

## **Guidelines for Checking Vaccination Status**

How to guide for NSWTA Affiliates to "take reasonable steps to ensure all people aged 16 and over on the premises are fully vaccinated or have a medical exemption (including staff, volunteers & attendees)"

Under the Public Health Orders, reasonable endeavours need to be taken to ensure that only double vaccinated persons are participating.

Below is a guide on how the registration data can assist in this process.

At this point of time this data is only required to be kept until post December 1. After that point it should be disposed of. Should the Government or PHO determine otherwise at which point we will advise.

- 1. Login to MySideline Administration
- 2. Click Reports and then select 'Registration Detail Report'

	REPORTS /					
New South Wales STATE ADMIN	Registration Reports	0				
Deshboard	Expression of Interest Report	Report Details >				
MySideline Manager MEMBER MANAGEMENT /	Historical Registration Report	Report Details >				
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Duplicate Members	Registration Payment Detail Report	Report Details =				
MINISTRATION /	Teem Registration Report	Report Details >				
My State						
Sank Account Dotails	Competition Management Reports					
Products	Admin Users Report	Report Details >				
Reports	Emity Details Report	Report Details >				
User Management	Matches Detail Report	Report Details >				



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3. Select Filters for 2021 and click "Submit"

	REGISTRATION DETAILS REPORT /						
New South Wales STATE ADMIN	Please select the A report will be g	e options for generated ar	r the report and nd sent to your	submit. account ema	il address.		
Dashboard	* SEASON		* FILE TYPE				
MySideline Manager	2021 - 0		P.94				
MEMBER MANAGEMENT /			6-0.4				
My Members	SUBMIT						
Duplicate Members		-					
ADMINISTRATION /							
My State							
Bank Account Details							
Products							
Reports							

4. CSV Report will be sent to your email for download

one +	
	Report Download
	Your report has been generated:
	2021, Registration Detail Report Touch Association), 202110201646, 2190565, (JAun-ACe19F RISW1Rh.ktxs53Dq-1635227176504.cav
	Please click the button below to download your report: (Note: this link will expire at midnight)
	Download Report
	This message was sent to you by MySidaline on behalt of your club, association or program delivered.



5. Open report. In MS Excel and scroll to the last two columns titled COVID Vaccination Status and Pho Compliance to view participant responses.

NOTE 1: The rows that appear blank in those columns are the under 16 years of age who were not required to answer the vaccination question

NOTE 2: If you opened Individual Registrations Prior to Friday 15 October, participants aged 16+ registered prior to the declaration being instated in MySideline.

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di,	AV	AW	AX	AY	AZ	BA	8B	BC	BD	BE	BF	BG.
10	WWC Nur	WWC S	tat WWC Sta	t WWC Exp	Occupatio	How Did V	Touch Clin	Opt In Ni	RL Opt In TFA	A On Beh	f Covid Vaccination Statu	Pho Compliance
2					Student	Word of n	r No	Yes	No		Lam fully vaccinated	Yes
3					Administra	Returning	Participant	No	No		I am fully vaccinated	Yes
4					Student	Returning	No	No	No		I am fully vaccinated	Yes
5					Student	Word of n	Yes	No	No			Yes
6					Trades/Co	Returning	Participant	No	Yes		I am single dose vaccina	Yes
7					Finance	Other We	bsite	Yes	Yes		1 am fully vaccinated	Yes
8					Administra	Returning	Participant	No	No		I am fully vaccinated	Yes
9					Other	Word of n	nouth	No	No		1 am fully vaccinated	Yes
10					Teacher	Returning	Participant	No	No		I am fully vaccinated	Yes
11					Teacher	Returning	Participant	No	No		I am fully veccinated	Yes
12					Student	Returning	No	No	No			Yes
13						Word of n	rYes	No	No			Yes
14	NSW				Student	Returning	No	Yes	Yes		I am fully vaccinated	Yes
15					Other	Word of n	No	No	No		1 am fully vaccinated	Yes
16					Trades/Co	Other		No	No		I am single dose vaccina	Yes
17					Student	Returning	Yes	Yes	Yes		I am fully vaccinated	Yes
18					Student	Word of n	No	No	No			Yes
19						Word of n	r Na	Yes	Yes			Yes
20					Student	Returning	Yes	No	No		I am fully vaccinated	Yes
21					IT	Returning	Participant	No	No.		I am fully vaccinated	Yes
22					Sales, Reta	Other	Yes	No	No		I am fully vaccinated	Yes
23					Student	Returning	Yes	No	No		I am fully vaccinated	Yes
24					Finance	School		No	No		I am fully vaccinated	Yes
25					Physiother	Word of n	nouth	Yes	Yes		I am fully vaccinated	Yes
26					Finance	Returning	Participant	No	No		I am fully vaccinated	Yes
27						Returning	No	Yes	Yes			Yes
28					Communit	Returning	Participant	No	No		Lam fully vaccinated	Yes

NOTE 3: Some spreadsheet manipulation may be required

- 6. **Manipulate your data** by keeping First Name, Surname, Date of Birth and the 2 Vaccination columns. Then SORT data by Team and delete the unneeded columns from the report.
- 7. **Print your report** or **keep a copy on a laptop** and bring to game nights to mark/check off individuals. Only required to check off **individuals once**, not every game.