***Collecting participant details at tennis venues***

***Why should your club be collecting participant details?***

Under the current [Tennis Victoria Return to Tennis Guidelines](https://www.tennis.com.au/vic/news-and-events/covid-19-community-tennis-return-to-tennis) and [Return to Tennis Toolkit](https://www.tennis.com.au/vic/news-and-events/covid-19-community-tennis-return-to-tennis) we have recommended that all tennis venues who open for play should be tracking all participants entering their venue. It is important during these times to know who is at your venue and have their contact details, should a COVID-19 outbreak occur, and you are required to communicate with users.

***How do you implement it at your club?***

* Set up an account for your club by visiting the **FREE** service: VisitSafe <https://www.visitsafe.at/accounts/sign_in>
* Confirm your account details via an email sent to your nominated email address. This confirmation email should be sent to you within the hour.
* When you successfully log in for the first time you will see the QR code that you can print with instructions to place at the entrance to your tennis courts.
* On page 2 of this document you’ll find an editable document that you can print off and put at the entrance of your tennis courts to ensure that visitors check in. *\* Please note that the highlighted websites in the below print off should be replaced by your club generated website from VisitSafe.*

***What is a QR code?***

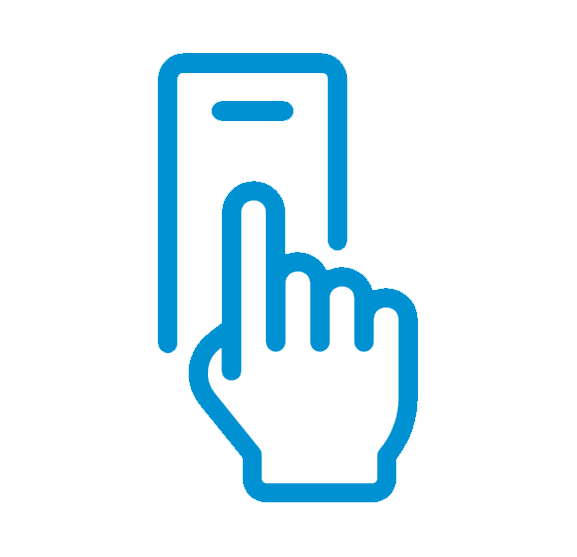
A QR code works exactly like a barcode. Visitors to your club will be able to scan the QR code with the camera on their mobile phone. This will then automatically direct them to a website where they can enter their personal contact details, which you will be able to access and track.

***How does it work?***

When a mobile phone camera hovers over the QR code a notification will appear on the phone taking your visitor directly to your club’s tracing website. From the website you will be able to download a list of everyone who has used the QR code and entered your facility. All data entered in VisitSafe is held securely and is available only to the VisitSafe account holders. Visitor data will be deleted after 28 days.

***Need help setting up an account?***

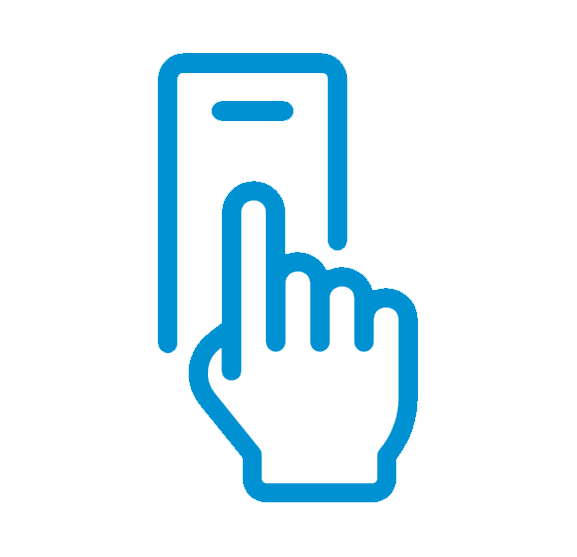
Please contact your local [Club Development Officer](https://www.tennis.com.au/vic/about/staff) who will be able to help you implement this at your local club.



Insert image of QR Code here

\*Delete this box once complete

**Use the camera app on your mobile phone to hover over the QR code above or visit www.visitsafe.at/tennisvictoria**



***In the interest of following government guidelines and keeping everyone safe as we return to the tennis court, we ask all visitors to check-in with contact details at each visit.***

**Please use your mobile phone or other internet enabled device to snap the QR code on this poster or visit www.visitsafe.at/tennisvictoria and complete the form presented.**

**Follow this process each time you visit and please contact the committee if you have any questions or need assistance.**

**Thank you for visiting and for helping us keep the community safe.**

[Grab your reader’s attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]