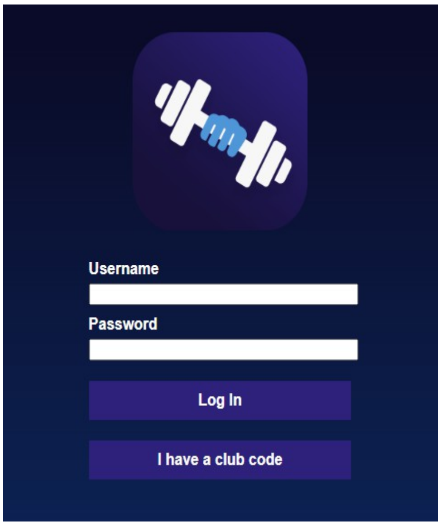
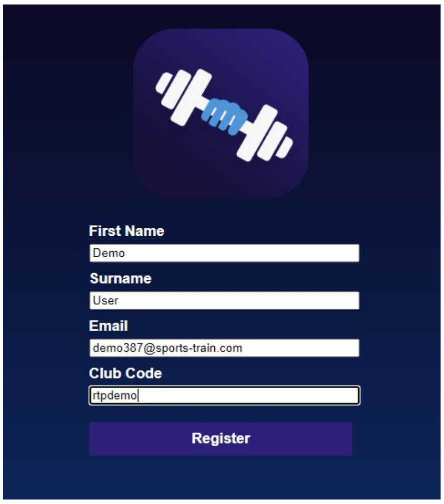
SPORTS-TRAIN RETURN TO PLAY COACH GUIDE

PART 1: Register on the app.



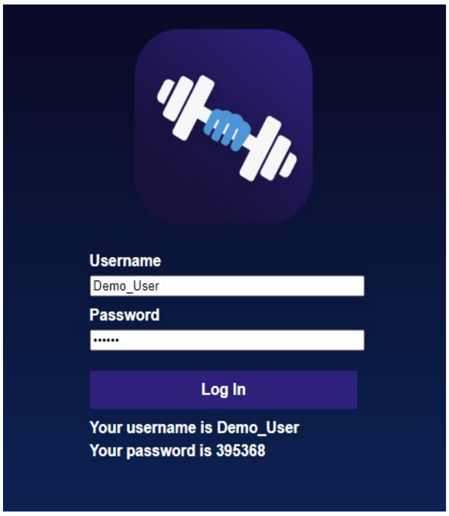
Step 1: Download the app.
Links to the app store and google play are at
https://sports-train.com/applinks.php

Step 2: Tap on 'I have a club code'



Step 3: Complete the form and click on Register.

Be sure to use the correct club code that you were given.
It will create the correct time of account for you (coach/player/parent) and will add you to the correct training group.



Step 4: Log In.

The app will display your username and password on screen.

Make a note of them. Tap Log In to log in to the app.

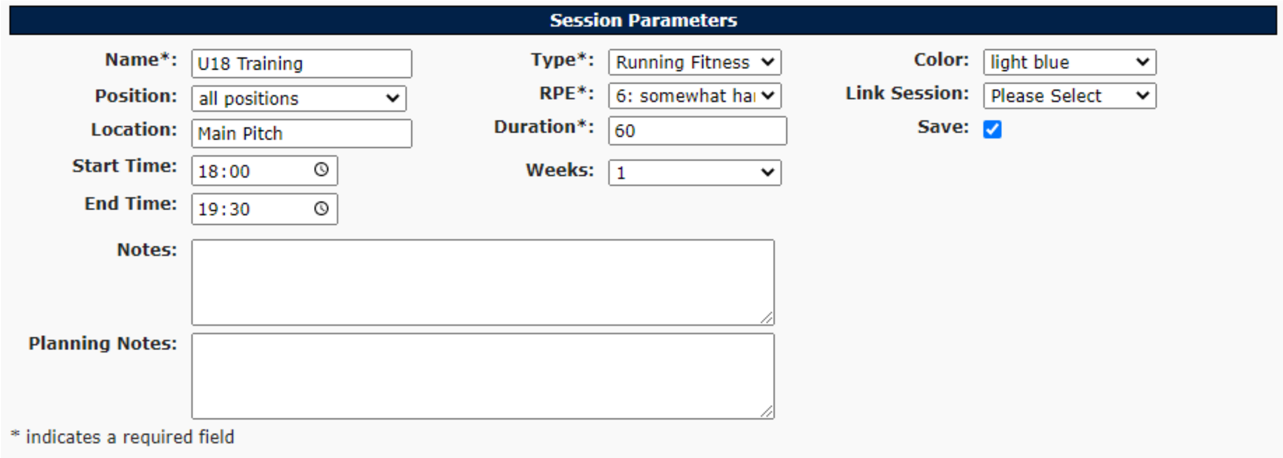
You do not normally need to log out of the app. If you do you can log back in using your username and password on the login screen. You do not need to use your club code again.

