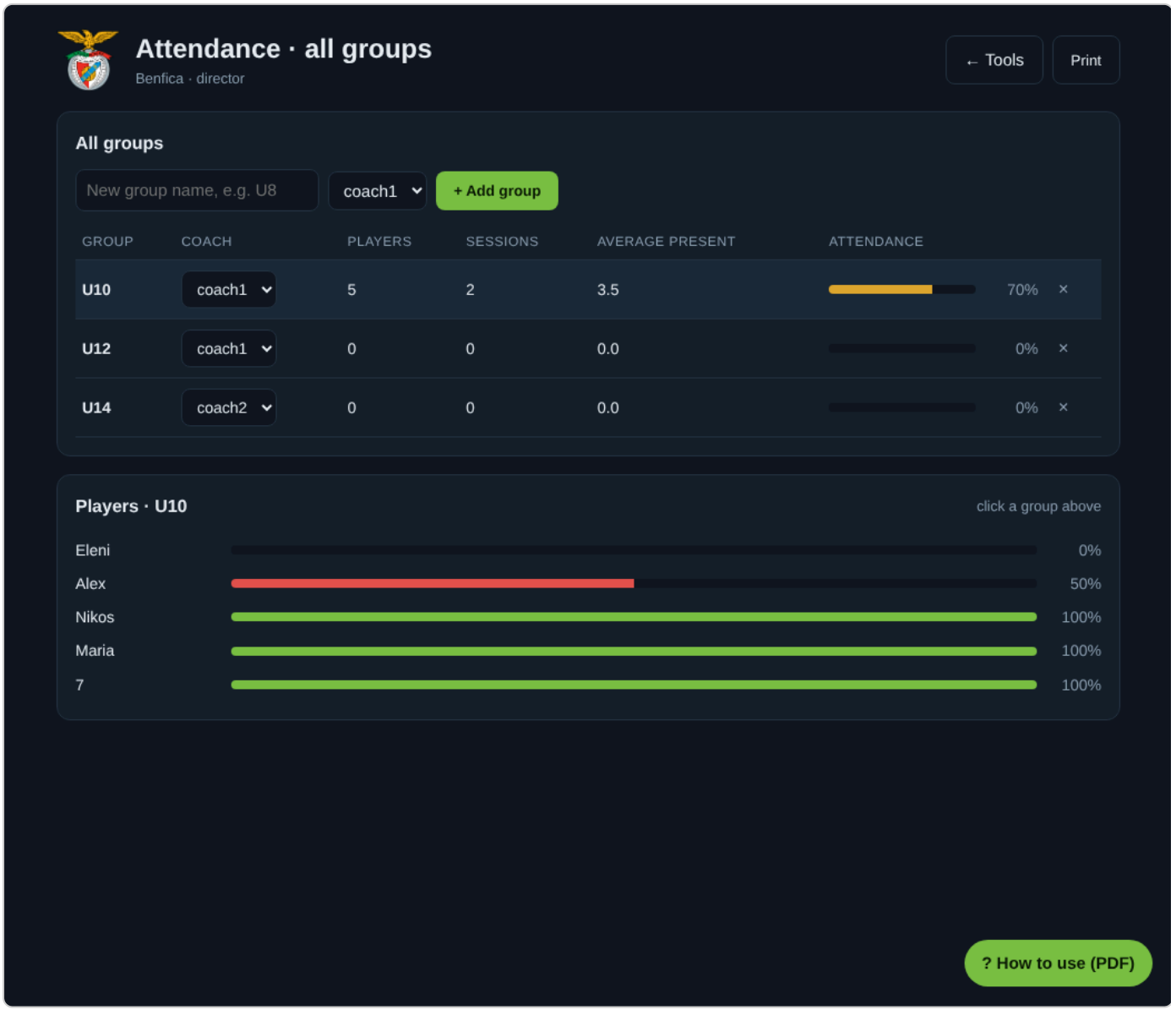
Attendance – How to use

Player lists per group, present or absent each session. Works on your club address after you log in.

