

# Online learning event attendance reporting

In order to provide a central record of training for members from online lectures, a report form is available to Clubs and Centres to report student attendance on each event.

The information required is kept to a minimum in order to capture the key information to allow updating of member records.

## Event details

### Event

Please record the lecture(s) code (e.g. DT1) and, where possible, topic.

### Event Ref

This will be allocated by the system code for an event on the membership database. Where an Event is notified in advance the Event number will be notified to the Lead instructor for inclusion on the report form.

### Region/Club/Centre

This should be the name of the event provider (e.g. Reading University SAC)

### Date

The date the event is due to take place. This helps with cross referencing any student or other queries.

## Student details

### Membership number

This is the essential identifier for any BSAC member and is required to ensure membership records are updated accurately.

### Name

This provides a quick ready reference to ensure that the correct membership record is being updated. It also allows clearing transposition and other errors with membership numbers reducing the need for significant reference back to the lead instructor for a particular event.

## Branch

Whilst not essential this is useful for the lead instructor to understand where the audience is from. It also helps HQ clarify transposition and other errors with membership numbers reducing the need for significant reference back to the lead instructor for a particular event.

## Attend

Should be a simply 'Yes' to confirm the student attended. Checks can be made during the lecture via the participants list and the use of Chat functions to clarify any uncertainty where students have signed in with an alias or are joining by phone etc.

## Pass\*

Only relevant where an assessment of module (e.g. Ocean Diver) content has been made following a lecture.

## Instructor details

Used in case there are any questions arise over verification of attendance and for subsequent feedback.

## Membership number

This is the essential identifier for any BSAC member and can be cross-referenced with the details on the database to confirm Instructor status if queried by a student's host club.

## Name

This provides a quick ready reference to ensure that the correct membership record is being updated. It also allows clearing transposition and other errors with membership numbers reducing the need for significant reference back to the lead instructor for a particular event.

## Processing attendance

The report will be used to generate an event within the BSAC membership database. Students recorded on the report form will be booked onto the event and those who attended marked as 'Attended'. A student's membership record will be updated with the relevant lecture details and this will then show on their online MyBSAC record.

Students will then be able to show their MyBSAC record (example below) to their club officers/instructors to verify their attendance, as necessary.

Qualifications	
Name	Qualification date
<b>Qualifications And Training</b> <span style="float: right;">^</span>	
DT1 – Role of the Dive Leader	06/04/2020
Sports Diver	01/01/2019
<b>SDCs</b> <span style="float: right;">v</span>	
<b>SDC Instructor Qualifications</b> <span style="float: right;">v</span>	
<b>Technical Qualifications</b> <span style="float: right;">v</span>	
<b>Technical Instructor Qualifications</b> <span style="float: right;">v</span>	

[View all BSAC courses](#)

**My event booking history**

On completion of the relevant qualification, the lectures contributing to the individual lecture records will be validated out and so will no longer show on the MyBSAC record, which will then show the relevant qualification.

# Event Attendance Form

Event:

Event Ref: *<allocated by BSAC HQ>*

Region/Club/Centre:

Date:

No	Member No	Name	Branch	Attend	Pass*
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

*Continue on a separate sheet if necessary*

## Instructor Team

	Member No	Name
Lead		
1		
2		
3		

*Continue on a separate sheet if necessary*

Lead instructor to ensure that:

All students have current BSAC membership and attended the complete lecture.

\*If module assessment has been completed ensure relevant boxes are ticked as verification.

Once complete please submit to [drt@bsac.com](mailto:drt@bsac.com)