



Attendance Tracking: Coaches and Administrators Guide using Sportlomo User Account



Overview of process

- Team Sheet Panels – Sportlomo software program that tracks attendance and traces participants
- Team Roster – the specific Team name and the roster of that team
- Panel – how you divvy up your Team into smaller training groups for each training session
- Daily Attestation – The form each participant must complete prior to attending the in-person training session
- Participant – includes everyone who is attending the in-person training session (players, coaches, managers, athletic therapists)



Check attendance in Sportlomo account



sportlomo
SPORTS MANAGER

BC RUGBY - NO CLUB AFFILIATION

Marga Sison



Members

<p>Margarita Sison Member ID: 224910 Member Status: Active</p> <p>*TEST* 2020-2021 Rugby Canada - Senior Membership: *TEST* 2020-2021 Rugby Canada - Senior Membership Expiry Date: 31/08/2020</p> <p>Upgrade / Add Category</p> <p>Details Qualifications Certifications Events Start Transfer Dual Membership</p>	<p>Margarita Sison Member ID: 231280 Member Status: Active</p> <p>2020-2021 Rugby Canada - Board Member Membership: 2020-2021 Rugby Canada - Board Member Membership Expiry Date: 31/08/2021</p> <p>Upgrade / Add Category</p> <p>Details Qualifications Certifications Events Start Transfer Dual Membership</p>
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As an assigned official (coach or club admin) to a panel/session, log in to your Sportlomo user account and click View in Schedule upon logging in.

<p>Schedule Schedule of Upcoming Activities View</p>	<p>Register / Renew Register or Renew Membership Register/Renew</p>	<p>Events Buy New Events or View Purchase History Buy Order History</p>
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Check attendance in Sportlomo account



Schedule

View Schedule ← Back

TODAY TOMORROW

THIS WEEK

NEXT WEEK THIS MONTH

! Training Session - Attendance

Member : Margarita Sison
Venue : BC Rugby
Time : 31/08/2020 15:00
Panel : BC Rugby Union Test Senior A

Practice

✓ ✗ 📊

✓ Training Session - Attendance

Member : Margarita Sison
Venue : BC Rugby
Time : 31/08/2020 15:00
Panel : BC Rugby Union Test Senior A

Practice

✓ ✗ 📊

📁 Training Session - Attendance Management

Venue : BC Rugby
Time : 31/08/2020 15:00
Panel : BC Rugby Union Test Senior A

[Management of your attendance sheet for Practice](#)

👁 📄 🖨

As an assigned official (coach or club admin) to a panel/session, you will see this training session – attendance management box in your Sportlomo account to track attendance without having to log in to the Club’s Sportlomo admin account. Click the **eye** to view attendance and attestation completion.

Check attendance in Sportlomo account



Panel Attendance Details

Attendance

← Back

Upon clicking the eye, you will be redirected to this Panel Attendance Details page where you can check and track attendance and attestation completion. Please see the next 2 pages for symbols to look out for.

Settings

Attendance
0 / 2

Contact

Location Details

Venue

Venue not found

Time Details

Start

Finish

Attendance Sheet Details

Description

Type

Status

Save



Attendance training groups symbols and actions

Click Attendance to make training groups

To rename a group, click the 3-line icon, rename the group and click the check mark to save the group name

Settings Attendance

Group 1

Group 2

Panel Officials

Attendee Panel Group

Group Group 1 Menu

Rename Delete

Warning icons

Leave a Comment Remove Member

Confirmed Status: Not Confirmed

Move To: Group 2

Attendance checker

Attendee – add panel members to groups individually

Panel – click here to add the whole panel (quickest way to make groups)

Group – add a new group

If a player indicates they are not attending, this symbol will notify the coaches/administrators

Leave a Comment - add a comment for a player

Remove Member – delete member from the group

Confirmed Status – this status will change based on the player's confirmation of attendance

Move To – assign a player to a group

Confirmed Status Options:
Not Confirmed
Attending
Unsure
Not Attending

REMINDER: CLICK SAVE AT THE BOTTOM OF THE PAGE WHEN GROUPS ARE CREATED

Attendance checker – the coach will click as players arrive to confirm attendance

Additional Symbols on the Attendance Training Groups



Attendance

Settings Attendance

-Ungrouped

J Jordan Gaede

Alert Jordan Gaede has failed to pass the required survey. And cannot attend the event

E Erin Young

K Kaitlyn Cumming

M Michaela Rasmus

T Tiana Coutts

Mark All Add to Group

This alerts coaches that a player has completed the attestation form but has failed and cannot attend a session

This symbol indicates that the player has not yet completed the attestation form

Attendance

Settings Attendance Contact

0 / 1

group 1 0 / 1

B Bryнна Walker

Mark All Add to Group

Bryнна's Group-New Group-3 0 / 0

No Members added

Mark All Add to Group

This symbol indicates that the player has passed the attestation form and is eligible to attend a session



Email the training group

Click this box to send the email to everyone in the training group without having to type in their emails individually

Type in individual email addresses if needed. Separate the email addresses by a comma

Panel Attendance Details

Attendance ← Back

Settings Attendance 0 / 1 Contact

Contact All

Email

Subject

Click here to send an email to the training group notifying them of an upcoming session

Add a subject to the email

Type something

Type your email here. Send reminders, notices, etc.

For example:

Reminder that there is a training session tonight at 6pm. Please complete the attestation form!

Send Email

Click here to send the email to the training group

Attendance Sheet PDF



<u>Location Details</u>	<u>Time Details</u>	<u>Attendance Sheet Details</u>
Venue: McNicol Park	Start Time : 06/07/2020 15:00 End Time : 06/07/2020 15:45	Description: training session 1 Type: Training Session

Group 1

Player	Attended	Comment	Survey Status
kira katan			Incomplete
Randall Hunter			Incomplete
Gracie McAllister			Incomplete

Group 2

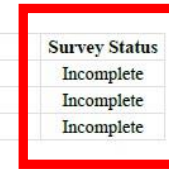
Player	Attended	Comment	Survey Status
Gillian Annett	✓		Incomplete
Gabriela Cross	✓		Incomplete
kiara Stecko	✓		Incomplete
Shanda Mosher Gallant	✓		Incomplete

Panel Officials

Player	Attended	Comment	Survey Status
Mervyn Iles	✓		Incomplete
Brock McCartney	✓		Incomplete

Group 3

Player	Attended	Comment	Survey Status
Haleigh Parker	✓		Incomplete
Mireille Appelbe			Incomplete
Kara Branchflower			Incomplete



This status tells coaches if the player has completed the Daily Attestation Form. The status will change based on the player's responses