



HOW TO MARK ATTENDANCE

VERSION 1.0



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1. LOCATING A COURSE

- Use the **search bar** to find your course by name.
 - You can also navigate via the **category tab** in the left-hand sidebar by selecting **Touch Football** to refine your results.
- Once found, click on the **ID** to continue.

The screenshot displays the 'Course Management' interface. At the top, there is a search bar containing 'TEST: TFA' and a 'Search' button. To the right of the search bar is a category filter dropdown set to 'Touch Football'. Below the search bar, there are tabs for 'All Courses', 'Draft', 'Published', 'Completed', 'Cancelled', 'Expired', and 'Archived'. The main content area is a table with the following columns: ID, Course Name, Region, Course Type, and Enrolment. The table lists three courses:

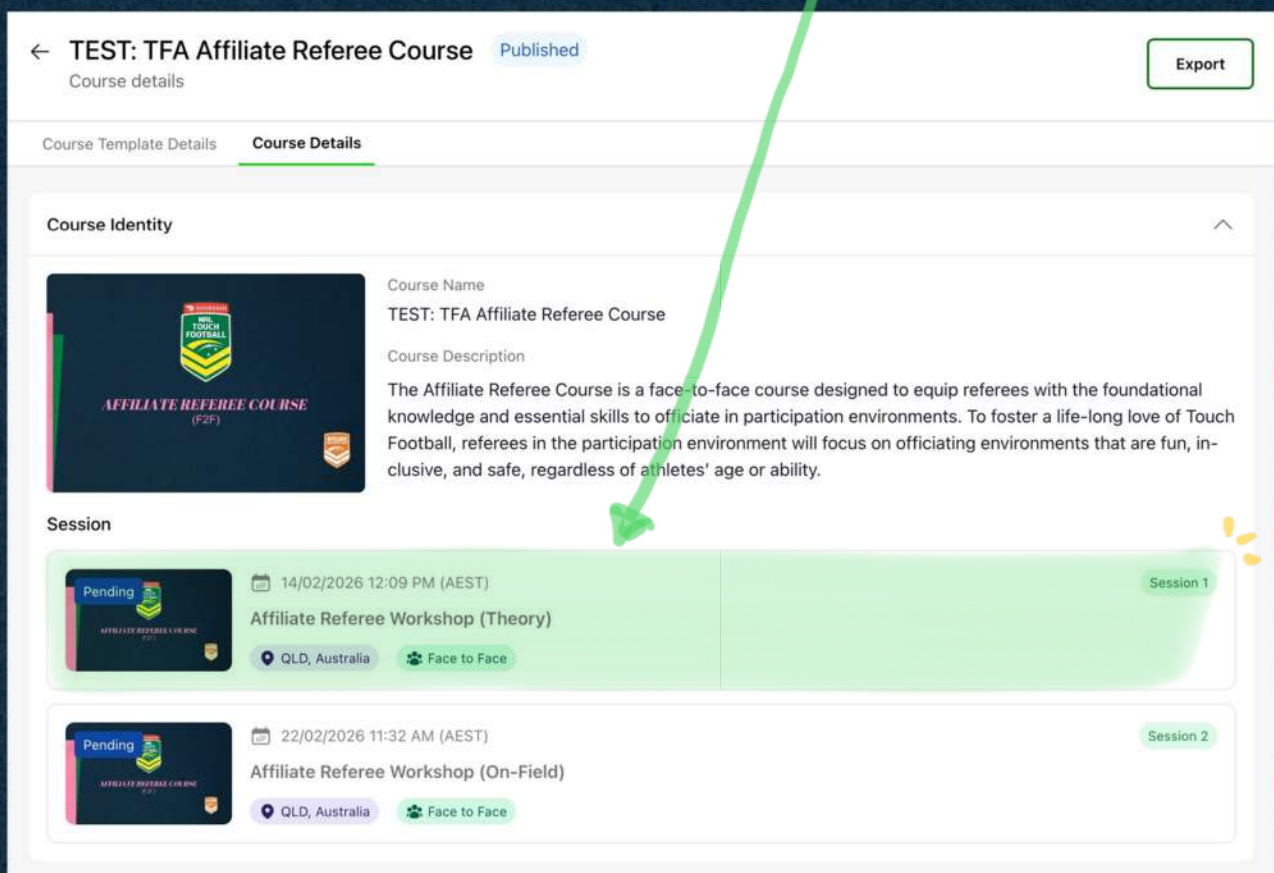
ID	Course Name	Region	Course Type	Enrolment
26820	TEST: TFA Representative Referee - Theory (eLearning) Location not available	Online	Online Course	Online: 6
26812	TEST: TFA Foundation Coach TEST Course Location	South East Queensland	Blended Learning	Face to Face: Online: 4
26806	TEST: TFA Affiliate Referee Course TEST Course Location	South East Queensland	Face to Face	Face to Face:

At the bottom of the table, there is a pagination bar showing 'Results 1 - 3 of 3', 'Previous', '1', 'Next', and 'Rows: 10'.