Who does what

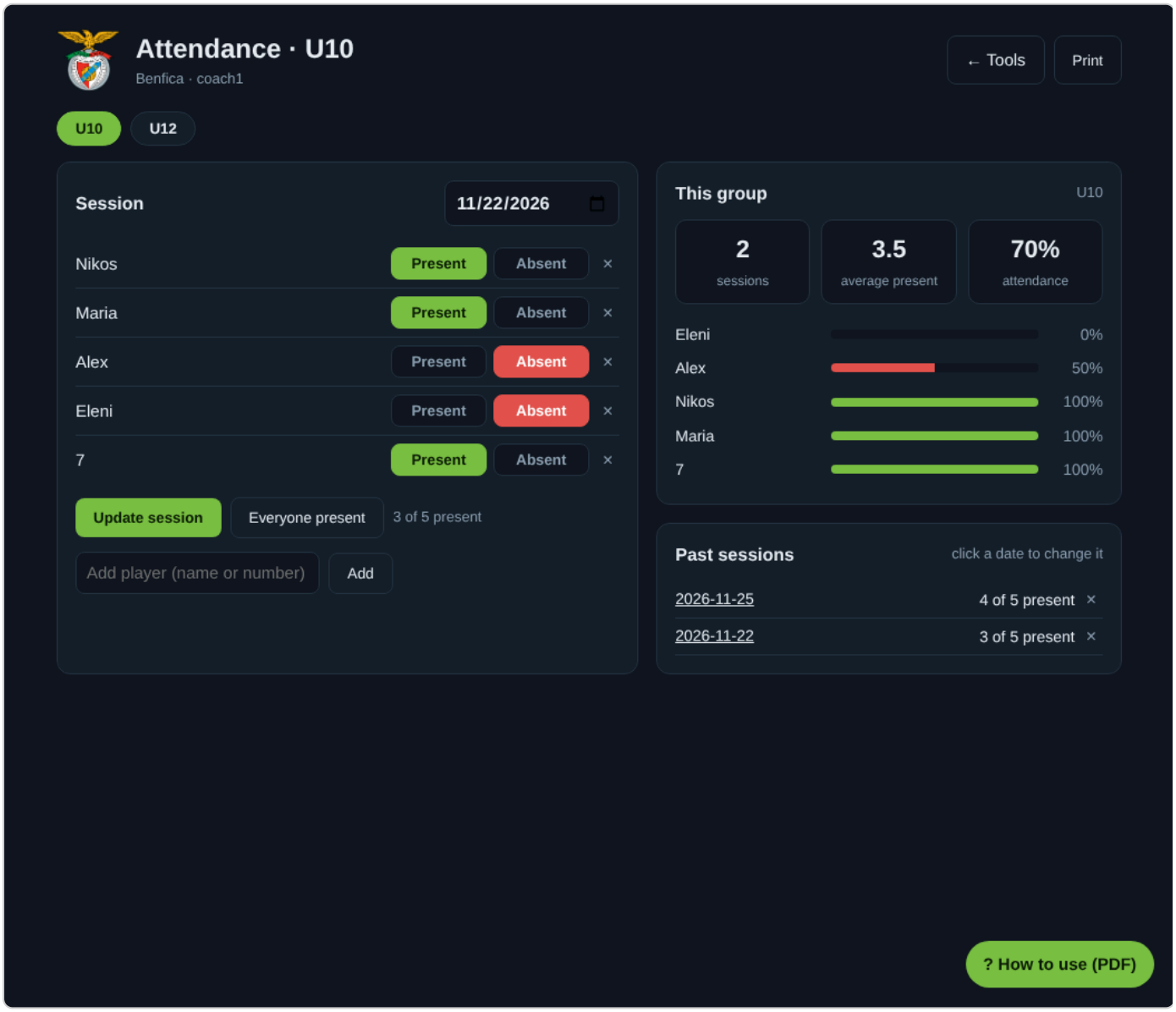
- **Director** (login name *director*): creates the groups, gives each group to a coach, sees every group.
- **Coach**: sees only his own groups, adds his players, and saves present / absent for each session.

Director



1. Type the group name (e.g. U10), pick the coach, click **+ Add group**.
2. To give a group to another coach, change the coach in the list. It moves to that coach straight away.
3. Click a group to see each player's attendance %. Red = under 60%, orange = under 80%.
4. **×** deletes a group and all its attendance. You are asked first.

Coach



1. Pick the group at the top (U10, U12 …).
2. Add players: type a name or shirt number, press **Add** (or Enter). **×** next to a player removes him; his past sessions keep their record.
3. Check the date. Click **Everyone present**, then tap **Absent** for the ones missing (or mark each player).
4. Click **Save session**. It is saved online, so the director sees it at once.
5. To change a session, click its date under **Past sessions**, change it, click **Update session**. **×** deletes a session.

Print

Print (top right) prints the group (coach) or all groups (director) with the club logo, each player's % and "Powered by Coerver" at the bottom. Choose "Save as PDF" in the print window to keep a file.

> A player's % counts only the sessions he was marked in, so players who join later are not penalised. The data belongs to the club and is only seen by the club's logins.