



Memo

QR CODES @ NSW TOUCH AFFILIATES 2021-2022

How to guide for NSWTA Affiliates to setup QR codes as part of COVID Safety Plan

Why QR Code?

Using a QR Code of all attendees at the grounds during competition or training ensures fast access to accurate and complete electronic records to help NSW Health to quickly alert people who may have been in contact with a person with COVID-19 while visiting your association. Efficient contact tracing helps slow or stop the spread of COVID-19 in the community.

Creating a QR Code:

- All NSW TOUCH affiliates are able to sign up for their FREE Service NSW QR Code.
- The NSW Government has developed a free QR code system that allows customers, staff and visitors to check in at businesses across NSW, and helps organisations to remain COVID safe and meet requirements for the accurate collection of customer contact details.

Publishing & Printing a QR Code:

- Once you have your QR Code, you will be able to treat it as an image & create your own poster.
- Please ensure that when printing or moving the QR code, that the quality of the image is not affected, nor the size manipulated. You can enlarge the QR code, but it must remain the same size aspects (ie. Square)

Using a QR Code:

- To be done correctly; the QR code should be located upon the entry point.
- The information desk should be located at the Entry point, so that attendees cannot avoid passing by QR registration.
- Have your printed QR code & signage surrounding the table on A-Frames, nearest fence/pole or on the table if you don't have access to any of these.
- Use the PA announcements to remind people to check in using the ServiceNSW QR code.





How do I get a NSW Government QR code for my business?

- To get a unique QR code for your business, you must [register your business as COVID Safe](#).
- Following your registration, your unique, location specific QR code will be sent to you by email.

I have a large venue – can I have different QR codes for different areas, entry point or floors?

- Yes, you can get different QR codes for different areas within your venue or building.
- To get different QR codes, you need to register all the different areas or entry points as COVID Safe. When registering the different areas, you must ensure you enter detailed address information to define the areas or entry points. For example, Smith Street entry, XYZ Affiliate, 111 Long Street.
- Following your registration, your unique, location specific QR codes will be sent to you by email.

Where to place QR Codes?

Print codes, laminate and establish around the venue in easy to access areas.

Suggested areas:

- Light poles, fences, railings etc
- Sign on table
- On facility external walls e.g. changing rooms or pavilion etc
- Print and place on clipboards for Referees to take to fields with the score cards
- A-frame signs
- If using different QR codes for different access areas, ensure you use the right QR code





HOW-TO Video:



nsw.gov.au

FAQ & Useful Tips

<https://www.service.nsw.gov.au/covid-safe-check-businesses-faqs>