FIGURE 1 - COURSE MANAGEMENT

2. SELECTING A SESSION

- Review the **course details** to understand what's involved.
- When you're ready, select your **preferred session** from the available options to get started.



The screenshot displays the 'TEST: TFA Affiliate Referee Course' page. At the top, there is a navigation bar with a back arrow, the course name 'TEST: TFA Affiliate Referee Course', a 'Published' status, and an 'Export' button. Below this, the 'Course Details' tab is selected. The 'Course Identity' section includes a course image, the course name 'TEST: TFA Affiliate Referee Course', and a description: 'The Affiliate Referee Course is a face-to-face course designed to equip referees with the foundational knowledge and essential skills to officiate in participation environments. To foster a life-long love of Touch Football, referees in the participation environment will focus on officiating environments that are fun, inclusive, and safe, regardless of athletes' age or ability.'

The 'Session' section lists two options:

Session	Date and Time	Location	Delivery Mode
Affiliate Referee Workshop (Theory)	14/02/2026 12:09 PM (AEST)	QLD, Australia	Face to Face
Affiliate Referee Workshop (On-Field)	22/02/2026 11:32 AM (AEST)	QLD, Australia	Face to Face

A green arrow points from the text 'select your preferred session' to the first session card.

FIGURE 2 - COURSE SESSIONS



3. MARKING PARTICIPANTS

- Click on the **attendance tab** to view your registered participants. To mark attendance, you can:
 - Select **multiple participants** by their respective **checkbox** and to mark **bulk attendance** with these **selectors** or
 - **Action individual participants** by their given **action keys**.
- Once finalised, click **Save Attendance** to confirm your changes.

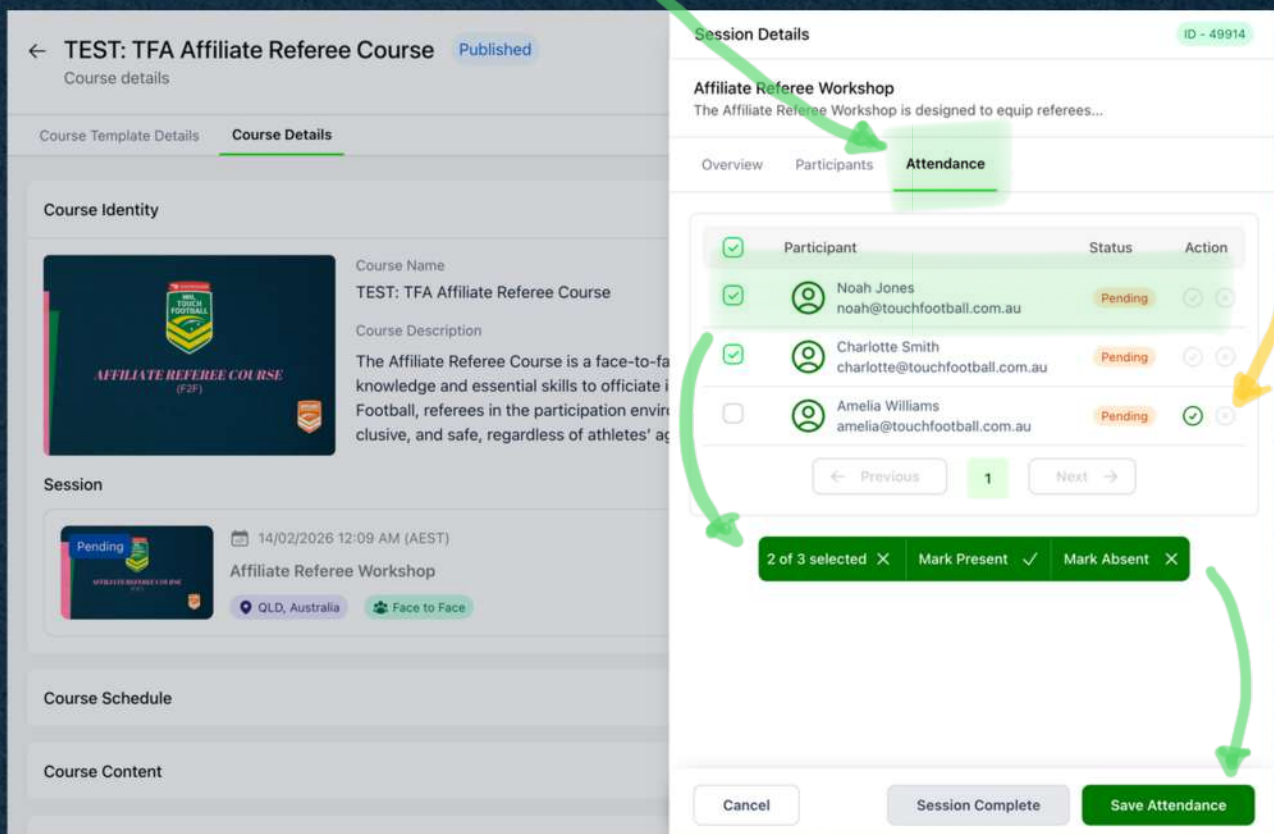


FIGURE 3 - COURSE PARTICIPANTS