockey Canada Medical Form**. Copy the HTTP link inside each player's cell and paste it directly into your web browser to download that player's PDF medical form.



MEDICAL FORM STORAGE, ACCESS & PRIVACY POLICY

Form Storage & Emergency Access

After downloading all medical forms, either create an easily accessible shared folder for the Head Coach to access during emergencies, OR print them out, place them in a sealed envelope, and store them in the coach's bag. These forms must be immediately accessible during all games and practices.

Missing Forms & Medical Awareness

If any player's medical form is missing from the export, have a parent fill one out immediately (you can access the blank form here: Hockey Canada Player Medical Form). Ensure the coaching staff is aware of any life-threatening medical conditions they may need to manage on the bench or on the ice.

CONFIDENTIALITY & PRIVACY NOTICE: All medical information is strictly private and must be handled with the utmost discretion. Both the Head Coach and Team Manager must act according to the respect and privacy of the player and their family.