



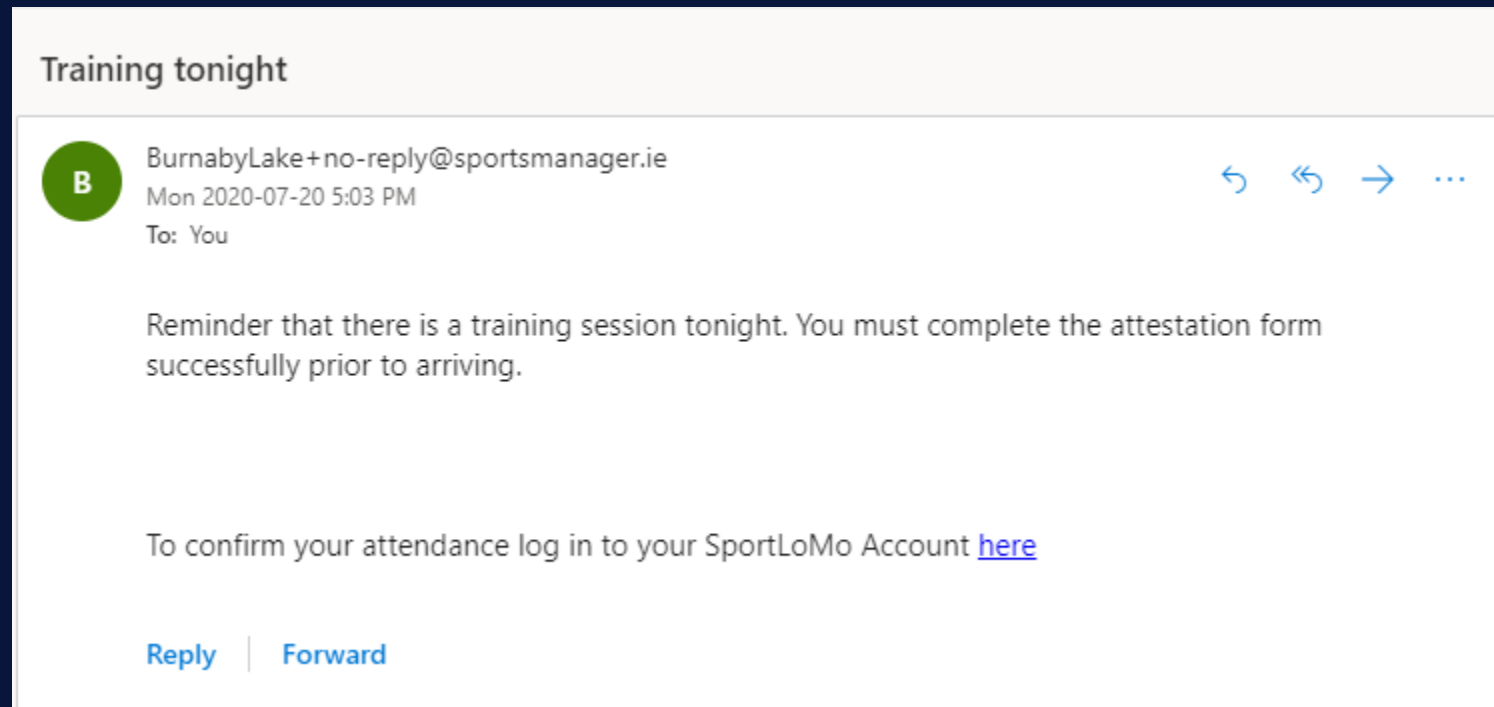
Attestation: How to Guide

Member Attestation Process



It is suggested that Clubs send out an automated message to remind members about training and ask them to fill out their Daily Attestation on the day of their training session.

Members will receive an email like the one in the image below. By clicking through to “confirm your attendance” members will be redirected to their Sportlomo Home Page where they can complete their Daily Attestation.



Member Attestation Process



This is the “Home Screen” a player will view when signing in. The player will be required to confirm their “Attendance” prior to each in-person session.