PART 2: Training Calendar

Log in to the sports-train website at https://sports-train.com with the same username and password that you used for the app.

On the menu navigate to the Edit Schedule page on the Planning menu.

Select a training group and click Load Plan. Drag the blue 'Training' button from the left hand side of the screen onto the start time of the training session on the calendar. The enter training session form will be displayed.



Name: Give the session a name.
Location: The training session location is important, as it will be used for track and trace reporting.
Start and End Time: The session will default to 1 hour, but you can extend the end time as required.

Other parts of the system are used for training load monitoring. They are not used for return to play, but we need to complete these fields so that the sessions are displayed in the app.

Type: You must set a training type. Select from the list, or choose rugby training.
RPE: This is the planned exertion level for the session. Select anything you like.
Duration: This is expected time in minutes that the players will be working, so will usually be less than the overall duration of the session. Again for Return to Play purposes it is not important, but you need to enter something.

Weeks: You can add the same session for future weeks by setting the number of weeks.
Colour: Will set the session colour on the app. You can just leave this as the default.
Link Session: Leave this as it is.

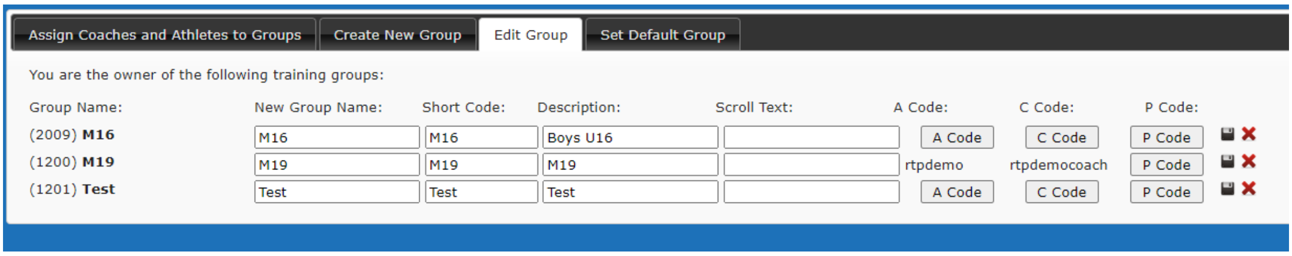
Save: Check the Save box and you can drag the same session directly onto the calendar for future training sessions. A saved session will appear in My Sessions to the left of the calendar.

PART 3: Player and Parent Codes

Your players and parents need a signup code to register on the app and into the correct training group.

Log in to the sports-train website at https://sports-train.com with the same username and password that you used for the app.

On the menu navigate to the Manage Training Groups page on the Admin menu underneath your name. Select the Edit Group tab.



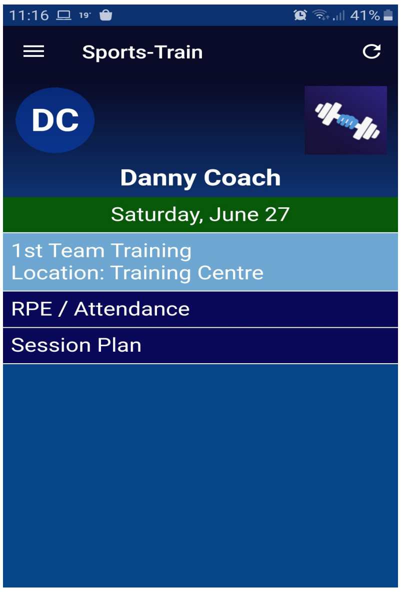
Here you can generate signup codes that your users will use to register on the app. There are 3 types of signup code for each group, you can whichever are suitable.

A Code is for Athletes/Players
C Code is for Coaches
P Code is for Parents

Click on the button to generate the code. Then distribute the code to your coaches, players and parents as required.

They will register on the app using the same process that you did in part 1, but with either the player or parent signup code.

PART 4: Training Session Pre-Booking



Once you have created a training session you can control the number of players attending it, and can invite key individuals to attend.

Using the app, you can access training session pre-booking either from the home page or the calendar page.

From the home page, tap on a training session and then tap RPE/Attendance

From the calendar page you just need to tap the training session.

Next from the training session page tap on Pre-Attendance.

