



**RugbyConnect:  
Managing Attendance from your Public User Account  
(for Officials on a Panel)**

**Irish Rugby Football Union**

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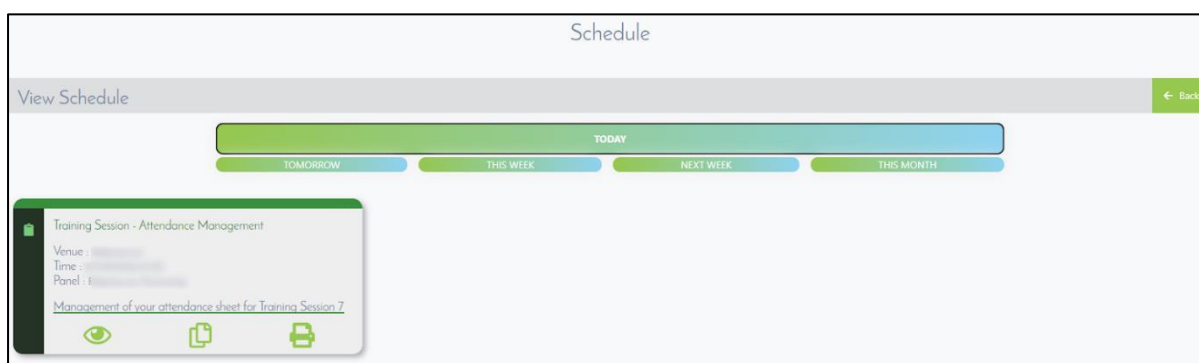
## Managing Attendance as an Official

Officials who are added to an attendance session can also mark their attendance in the same way as a player.

This and administrative functions as an official can be done in your own account using the link:

<https://sportsmanager.ie/sportlomo/users/login>

An official also has additional permissions to manage a session from their public user account too. This can be managed from the larger card on the official's schedule. To access this, click the 'View' button on the 'Schedule card'. Officials will see a card as below.



- To view your session, click on the Eye icon on the card.
- To duplicate your session, click on the copy icon in the middle of the card. (This will copy over the details from the session, and from here you can say edit the date, but essentially have everything the same as the previous session)
- To print the details of your session, click on the printer icon on the card.

When viewing the session, an official will have the same permissions to edit a session in the same way as an admin.

Although the member can accept or decline their participation at the session, the assigned official must still mark their actual attendance at the session. To do so, the official can toggle the button to update the member's attendance accordingly.



The green tick means the member has attended. The default grey X means the member has not attended.

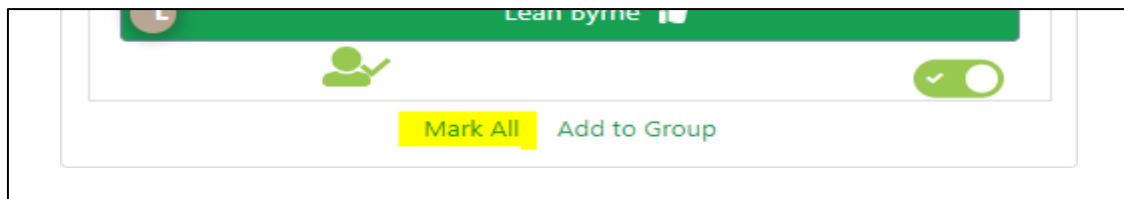
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To mark all members of a group as attended, click the Mark All link at the bottom of the group.

Once completed, officials still have all permissions available. However, duplicating a session will only copy all members to a new session. The duplication will not copy the marked attendance records. Newly duplicated sessions will have the members attendance record reset to unattended by default.

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