



QR CODES SIGN ON

Why QR Code?

QR is short for Quick Response (this means it can be read quickly by a mobile phone). A QR code is a machine-scannable image that can instantly be read using a Smartphone camera. Every **QR code** consists of a number of black squares and dots which represent certain pieces of information, like a barcode but more versatile.

In this context a QR Code translates a website URL to an image to make it easier for the user to navigate to that link using their phone, rather than typing in the exact website address.

Affiliates are required to keep an attendance record and instead of sharing a website link to an online form to input their details; Affiliates can instead share a QR Code to reach the same form which is easier for the user.

Therefore; using a QR Code minimises the risk of not having details of all attendees at the grounds during competition or training.

A QR Code also minimises the contact of a pen/pencil for sign-ins/registrations as individuals use their own device to sign on electronically. This is a responsibility of the person attending the grounds.

Creating a QR Code:

There are many websites that will generate a QR code for you.

The following are free websites:

<https://www.qr-code-generator.com/guides/how-to-create-a-qr-code/>

<https://www.the-qrcode-generator.com/>

1. The first thing you will need to do is setup a questionnaire, or survey. You could use Google Forms, Survey Monkey, Jot Form or many other form creation sites can be used for this.
2. Whichever system you use, it is useful to know if they record the date/time stamp of each receipt.





3. Set up your questions, the following are recommended as a minimum:
 - a. First Name
 - b. Last Name
 - c. Mobile
 - d. Email
 - e. Reason for Attendance (Spectator, Player or Official – should be available through a dropdown function)
 - f. In the previous 14 days, have you:
 - i. Had any COVID-19 symptoms?
 - ii. Been in contact with any confirmed/suspected COVID-19 case?
 - iii. Travelled internationally or been in an identified hotspot?

Additional questions could be:

- g. Team Name
- h. Division playing in etc

Note: This can also be used as a player sign in process if additional questions are added.

4. Once you have created your form/survey. Use the published link and put it into one of the QR Code Generating links.
5. Here you will be presented with your specific QR Code Square.

Publishing & Printing a QR Code:

1. Once you have your QR Code Square, you will be able to use it as an image & create your own poster using MS Word or any other desktop publisher
2. Please ensure that when printing or moving the QR code, that the quality of the image is not affected, nor the size manipulated. You can enlarge the QR code, but it must remain the same size aspects (i.e. Square)
3. Share via online communications as well

It is recommended that the QR code sit on a A4 size poster, or similar with the following instructions:

- Open the camera on your phone
- Hover your camera over the QR Code and wait for the link to appear
- Open the link in your preferred web browser
- Enter the details required



Using a QR Code at your Affiliate:

To be most effective, your Affiliate should publish the QR code everywhere online and around the grounds/facility in strategic locations so that attendees cannot avoid passing by a QR registration point.

Monitor the entries via your form & utilise exporting functions within the programs to save each round/night of competition as an excel file.

Suggested locations:

- In all locations as per your Covid Safety Plan
- At the entry point
- The information desk
- Have your printed QR code & signage surrounding the table on A-Frames, nearest fence/pole or on the table if you don't have access to any of these.

An example QR Code & Signage is below

