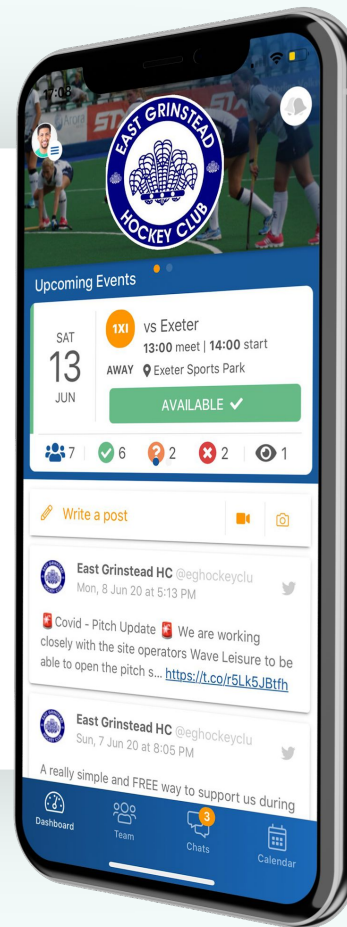


# Tracking Attendance

Use your app to keep a register at your training sessions and track weekly attendance.

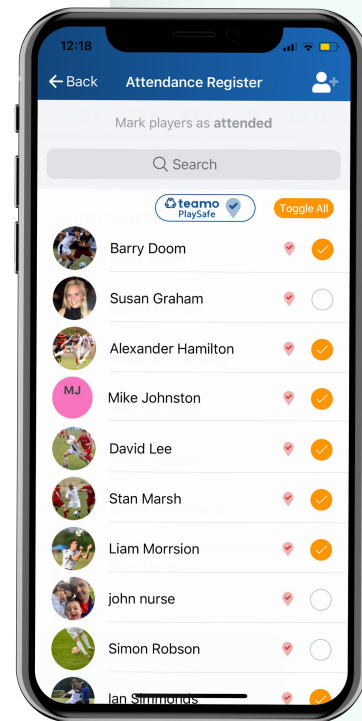


- **How do I take a register at training**

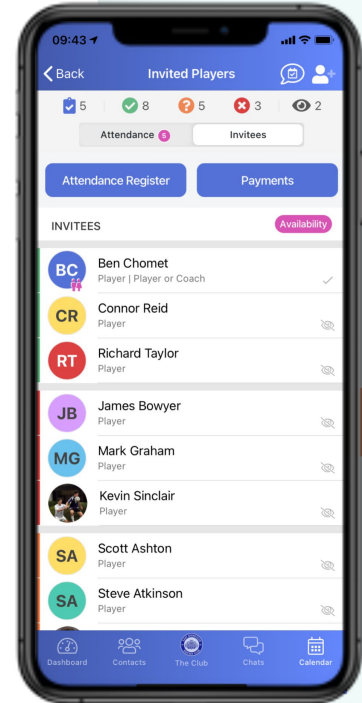
- Go to calendar > Select Training Event > **Mark Attendance** > Tick players who are present

- **How do I mark coaches as attended too?**

- Scroll to the bottom of the Attendance Register and toggle on **Show non-players**. You can then use the Search function at the top to search for the coach or scroll down the list.



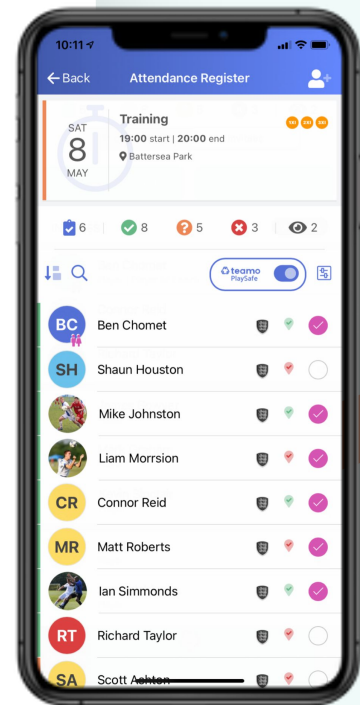
- **I can't find the coach/player I am looking for on the list. What do I do?**
  - Go to the training event and select **Summary** to load a list of all invited players. Tap the **Invite Member** icon in the top right corner. Search and add the coach to the event. You can then go to the **Attendance Register** to mark their attendance.
- **Someone has showed up to the session that is not registered on Teamo. What do I do?**
  - - Ask the player/parent to head to the club registration link to register - <https://web2.teamo.chat/club/register/achc>. If you have manager rights, you can find this link via Contacts. > Add Member (top right corner) > Share Invite URL.
  - They will then be registered to Teamo and you can add them into your session the same way as above.



## COVID-19 Information

- **What does the red/green location icon mean on the Attendance Register?**
  - This indicates whether a player has checked into the event.
  - All of these should be green before you mark their attendance as this indicates they have checked in.
  - They can do this via the QR poster on the gate or via the **Calendar** in the app by selecting the Event > **Check-in**

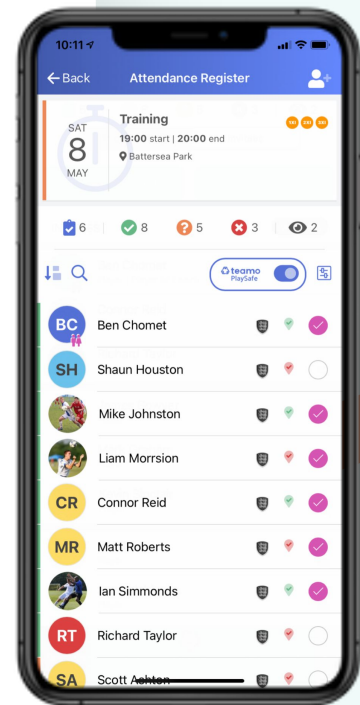
**Note - This icon is no longer relevant if COVID-19 protocols are no longer required by England Hockey**



## COVID-19 Information

- **What does the England Hockey badge mean on the Attendance Register?**
  - This indicates whether a player/coach has completed the England Hockey COVID-19 participation consent form.
  - All of these should be red if the form has been completed.
  - If anyone is attending the session with a grey badge next to their name, you will need to ensure that they have completed the consent form prior to taking to the pitch.

**Note - This icon is no longer relevant if COVID-19 protocols are no longer required by England Hockey**



- **I can't make the session and need to get someone else to take attendance. How do I give them access?**
  - If they are already in the event, please click on the **Summary** of the event and search the Invited Players list for the member.
  - NOTE: If they are a Parent/Manager you will need to toggle on Show non-players at the bottom of the list.
  - Once you have found them, select their Name > **Edit Event Role**. Tap **Manager** or **Coach** to give them Manage Event rights.
  - If they are not in the event, see page 3 to add the member into the event and follow the above steps.

