

# ENgage Track & Trace

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## Setting up Track & Trace

A Track & Trace facility has been added to ENgage. This is designed to allow organisations to collect information of all individuals attending any netball delivery the organisation is responsible (players, coaches, umpires, spectators etc.).

The system uses a QR code that can be scanned using a smart phone. This takes the individual to a form to complete.

In advance you need to create signage that contains this QR code for people to scan on arrival. A template has been provided.

Each organisation has a unique Track & Trace QR code which all committee members can access. To find the Track & Trace QR code for your organisation go to Organisation Profile. On the Home tab you will see the QR code. Right click on it and copy the image.



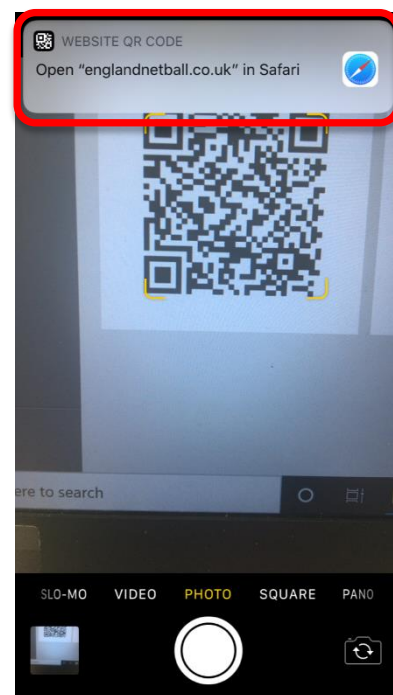
Paste the QR code into the sign template and then ensure the signage is clearly displayed at all netball sessions you deliver.

## Completing Track & Trace

On arrival at any session you deliver (training, competition etc.) all attendees must scan the QR code and complete the details for their household in attendance.

For most modern smart phones you just need to open the camera and point it at the QR code. Some phones may require a QR code scanning app to be downloaded.

Select to open the link and then complete the form and Submit.



## Monitoring Track & Trace Responses

Each submission is tracked with a date and a time. The following roles at the organisation can access the details of the responses:

- Lead Covid Officer
- Chairperson
- Secretary
- Safeguarding Officer
- Data Protection Lead

To access the responses you need to:

1. Log into ENgage
2. Go to Organisation Profile
3. In the Home tab there is an Activities section. Select Track & Trace
4. In the Track & Trace grid use the filters to filter to the session you wish to review
5. Review the Symptom free column to check no symptoms have been reported

## If COVID Symptoms Reported

If you receive a report of Covid symptoms by someone who attended netball delivered by your organisation (either directly or through the Track & Trace response) you need to use the tracking to identify others present at that session and make contact. To do this filter the Track & Trace Activities table to the Date and Time you need to identify attendees for.