

Football Injury Report Instructions

GETTING STARTED:

1. Go to <http://utdirect.utexas.edu/uilgate>
2. Click the appropriate link based on whether you already have a UT EID and password or not.
3. If you do not already have a UT EID, use the UT EID Self Service Tools to obtain one, then return and logon. It is important not to share your UT EID and password combination with anyone. The first time you login you will be required to enter your personal information.
4. Click on the link that says "Select Your Jobs". Choose your job that pertains to you regarding Football Injury Reports (you need only complete this step once. After you have done this once, the system will take you to the page where all of your tasks are listed automatically the next time you log in).

Options for Selecting Your Jobs:

- a. **DEC chairs** need to go to “**Option 2**” and enter your conference and district number, select "Athletics" and click “Go”.
- b. **All others** will need to go to “**Option 1**”, enter the TEA code for your school, and select "Athletics" in order to choose from school-based athletic jobs.

NOTE: Only these individuals will be able to access Football Injury Reports: DEC chairs, head football coaches, assistant football coaches, athletic directors, athletic trainers, and athletic secretaries.

NOW YOU ARE READY TO DO THE INJURY REPORT:

After you go through the above process and have saved your selections, you will see the “**Football Injury Reports**” link under "Need to Complete".

1. Click the Football Injury Reports link.
2. Choose “Eleven Man Football” or “Six Man Football” and click “Go”.
3. DEC chairs: If this is your first time to the injury reports screen, choose your school by TEA code. If you don't know it, click "Look up TEA code" to access an alphabetical list of schools to find it. After your TEA code has been chosen your school will automatically be entered for you in the future.
4. Choose the week for which you want to enter an injury report. **AN INJURY REPORT MUST BE DONE FOR EACH WEEK LISTED EVEN IF IT WAS AN OFF WEEK FOR YOUR SCHOOL!**

If your school has no injuries for a particular week the system will give you a box to click that says “No Injuries.” **AN INJURY REPORT MUST BE DONE FOR EACH WEEK LISTED EVEN IF YOU HAVE NO INJURIES THAT WEEK.**

5. If there have been no injury reports entered for your school for that week you will be able to click the link to create a new injury report.
6. Fill in the injury information and save. To report another injury for the same week, click "Add another injury".
7. When you are finished entering all injuries for your school for a given week, click "Finish and print."
8. Review the list of injuries, print the screen for your records, and logoff.