

## iDMe Sign Up & Entering Tauranga Hockey Centre



### At Home – Before You Return to Train, Play or Support a Player

Open [www.idme.co.nz](http://www.idme.co.nz) on your smart phone or computer. You will see the screen below.

Fill in your details and press “Show QR Code”.



Create your personal QR Code here. Then show it to any iDMe scanner to instantly provide your details - touchfree.

First Name \*  
Hockey

Last Name \*  
Person

Address \*  
123 Pretend Street

Email \*  
Hockey@person.co.nz

Phone \*  
021 123456

SHOW QR CODE

After you enter details, the following screen will appear – this is your login QR code that creates your sign-in identity to use in manual sign-in (our preferred option) or with a scanning device.

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Show this QR Code to any IDMe scanner to instantly provide your details - touchfree.

[Or click here for manual sign-in.](#)



Hockey Person  
123 Pretend Street  
Hockey@person.co.nz  
021 123456

[Update details](#)



### Add Junior Players and Extra People

Note the blue words “[Update details](#)” at the bottom of the QR screenshot above. Clicking on this takes you to another screen where you can add extra people. This is where team managers and parents can add in one or more junior players if they are managing the check-in for these younger players.

Once you click on “[Update details](#)” you will get this screen where you will enter your extra person’s details:



Create your personal QR Code here. Then show it to any iDMe scanner to instantly provide your details - touchfree.

First Name \*

---

Last Name \*

---

Address \*

---

Email \*

---

Phone \*

---

[SHOW QR CODE](#)

This will generate a new QR code for each person and you keep repeating these screens for each extra person you are responsible for. Each QR code has each person’s details so you can easily distinguish them and scroll through each code to manually sign in or scan each code.

### Save Your QR Code(s)

Depending on the smartphone you use you will be prompted to save the QR code(s) with an [Add to Home Screen](#) prompt on your phone. Use that button to add iDMe to your home screen. This will save your QR code on your phone home screen as an icon for you to use each time you need to manually log in. This [Add to Home Screen](#) prompt looks different on different devices. Note you need data to open this iDMe link to bring up your QR codes for manual sign-in.

**Hint:** take a screen shot of your QR codes and save it to your phone so you still have access to QR codes even if you do not have data on your phone to sign-in manually.

## THA Preferred Process – Manual Sign-in by Entering Venue Codes – Avoid the Queues

Go to your QR screen and click on **“Or click here for manual sign-in”**.

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Show this QR Code to any IDMe scanner to instantly provide your details - touchfree.

[Or click here for manual sign-in.](#)



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[Update details](#)

You will then see the screen below with boxes to enter a venue code. Repeat this for any junior players you are responsible for.

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Enter the venue code for your location here to provide your contact details - touchfree.

[Or click here to show your QR Code.](#)



Wed May 20 2020 2:59 PM [Change](#)

Hockey Person  
123 Pretend Street  
Hockey@person.co.nz  
021 123456

[Update details](#)

[Check-in](#)

## Venue Codes

Each of our turfs and satellites will have a unique venue code that will be widely published online and on signs at Tauranga Hockey Centre. Enter the specific venue code for the turf you are training or playing on. For trainings you will be told your venue code when you book. For competitions each game's venue code will be on the weekly draw. Note, the venue code could change each time you come to the facility, particularly once the competitions get underway and each game might be on a different turf each week.

We encourage you to manually sign-in on your phone upon arrival in the car park, for speedier entry into the facility, rather than waiting to be scanned upon entry. Or if you don't have a phone then complete a manual sign-in on your computer before leaving home.

Your time and date information will be gathered when you sign in and will be useful contact tracing information, even if you sign in before driving to the turf. It will not matter if there are duplicate entries eg a player's parent signs a junior player in and the team manager signs them in at the turf, as duplicates are easily removed if the data is ever exported.

## Unable to Manually Sign In? Use Your Phone's QR Code to Scan In

If you can't find the venue code to manually sign in, then you can use the QR code to scan in. Click on "[Or click here to show your QR Code](#)" which will bring up your QR Code to scan in at our facility's scanner at the pavilion.

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Enter the venue code for your location here to provide your contact details - touchfree.

[Or click here to show your QR Code.](#) 

**Wed May 20 2020 2:59 PM** [Change](#)

Hockey Person  
123 Pretend Street  
Hockey@person.co.nz  
021 123456

[Update details](#)

Remember you will have to have data on your phone to open your QR code.

Hint: save your QR code as a screenshot on your phone.

## **No Smart Phone to Manually Sign In? QR Code Printed out at Home**

If you don't have a smart phone or if you prefer paper, then print off the QR code from your computer and scan the paper upon arrival at the main gate.

## **No QR Codes at All? Bring a Pen!**

Tauranga Hockey Centre will have a paper-based sign-in sheet at the main entry.

## **Primary and Intermediate School Junior Players**

If you can't enter with your junior player, then you can manually sign them in earlier or the team manager can sign them in at the facility.

## **Club Players**

Team managers will confirm with each player that they have manually signed into the correct venue code and sign in anyone who has not signed in.

## **Secondary School Players**

Team managers will confirm with each secondary school player that they have manually signed into the correct venue code and sign in anyone who has not signed in.

## **Finding Your Way Around Tauranga Hockey Centre**

Each turf will have a different entry and exit with specific directions for which way to go. We will be making these widely available online and there will also be maps and signs guiding you around the facility. Please follow these directions carefully and only go to your turf.

## **Player Responsibilities**

Please read the separate player responsibilities for resuming hockey. These are available on our website under the Covid-19 tab.

## **Leaving the Tauranga Hockey Centre**

Once you have finished, please collect your gear and leave the facility immediately so the next teams can access the turf.

Thanks for helping us keep you as safe as we can.

## **Privacy Statement**

This information is being collected by the Tauranga Hockey Association (THA) to assist in the management of the COVID-19 pandemic. It will be given to the Ministry of Health and/or the District Health Board on request in the event that it is required for contact tracing purposes. THA will not use it for any other purpose (without your consent) and will destroy it after 8 weeks. It will be stored on a secure database and kept at Blake Park Hockey Pavilion. You have a right to access and correct any information we hold about you.