June 20, 2020

To: All 2020 CSS Managers/Asst. Managers

Re: COVID-19 Compliance

For the Chico Senior Softball League (CSS) to remain in compliance with the State of California and Butte County COVID-19 Re-Opening requirements the league needs to keep a documented record of which players attended each game. This requirement is for future contact tracing should the need arise. Additionally, these attendance records must ᴀʟᴡᴀʏs be accessible by the CSS Board of Directors.

To meet this COVID-19 requirement CSS has determined that it will use the "**Team Attendance**" features already in place on the league's website. The Managers & Assistant Managers of each team will need to maintain the attendance records of their team's players for each game.

CSS is letting each team determine how they will maintain & update these records on the league's website, but it is critical that these records are maintained & accessible.

This document contains basic instruction on how to maintain these attendance records. If you need further assistance or have questions please contact the CSS Board of Directors at board@chicoseniorsoftball.com.

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1.   Log into the CSS Website:

Log into the CSS website by selecting the "**Login**" link in the upper right of the CSS home page as shown below in Figure 1.

IMPORTANT: You have to login using your CSS Manager/Asst Manager account email address and password. Your CSS player account will not work as it contains your personal email address.

Figure 1: Web Login

2.   Switch to Your Team Page:

Once logged in you will be on the CSS "Organization" page. Select the "**Team**" link at the top center of the page, as shown in Figure 2 to access your team page.

Figure 2: Login Landing

3.   Update Attendance Records via Left Panel:

From your team page you can now access & update your team's attendance records by selecting one of the two (2) options in the left panel, highlighted in Figure 3 below.

The two options work as follows:
   a. ==Availability==: This allows you to update each player's planned attendance **Before** each game.
   b. ==Attendance==: This allows you to update each player's actual attendance **After** any game.
   Please see Sections **Error! Reference source not found.** and **Error! Reference source not found.** for more detail on each of these options.
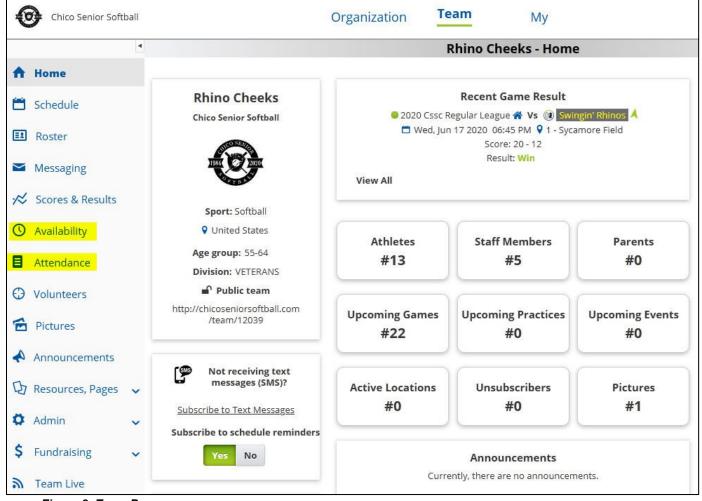

Figure 3: Team Page

4.   Pre-Game Attendance:

Selecting ==Availability== from the team page allows you to see and update each player's planned game attendance of upcoming games as shown below in Figure 4. The first game shown is your next scheduled game. Proceeding to the right you can access all future games in chronological order as scheduled.

Use the Drop-Down feature next to each player's name and under each game to **Yes**, **No**, or **Maybe**.

Figure 4: Attendance Before a Game

5. Post-Game Attendance:

THIS IS THE RECORD THAT KEEPS CSS IN COMPLIANCE.

Selecting **Attendance** from the team page allows you to update each player's actual attendance for all previously played games, see Figure 5 below.

Only define a player's attendance as either:
a. **Yes**: The player attended the game whether or not they played in the game.
b. **No**: The player was not at the game at all.
c. **Maybe/Unknown**: CSS will view this as "Unknown". CSS understands the best efforts will be made, but sometimes we just don't know or remember. In those cases, we use Unknown.
d. **Other 3**: CSS doesn't used the Excused, Medical, or Late definitions. Please don't used these definitions.

Again, use the Drop-Down feature next to each player's name and under each game to update each player's attendance.
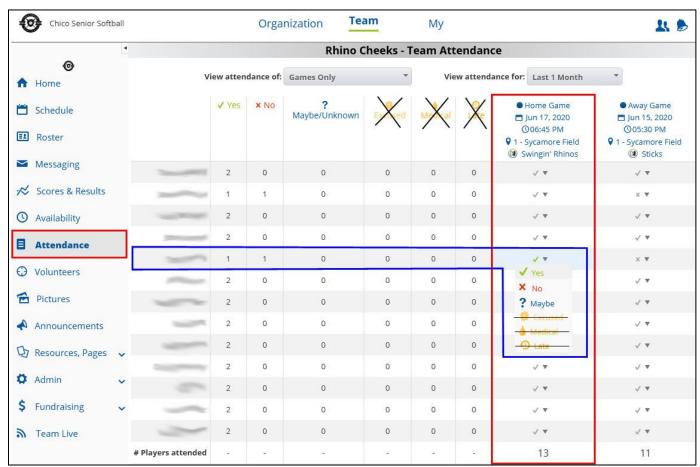

Figure 5: Attendance After a Game