The screenshot shows the 'Members' section of the sportlomo Sports Manager interface. At the top, it says 'sportlomo SPORTS MANAGER' and 'BURNABY LAKE Brynna Walker'. The main content area displays the member's profile for Brynna Walker (Member ID: 142722). It lists her membership details: '2019-20 BC Senior Player: 2019-20 BC Senior Player' with an 'Expiry Date: 31/08/2020'. Below this is an 'Upgrade / Add Category' button. There are several action buttons: 'Details', 'Qualifications', 'Certifications', 'Events', 'Start Transfer', and 'Dual Member'. At the bottom, there are two large cards: 'Schedule' (Schedule of Upcoming Activities) with a 'View' button, and 'Register / Renew' (Register or Renew Membership) with a 'Register/Renew' button. A red arrow points to a clipboard icon in the left sidebar, with a text box that says 'Hover over the clipboard image'.

This screenshot shows the 'Attendance' menu option highlighted in the left sidebar. The sidebar menu includes: HOME, PAYMENTS, MEMBER DETAILS, TEAM SHEET PANELS, TEAM SHEETS, EVENTS, ATTENDANCE (highlighted), LANGUAGES, CHANGE PASSWORD, HELP, E-MAIL SETTINGS, CHANGE ASSOCIATION, and LOGOUT. A red arrow points from the 'Attendance' menu item to a text box that says 'Click on “Attendance”. This will take you to all your events that require you to track your attendance'. The main content area shows the member's profile details, including '2019-20 BC Senior Player: 2019-20 BC Senior Player' with an 'Expiry Date: 31/08/2020' and an 'Upgrade / Add Category' button. Below the profile are buttons for 'Details', 'Qualifications', and 'Certifications'. At the bottom, there are two large cards: 'Schedule' (Schedule of Upcoming Activities) with a 'View' button, and 'Register / Renew' (Register or Renew Membership) with a 'Register/Renew' button. Below these is an 'Events' card with the text 'Buy New Events or View Purchase History' and buttons for 'Buy' and 'Order History'.

Member Attestation Process



Attendance Sheets

View Attendance Sheets

← Back

Search/filter options

Member Name	Description	Type	Venue	Sheet Status	Start Time		Actions
Brynna Walker	Practice	⚠ Training Session	Burnaby Lake Rugby Club	Created	08/07/2020 15:00		Ineligible to attend ⓘ
Brynna Walker	Practice	⚠ Training Session	BC Rugby	Created	20/07/2020 19:08	20/07/2020 08:00	Not Attending ▾ Ineligible to attend ⓘ
Brynna Walker	Practice	⚠ Training Session	Burnaby Lake Rugby Club	Created	21/07/2020 17:11	21/07/2020 18:00	Attending ▾ Survey submitted
Brynna Walker	Practice	⚠ Training Session	Burnaby Lake Rugby Club	Created	22/07/2020 15:00	21/07/2020 16:00	Attending ▾ Survey submitted
Brynna Walker	Practice	⚠ Training Session	Burnaby Lake Rugby Club	Created	23/07/2020 15:00	23/07/2020 16:00	Not Confirmed ▾ ⓘ

Click the Attestation button, and it will take you to the Daily Attestation.

Total 5 | page 1 of 1

rows per page 15 ▾

All events that members have been invited to are listed in the "Attendance Sheet". Prior to a member confirming their status, they must complete their Daily Attestation (THE DAY OF) their training session. If a member does not "pass" the Attestation, they are not eligible to mark their attendance as "Attending" and they may not attend.

Member Attestation Process



sportlomo SPORTS MANAGER

BURNABY LAKE
Brynna Walker

Attendance Sheets

View Attendance Sheets ← Back

Search/filter options

Member Name	Description	Type	Venue	Sheet Status	Start Time	End Time	Confirmed Status	Actions
Brynna Walker	Practice	⚠ Training Session	Burnaby Lake Rugby Club	Created	08/07/2020 15:00	08/07/2020 15:30	Not Attending	ⓘ Brynna Walker cannot is ineligible to attend due the results of the survey
Brynna Walker	Practice	⚠ Training Session	BC Rugby	Created	20/07/2020 19:08	20/07/2020 08:00	Not Attending	Ineligible to attend ⓘ
Brynna Walker	Practice	⚠ Training Session	Burnaby Lake Rugby Club	Created	21/07/2020 17:11	21/07/2020 18:00	Attending	Survey submitted
Brynna Walker	Practice	⚠ Training Session	Burnaby Lake Rugby Club	Created	22/07/2020 15:00	21/07/2020 16:00	Attending	Survey submitted

Total 4 | page 1 of 1

rows per page 15

The information button provides insight as to why the member is ineligible to attend. If the player passes the Attestation, the status of their survey reports "Survey Submitted".

