

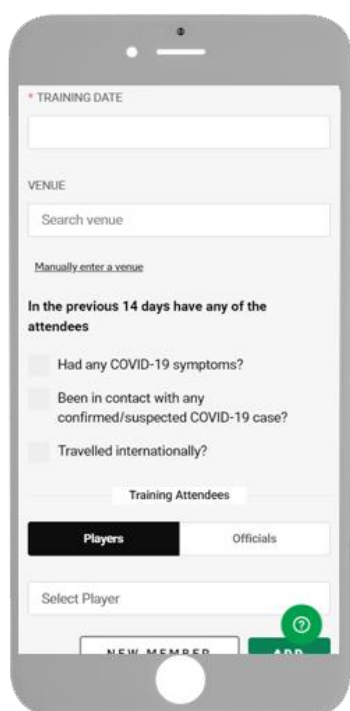
# MySideline Manager: Attendance Tracker

To assist coaches and managers with maintaining a COVID Safe environment, a training attendance tracker has been included in MySideline Manager. This will make it easy to record who has attended training and complete any required checks, which can be easily reported on in MySideline Admin.

**Step 1:** Select '**Training Attendance**' from the menu.

**Step 2:** Select the '**Add List**' button.

**Step 3:** Complete each question such as the training date, venue, and the relevant COVID-19 based questions.

A screenshot of a mobile application interface for recording training attendance. The form is titled "TRAINING DATE" and includes a date input field. Below this is a "VENUE" section with a search bar and a link to "Manually enter a venue". A section titled "In the previous 14 days have any of the attendees" contains three questions: "Had any COVID-19 symptoms?", "Been in contact with any confirmed/suspected COVID-19 case?", and "Travelled internationally?". Each question has a radio button. Below the questions is a "Training Attendees" section with two tabs: "Players" (selected) and "Officials". Under the "Players" tab is a "Select Player" dropdown menu. At the bottom of the form are two buttons: "NEW MEMBER" and "ADD".

**Step 4:** Select each registered player and official from the list available. Club administrators will have access to select all registered participants within their Club and Team administrators will only have access to players assigned to the Team Squad.

**Note:** If you're unable to locate a participant from the list available, there is an option to manually add a participant by selecting the 'New Member' button.

**Step 5:** Select '**Submit**' to save the attendance list. If required or a mistake is made the, attendance list can be deleted.

