

## Use of the On-Beach Nipper registration system

We have implemented a smartphone based system for registering the Nippers that are on the beach and who has been awarded the 'Nipper of the Week'. This system is fully integrated with our database hence has many advantages.

### To access the system

1. You will need the PIN number for your group. If you don't have it, the tent can help (or email us)
2. Identify someone who will do the registration. It doesn't have to be the age manager, but someone in the group who has brought their smartphone to the beach.
3. Navigate to [www.BalmoralNippers.com](http://www.BalmoralNippers.com), then to / FAQ / Age Manager resources / Registration.
4. Select your group, scroll to the bottom and enter the group's PIN
5. You will now see a list of all of the children in that group, sorted alphabetically.

*NOTE: The database records whether the child's group is A or B, or 'unknown'. The list presented will have the As or the Bs alphabetically, then the unknowns underneath. We don't want these unknowns, so tell us (at the tent, or via email) if the child is an A or B and we will update their database record for the following session.*

### Registration

- Call out the child's name and if they are present, tap the checkbox next to their name.
- *[Additional to count for the Covid <500 restriction]* Ask if they have an adult who will be staying with them during the session, if yes, change the drop down to a '1' (ie. 1 extra person). If not, leave it as '0'.
- Do this for all the children, then press 'Submit'
- If you have some late-comers, simply go back to the page and tap them in.

### "Nipper of the Week" award

- To record that a child has been allocated 'Nipper of the Week', simply tap the empty star and press submit.
- If they have already had an award, the star will be filled in and the date that they were awarded it will appear above.
- All children should get the "Nipper of the Week" award at some point during the season.