Member Attestation Process



The Daily Attestation is a 2-page questionnaire.

If members respond stating they have any type of symptoms they will not be eligible to attend their in-person session.

sportlomo
SPORTS MANAGER

BURNABY LAKE
Brynna Walker

DAILY COVID-19 ATTESTATION AND AGREEMENT

This form must be completed and submitted prior to entry and use of any facility owned or operated by Rugby Canada and any of its agencies, contractors or equivalent provincial sports organizations (collectively, the "Organization"). By signing below, the Participant (or his/her legal guardian, as applicable) attests that the Participant (note that answering NO to any of the questions below will lead to a notification requesting you follow the laws, recommended guidelines, and protocols issued by your Provincial Government in respect of COVID-19):

1. Does not knowingly have COVID-19 *
 Yes
 No
2. Is not experiencing any known symptoms of COVID-19, such as fever, cough, shortness of breath or malaise *
 Yes
 No
3. Has not travelled internationally during the past 14 days *
 Yes
 No
4. Has not frequented a COVID-19 high risk area in your Province during the last 14 days *
 Yes
 No
5. Has not, in the past 14 days, knowingly come into contact with someone who has COVID-19, who has known symptoms of COVID-19, or is self-quarantining after returning to Canada *
 Yes
 No
6. Has been following government recommended guidelines in respect of COVID-19, including practicing physical distancing *
 Yes
 No

Next

Member Attestation Process

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SPORTS MANAGER

BURNABY LAKE
Brynna Walker



Page 2 asks the member to agree to the Club's Safety Plan and to conduct themselves accordingly.

Furthermore, by signing below, the Participant (or his/her legal guardian, as applicable) agrees that while attending or participating in the Organization's events or attending at the Organization's facilities, the Participant (note that answering NO to any of the questions below will lead to a notification requesting you follow the laws, recommended guidelines, and protocols issued by your Provincial Government in respect of COVID-19):

7. Will follow the laws, recommended guidelines, and protocols issued by your Provincial Government in respect of COVID-19, including practicing physical distancing, and will do so to the best of the Participant's ability while participating in the Organization's events or attending at the Organization's facilities *

Yes

No

8. Will follow the guidelines and protocols mandated by the Organization in respect of COVID-19 *

Yes

No

9. Will, in the event that the Participant experiences any symptoms of illness such as a fever, cough, difficulty breathing, shortness of breath or malaise, immediately: a. inform a representative of the Organization; and b. immediately depart from the event or facility *

Yes

No

Previous

Complete



Member Attestation Process



View Schedule ← Back

TODAY TOMORROW

THIS WEEK

NEXT WEEK THIS MONTH

× Training Session - Attendance
Member : Brynna Walker
Venue : BC Rugby
Time : 20/07/2020 19:08
Panel : Burnaby Lake test Senior Women
Practice

✓ Training Session - Attendance
Member : Brynna Walker
Venue : Burnaby Lake Rugby Club
Time : 21/07/2020 17:11
Practice

✓ Training Session - Attendance
Member : Brynna Walker
Venue : Burnaby Lake Rugby Club
Time : 22/07/2020 15:00
Practice

× Training Session - Attendance
Member : Brynna Walker
Venue : Burnaby Lake Rugby Club
Time : 23/07/2020 15:00
Practice

After completing the Attestation, the member will be redirected to their "Schedule" page. This will show what their schedule is for the week, and the status of their attendance for each event.

Member failed the Attestation, is ineligible to attend

Member passed the Attestation, is eligible to attend and has confirmed their attendance by clicking the

Member passed the Attestation, is eligible to attend and has confirmed they will not be attending by clicking