

CSS 2020 Game Attendance Procedure

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 **ALWAYS** 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.

Table of Contents

1. Log into the CSS Website:	2
2. Switch to Your Team Page:.....	2
3. Update Attendance Records via Left Panel:.....	3
4. Pre-Game Attendance:.....	4
5. Post-Game Attendance:	5

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.

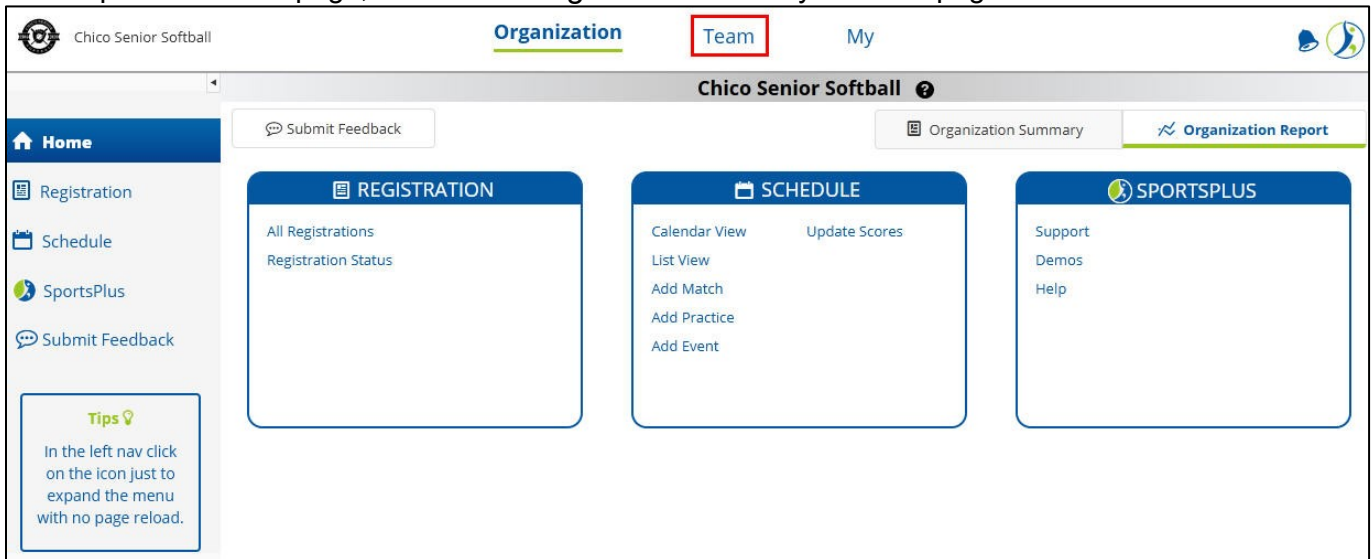


Figure 2: Login Landing

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:

- Availability:** This allows you to update each player's planned attendance **Before** each game.
- 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.

The screenshot shows the 'Chico Senior Softball' team page. The left navigation panel has 'Availability' and 'Attendance' highlighted in yellow. The main content area is titled 'Rhino Cheeks - Home' and displays team information, recent game results, and statistics.

Team Information:

- Team:** Rhino Cheeks
- Organization:** Chico Senior Softball
- Sport:** Softball
- Location:** United States
- Age group:** 55-64
- Division:** VETERANS
- Team Type:** Public team
- Website:** <http://chicoseniorsoftball.com/team/12039>

Recent Game Result:

- 2020 Cssc Regular League Vs **Swingin' Rhinos**
- Date: Wed, Jun 17 2020 06:45 PM
- Location: 1 - Sycamore Field
- Score: 20 - 12
- Result: **Win**

Statistics:

- Athletes: #13
- Staff Members: #5
- Parents: #0
- Upcoming Games: #22
- Upcoming Practices: #0
- Upcoming Events: #0
- Active Locations: #0
- Unsubscribers: #0
- Pictures: #1

Announcements:

Currently, there are no announcements.

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**.

Chico Senior Softball		Organization		Team		My	
		Games		Practices		Events	
		NEXT GAME		FUTURE GAMES			
		Home Game Jun 22, 2020 05:30 PM 1 - Sycamore Field Ancient Mariners		Away Game Jun 24, 2020 06:45 PM 1 - Sycamore Field Sticks		Home Game Jun 29, 2020 05:30 PM 1 - Sycamore Field Swingin' Rhinos	
# Players available		12		0		0	
		✓ ▼		✖ ▼		✖ ▼	
		✓ ▼		✖ ▼		✖ ▼	
		✓ ▼		✖ ▼		✖ ▼	
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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:

- Yes:** The player attended the game whether or not they played in the game.
- No:** The player was not at the game at all.
- 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.
- Other 3:** CSS doesn't use the Excused, Medical, or Late definitions. Please don't use these definitions.

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

	✓ Yes	✗ No	? Maybe/Unknown	✗ Excused	✗ Medical	✗ Late	Home Game Jun 17, 2020 06:45 PM 1 - Sycamore Field Swingin' Rhinos	Away Game Jun 15, 2020 05:30 PM 1 - Sycamore Field Sticks
	2	0	0	0	0	0	✓ ▼	✓ ▼
	1	1	0	0	0	0	✓ ▼	✗ ▼
	2	0	0	0	0	0	✓ ▼	✓ ▼
	2	0	0	0	0	0	✓ ▼	✓ ▼
	1	1	0	0	0	0	✓ ▼	✗ ▼
	2	0	0	0	0	0	✓ ▼	✓ ▼
	2	0	0	0	0	0	✓ ▼	✓ ▼
	2	0	0	0	0	0	✓ ▼	✓ ▼
	2	0	0	0	0	0	✓ ▼	✓ ▼
	2	0	0	0	0	0	✓ ▼	✓ ▼
	2	0	0	0	0	0	✓ ▼	✓ ▼
# Players attended	-	-	-	-	-	-	13	11

Figure 5: Attendance After a Game