Team Attendance Feature

GOALLINE

Overview: Team attendance is a feature that allows coaches and managers to ask their players in advance if they'll be attending a game or practice.

It does this by emailing every non-affiliate player on the team one or two times (see below), asking them if they can make it to upcoming games or practices. It does not email a player if they've already submitted their attendance. Players will get a separate email for each game or practice and they are sent out by the system overnight.

The players can be emailed by the system 2 times, the first email can be sent out up to 30 days in advance, and the second email can be sent out same day at the latest. In addition to this, administrators can also manually email some or all of their players about upcoming games or practices.

From a computer:

1.

- Log into your GoalLine powered website.
- Go to your team specific menu then to Team Admin Tools\View Team Attendance.
- The first thing you will want to do is set your attendance options

Automatically send scheduled emails? - Allow the system to send emails on your behalf without any interaction from you.

Default status when emails are sent out – In, Out or ?. If set to **In** you will be assuming that all your players are coming to the game or practice unless they specify otherwise.

Allow Players to comment – Players can send in comments on the return reply

You also have the ability to ask a question when sending your attendance email. **The answer to this question must be YES or NO**

Set when you would like the first email to go out and the reminder email to go out. (Reminder email will only go to those who have yet to respond)

2. Viewing attendance.

To view attendance for a specific game or practice, select the specific date.

From this page you can view who is in or out, the answer to the yes no question you have asked and you can also send the attendance email manually to specific team members.

From the Mobile Manager App

From the mobile manager app, select "Game Attendance" or "Practice Attendance" and then select "Setup Team Attendance" if you have yet to do this on your mobile app or on the website from a computer.

Follow through the same set of questions above on your mobile device and make sure to "Save Attendance Settings" at the end of your setup.

To view attendance from your mobile device. Click on the game and select "Attendance"