

Collingwood Little Athletics TeamApp and QR Code Information sheet



CLAC will be using both TeamApp and QR code for attendance register and tracking. TeamApp will be used to register for training and competition sessions, while the QR code will be used for contract tracing sign in/sign out.

Registering for Training and Competition sessions

As each training session and competition event is limited to groups of 10 athletes, CLAC will be utilising TeamApp to create events for athletes to book into a training or competition session.

How will this work?

Each week we'll create events via TeamApp for a competition meet and training sessions for timeslots and age groups. If you are planning on attending that week then you will be required to accept the event. Each training/ competition event will have a limit on the number of athletes that can attend and once it reaches capacity then that event session will be closed.

Will there be multiple sessions for each age group?

Each age group will be allocated to one session, i.e. to either the 8.30-10.00am session, or the 10.00-11.30am session. The number of registered athletes will determine which session that age group will be in.

At the competition meet athletes will be divided into groups of 10. When you scan in at the entry gate we'll direct you to your first event.

As best we can, we'll be keeping athletes within their age groups. We may however need to mix some age groups together depending on how many are attending – this will only be up or down one age level. i.e. we may have a mixed group of U10 and U9 girls.

Contact Tracing Sign In Procedure

CLAC is required to register the attendance of all attendees at the track for training and competition meets – this includes athletes, parents, volunteers, coaches, officials and committee members. To register attendance, we will be using a QR code.

Only one person from each family is required to register their attendance and that of their family online and answer the questions.

Procedure for signing in

1. Arrive at the track early to avoid delays at the entry gate
2. Entry to the George Knott Athletics Track will be via the **Heidelberg Rd gate** off the car park
3. A sign in area will be located at the gate with a COVID Safe Official or delegate in attendance

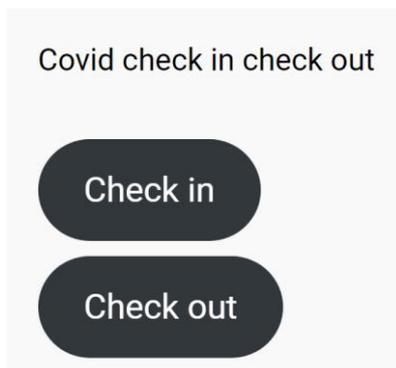
4. Scan the QR code located at the entry point with your phone's camera and open the link. Note you are able to sign in prior to arrival and you'll need to show the confirmation on your phone as you enter the track.

If the QR code does not work, you can manually type in the link on your phone, or there will be a manual sign in sheet available, however this may delay your entry to the competition meet.

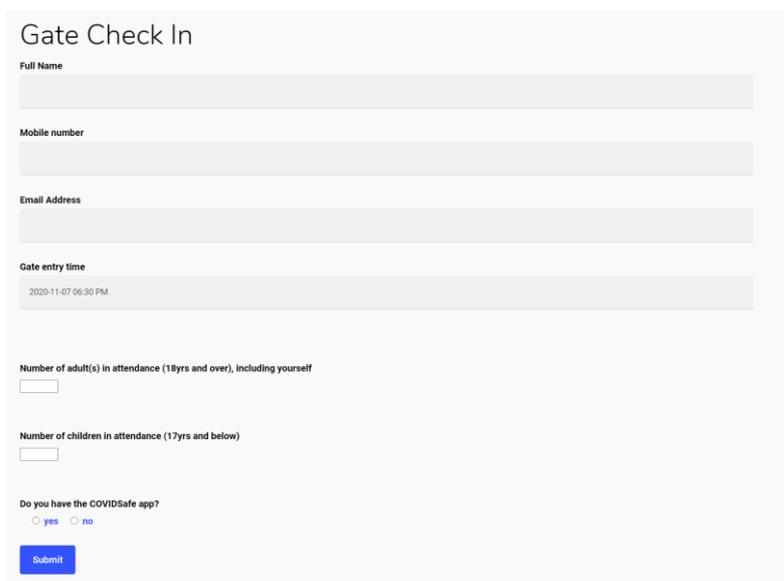


Did not work? Please navigate to the following URL: <https://clac10.org.au/covid>

5. The following screen will appear on your phone. Select **Check in**.

A screenshot of a mobile application interface titled "Covid check in check out". It features two large, dark, rounded rectangular buttons stacked vertically. The top button is labeled "Check in" and the bottom button is labeled "Check out".

6. The **Gate Check In** form will appear. You are required to complete all details then press **Submit**.

A screenshot of a web form titled "Gate Check In". The form contains several input fields: "Full Name", "Mobile number", "Email Address", and "Gate entry time" (with a pre-filled timestamp "2020-11-07 06:30 PM"). Below these are two numeric input fields: "Number of adult(s) in attendance (18yrs and over), including yourself" and "Number of children in attendance (17yrs and below)". At the bottom, there is a question "Do you have the COVIDSafe app?" with radio button options for "yes" and "no", and a blue "Submit" button.

7. Confirmation of your check in will appear. Show this to the CLAC representative on the entry gate.

Gate Check In

Thanks For Registering. [Don't Forget To Check Out After You Exit The Gate](#)

Procedure for signing out

1. Exit to the George Knott Athletics Track will be via the **Merri Creek gate** behind the clubhouse
2. Scan the QR code located at the exit point with your phone's camera

If the QR code does not work, you can manually type in the link on your phone or there will be a manual sign out sheet available.



Did not work? Please navigate to the following URL: <https://clac10.org.au/covid>

3. The following screen will appear on your phone. Select **Check out**.

Covid check in check out

Check in

Check out

4. The gate **Check Out** form will appear. You are required to complete all details then press **Submit**.

Gate Check Out

Full Name

Mobile number

Gate exit time

2020-11-07 06:45 PM

Submit

5. A confirmation check out message will appear.

Gate Check Out

Thanks!

Privacy Information

The information collected in the form is for contact tracing only. It will be stored for 28 days and then deleted.