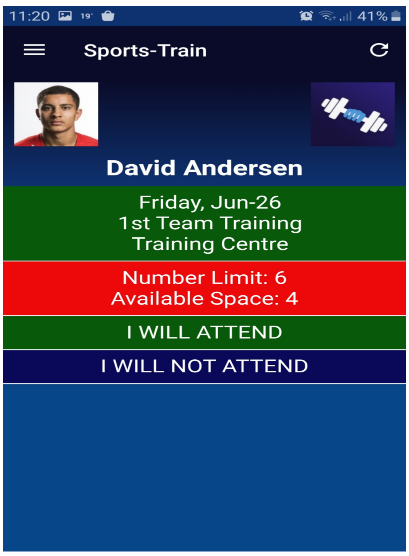
You can set the maximum allowed attendance for the training session in case number limits are in place.

Tap the names to scroll through the options for each player.

Orange will reserve a place for them (they need to confirm)
Green if you know they are attending (no need for them to confirm)
Red if you know they are missing (no need for them to confirm)

Tap Save Pre-Attendance to save your max attendance and initial settings.

You will be given the option to send a notification either to reserved players, or all players. Booking is then handled on a first come first served basis, except for reserved players who have priority.

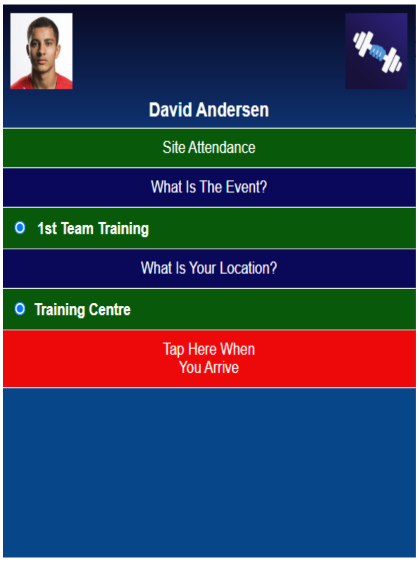


Players can confirm their attendance using the app. If the training session is full their place will not be confirmed.

Coaches can view the attendance list real time in the coach app.

PART 5: Training Session Check In

Players / Coaches / Staff / Parents can use the app to check themselves in when they arrive for training, or Coaches / Staff can check each person in (or a combination of both) depending on your processes.



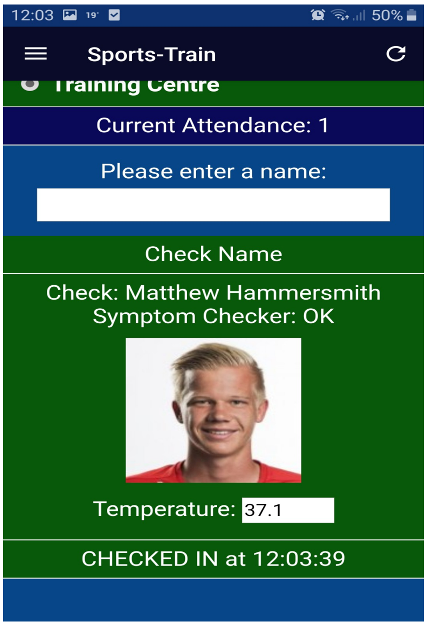
Training Session Self Check In

Users can check themselves in when they arrive for training.

Use the COVID-19 Site Attendance page in the app.

When a user arrives at training they should select the session they are attending. The location for this session will automatically be selected if it has been set up (from part 3 above).

Tap the red check-in bar. The system will capture and timestamp the user check in.



Training Session Coach Check In

Coach accounts can check others in using the COVID-19 Site Attendance Coach page in the app.

Tap the training session / event. The corresponding location will be automatically selected.

Start typing a name in the input box, select the account from the list and tap on the Check Name button.

The selected account will be displayed, colour coded based on their symptom checker response (Green = OK, Red = Positive, Blue = not completed). If the athlete has completed a self check-in those details will be displayed.

You can check and enter their temperature if required and tap the Check In button to complete the process.

Note that the Current Attendance has increased. If you have multiple check in stations the Current Attendance figure will be for all check in stations (plus self check in of you are using that) meaning that you can have a real time total attendance figure in case of number restrictions.

Tap on Current Attendance and then tap Get Attendance List to see everybody who has checked in to this event (but has not checked out). You can send check out reminders to anybody who has not already done so. Tap Current Attendance again to go back to the check in screen.

PART 6: Training Session Check Out

Training Session Self Check Out

Once training has finished users can check themselves out.

Again use the COVID-19 Site Attendance page in the app.

If you have previously checked in to a session but have not checked out, the page will default to that session for check out.

Tap the red check-out bar. You can edit the check out time if you need to (i.e. if you forgot to check out when you left). The system will capture and timestamp your check out.