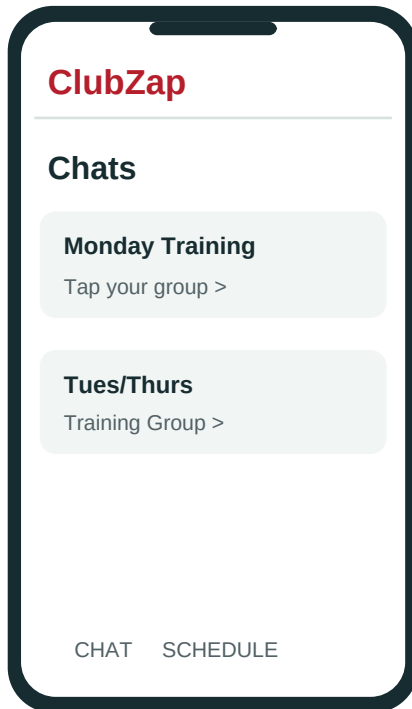


WESTPORT AC

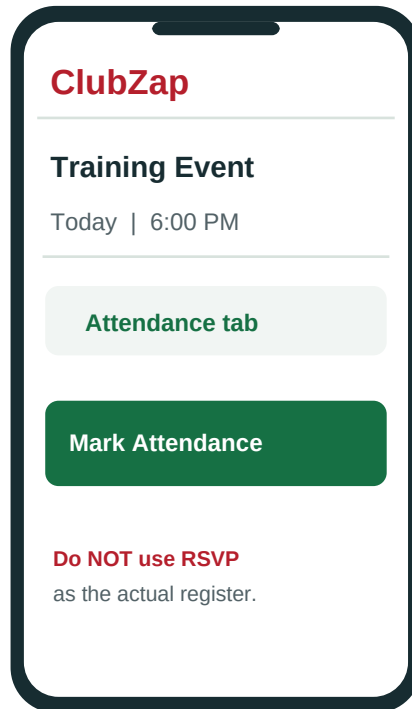
CLUBZAP ATTENDANCE - QUICK VISUAL GUIDE

PARENT VOLUNTEER ROTA | TRAINING CHECK-IN

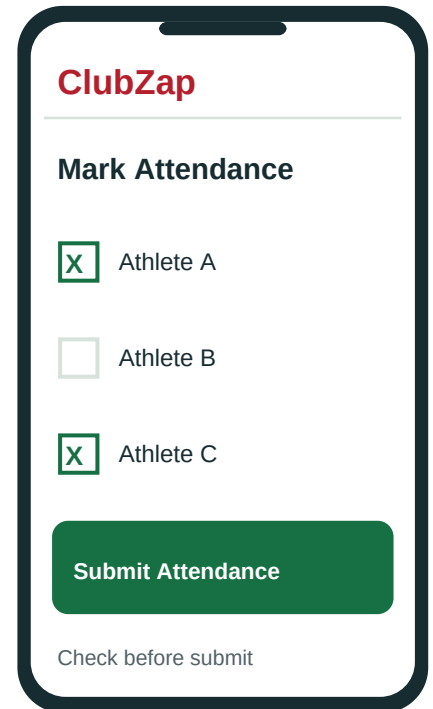
Purpose: record who is physically present at every training session.



1
Open correct group



2
Open today's event



3
Tick and submit

VERY IMPORTANT - CHECK-IN RULES

Mark an athlete PRESENT only after seeing them arrive at the designated check-in point. A "Going" RSVP is not proof of attendance.

If a child is not listed, has the wrong group, or needs to leave early: tell the lead coach immediately. Do not guess or tick a different child.

BEFORE YOUR ROTA STARTS

Check that you can access the correct team group AND see "Mark Attendance". ClubZap limits this to group administrators - ask the club to arrange access in advance.

WESTPORT AC

STANDARD OPERATING PROCEDURE - VOLUNTEER CHECKLIST

PARENT VOLUNTEER ROTA | TRAINING CHECK-IN

1 Arrive and set up

Arrive 10-15 minutes before training. Report to the lead coach/check-in coordinator, confirm your group and the date, and agree where children will check in.

2 Open the correct register

ClubZap > Chat > correct training group > today's event > Attendance > Mark Attendance. Make sure the event date and group are correct.

3 Check in each athlete

Ask for the child's name. Confirm the name on screen and physically sight the athlete. Tick the correct entry once. Keep the check-in queue moving safely.

4 Manage exceptions safely

Name missing, duplicates, unexpected attendee or no app access? Pause that entry and alert the lead coach. Do not add another person's name or assume registration is valid.

5 Review and submit

Check that each athlete you have seen arrive is marked present. Include late arrivals, then tap Submit Attendance.

6 Close and hand over

Flag any unresolved check-in issues or early departures to the lead coach so these can be managed safely.

SAFEGUARDING & PRIVACY

Only authorised adults should see the register. Do not photograph, screenshot, print or share lists of children. Never leave your phone unlocked or unattended.

A child who leaves early must be reported to the lead coach; do not rely on the original check-in record as a live headcount.

IF CLUBZAP DOES NOT WORK

Notify the lead coach straight away. Use the club-approved backup register only; the authorised group admin should enter the attendance in ClubZap afterwards.

NEW NAMES, QUERIES OR CONCERNS

Email westportacreg@gmail.com - and alert the lead coach to any immediate concern.

ClubZap official guide: <https://help.clubzap.com/en/articles/4201622-record-attendance-at-your-event>