

How to check attendees for a session

- Login with your Admin/Facilitator account (not as player)
- Click on sessions and registers



Select the Date range required OR a single date OR click on Today/This Week etc

A screenshot of a web form titled 'Search for Registers'. It has two input fields for dates, both containing '2022-03-30'. Below the form are four tabs: 'Past Registers', 'Today', 'This Week', and 'Search'. The 'This Week' tab is selected and highlighted. Below the tabs, it says 'Showing sessions between Monday, March 28, 2022 and Sunday, April 3, 2022'. A mouse cursor is pointing at the 'This Week' tab.

- Click on Go To Register next to the session you want to view

Elsa Park	Thu, 31 Mar 2022 12:00 PM	14	<input type="checkbox"/>	Void	GO TO THIS REGISTER
-----------	---------------------------	----	--------------------------	------	-------------------------------------

Coacha will now show everyone that has signed up for that session and their payment status.

Attendance Register - Elsea Park Thursday - 31 Mar 2022

Who is conducting this session? Select All

Stamford Strollers
Select Facilitator

Session Players Set All Present

							
Andrew Walton ⓘ ✕	Bob Lear ⓘ ✕	Colin Murrant ⓘ ✕	David Dilloway ⓘ ✕	Frank Smith ⓘ ✕	Kevin Hay ⓘ ✕	Martin Donnelly ⓘ ✕	Matthew Elphee ⓘ ✕
Absent	Absent						
Paid	Paid	Paid	Paid	Paid	Paid	Pay	Paid
							
Michael Fitzpatrick ⓘ ✕	Michael Tanner ⓘ ✕	Paul Blakemore ⓘ ✕	Paul Fellows ⓘ ✕	Taff Lovesey ⓘ ✕	Will Holliday ⓘ ✕		
Absent	Absent	Absent	Absent	Absent	Absent		
Paid	Paid	Paid	Paid	Paid	Paid		

Players can be added manually to a session using the Add and Existing Player if necessary

Add a guest
Add an existing player
Lock register

Players can be removed from a session by clicking the red 'x' next to their name (watch out for payment issues though – if pre-paid the player may need refunding)