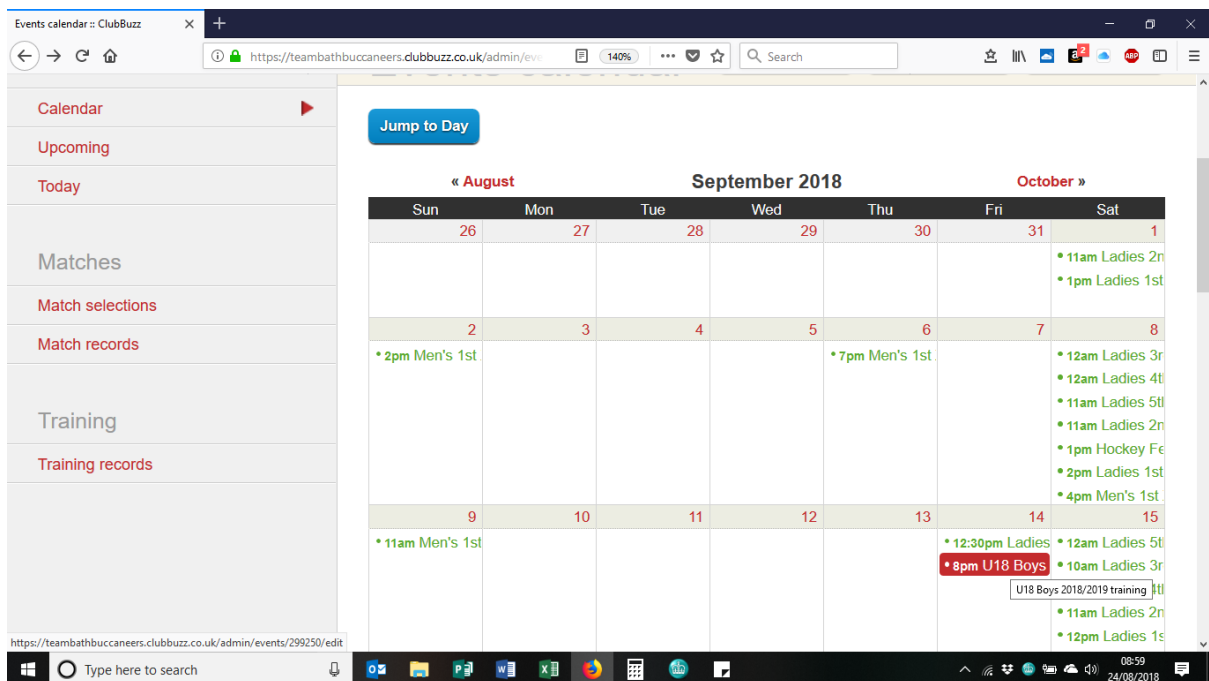


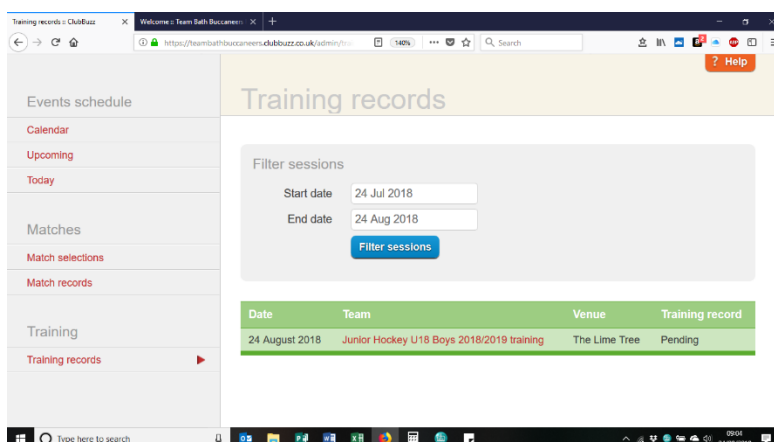
Dear Team Managers and coaches,

With the new GDPR rules and regulations and security for downloading and keeping members information safe attendance records that can be use straight from the ClubBuzz portal for all Junior Academy training sessions will be set up. We hope it might make your lives easier and eliminate the need for soggy bits of paper at the side of the pitch.

When you log in to ClubBuzz from the home page click Events Calendar and then on your training day each week there will be for example as below 14th September 8.00pm U18 Boys Training.



You can only access the records once the session is in play. From the Events page on the left hand go down to training and select Training Records. The training session should then be on the list:



Click on the Team name and it will bring up a list of all those members who are in your age group this will bring up the attendance record and you simply just click in the box for those who attend

Training attendance Non-squad attendees

Junior Hockey U18 Boys 2018/2019 training

Type: Training
Date: 24 August 2018
Venue: The Lime Tree

Fees to be charged at: Pending

After you first submit this form, there will be a period of 24 hours in which you can come back and edit the details. After that period, the form will be locked and no longer editable.
All team members marked as "attended" will have training fees charged to their account 24 hours after first submitting this form.
If any members paid any fees at the venue, enter the sum in the "Fees paid" column. In addition, make sure you select the appropriate member who is now holding the collected fees in the "Fees collected by" field.

Name	Attended	Fees paid
40 team members		
David Aspray	<input type="checkbox"/>	
Nathan Coltart	<input type="checkbox"/>	
Ally Darnton	<input type="checkbox"/>	
Henry Foster	<input type="checkbox"/>	
Archie Foster	<input type="checkbox"/>	
Nathan Gregg	<input type="checkbox"/>	
Michael Harvey	<input type="checkbox"/>	
Harvey Heap	<input type="checkbox"/>	
Tom Henly	<input type="checkbox"/>	

At the bottom of the screen there is an update records button that needs to be clicked and this will take you back to the training records screen. You can go back into this and update during the evening.

William Prentice	<input type="checkbox"/>	
Alex Renwick	<input type="checkbox"/>	
Samuel Rutty	<input type="checkbox"/>	
Adam Squires	<input type="checkbox"/>	
Harry Stagg	<input type="checkbox"/>	
Angus Standen McDougal	<input type="checkbox"/>	
Piers Vivash	<input type="checkbox"/>	
Thomas West	<input type="checkbox"/>	
Adam Whiteley	<input type="checkbox"/>	
Adam Wortelhook	<input type="checkbox"/>	
Louis Whenn	<input type="checkbox"/>	
Archie Wright	<input type="checkbox"/>	
Total fees collected		£0.00

Fees collected by: Jo McDermid

[Update attendance record](#)

The attendance records will be kept to whole age group lists rather than teams for simplicity as they can be accessed by all to update. If further on in the season managers feel they need to be split by teams then we can look into this.

I really hope this helps managers out, having had soggy bits of paper on the side of a pitch for many years I think it might.!