



Guidelines for Checking Vaccination Status

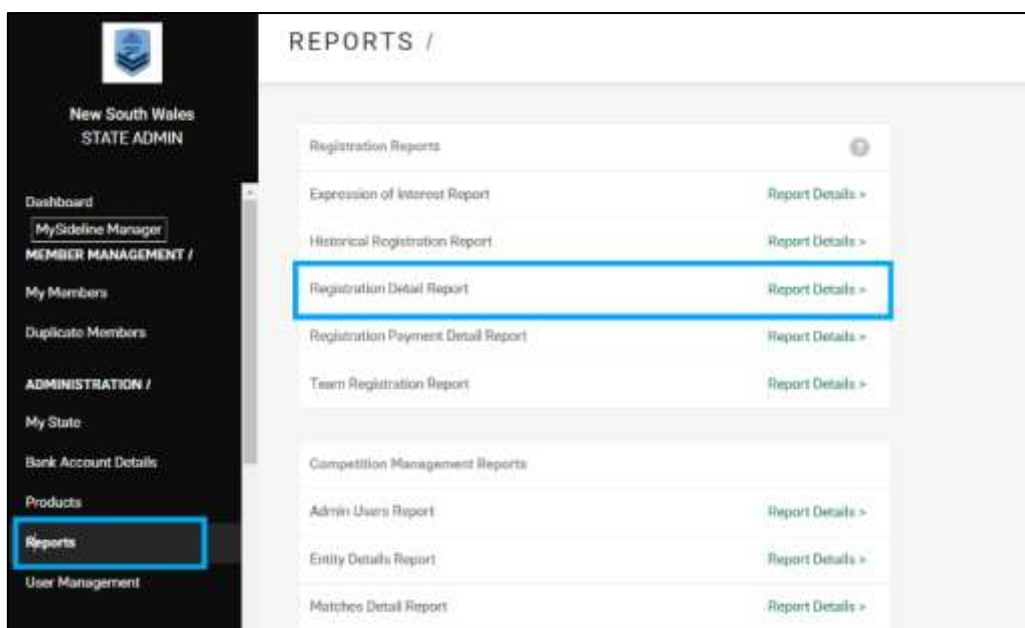
How to guide for NSWTA Affiliates to “take reasonable steps to ensure all people aged 16 and over on the premises are fully vaccinated or have a medical exemption (including staff, volunteers & attendees)”

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.

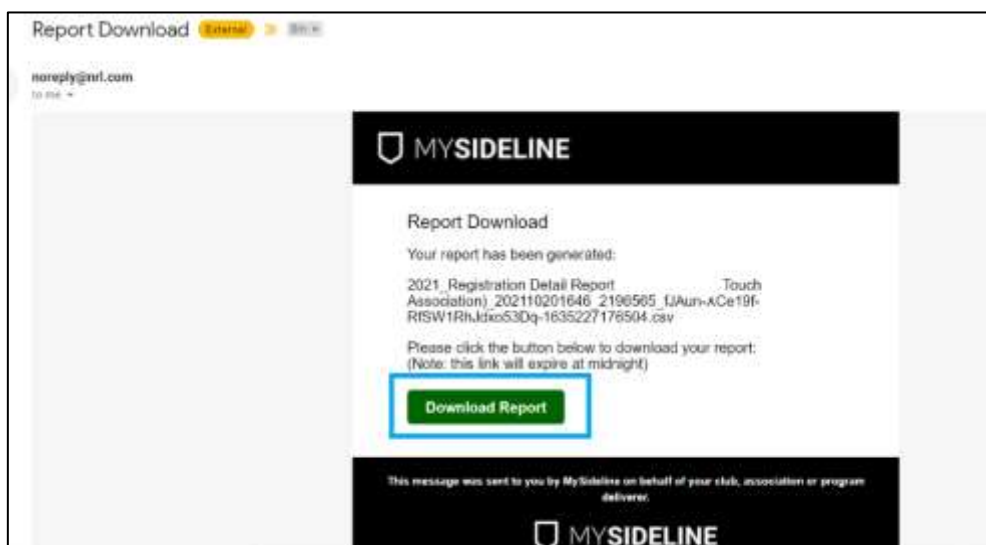
1. **Login** to MySideline Administration
2. Click Reports and then select **‘Registration Detail Report’**





3. Select Filters for **2021** and click **"Submit"**

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





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.

NOTE 3: Some spreadsheet manipulation may be required

	AV	AW	AX	AY	AZ	BA	BB	BC	BD	BE	BF	BG
	WWC Num	WWC Stat	WWC Stat	WWC Expi	Occupatio	How Did Y	Touch Clin	Opt In	NRL Opt In	TFA On Beh	If Covid Vaccination Statu	Pho Compliance
2					Student	Word of m	No	Yes	No		I am fully vaccinated	Yes
3					Administra	Returning Participant	No	No	No		I am fully vaccinated	Yes
4					Student	Returning	No	No	No		I am fully vaccinated	Yes
5					Student	Word of m	Yes	No	No			Yes
6					Trades/Co	Returning Participant	No	Yes	Yes		I am single dose vaccina	Yes
7					Finance	Other Website	Yes	Yes	Yes		I am fully vaccinated	Yes
8					Administra	Returning Participant	No	No	No		I am fully vaccinated	Yes
9					Other	Word of mouth	No	No	No		I am fully vaccinated	Yes
10					Teacher	Returning Participant	No	No	No		I am fully vaccinated	Yes
11					Teacher	Returning Participant	No	No	No		I am fully vaccinated	Yes
12					Student	Returning	No	No	No			Yes
13						Word of m	Yes	No	No			Yes
14	NSW				Student	Returning	No	Yes	Yes		I am fully vaccinated	Yes
15					Other	Word of m	No	No	No		I am fully vaccinated	Yes
16					Trades/Co	Other	No	No	No		I am single dose vaccina	Yes
17					Student	Returning	Yes	Yes	Yes		I am fully vaccinated	Yes
18					Student	Word of m	No	No	No			Yes
19						Word of m	No	Yes	Yes			Yes
20					Student	Returning	Yes	No	No		I am fully vaccinated	Yes
21					IT	Returning Participant	No	No	No		I am fully vaccinated	Yes
22					Sales, Rete	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 mouth		Yes	Yes		I am fully vaccinated	Yes
26					Finance	Returning Participant	No	No	No		I am fully vaccinated	Yes
27						Returning	No	Yes	Yes			Yes
28					Communit	Returning Participant	No	No	No		I am fully vaccinated	Yes

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.