



## MYSIDELINE MANAGER: **ATTENDANCE TRACKER**

The screenshot shows a mobile app interface for recording training attendance. It includes a 'TRAINING DATE' field, a 'VENUE' search bar, and three COVID-19 related questions: 'Had any COVID-19 symptoms?', 'Been in contact with any confirmed/suspected COVID-19 case?', and 'Travelled internationally?'. Below these are tabs for 'Training Attendees', 'Players', and 'Officials', and a 'Select Player' dropdown menu.

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 the 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.

**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.

The screenshot shows a mobile app interface displaying a list of training attendances. At the top, there is a menu icon, the title 'TRAINING ATTENDANCES', and an 'ADD LIST' button. Below is a table with two columns: 'Training Date' and 'Member Count'. One entry is visible: 'June 18th 2020, 5:30:00 pm' with a member count of '29'. A green circular icon is visible at the bottom right of the screen.

Training Date	Member Count
June 18th 2020, 5:30:00 pm	29

### QUEENSLAND RUGBY FOOTBALL LEAGUE LIMITED

ABN 65 009 878 013

83 Castlemaine Street  
MILTON QLD 4064

Locked Bag 3000  
PADDINGTON QLD 4064

P: (07) 3367 6000  
F: (07) 3367 6085

E: [rugbyleague@qrl.com.au](mailto:rugbyleague@qrl.com.au)  
[www.qrl.com.au](http://www.qrl.com.au)



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