

## QR CODE DEVELOPMENT FOR VENUE CHECK-IN/CHECK-OUT (FREQUENTLY ASKED QUESTIONS)

### Do we need a paid Microsoft Licence to set up our QR code through the Microsoft option?

Option 1 - The best option for clubs is to have someone at the club who already has a Microsoft Office 365 account (likely through their business). The access to "Microsoft Forms" is included and up to 50,000 entries can be obtained. This person would be responsible for setting up the QR code (QR Code Setup details are below), securely storing the data and providing the information to DHHS should it be required.

Option 2 - The next best option is for clubs to apply via Microsoft for the free access to the Microsoft 365 Apps for business. Not for profit organisations such as cricket clubs can apply for this via this link. <https://nonprofit.microsoft.com/en-us/getting-started> The application will likely take a few days to be processed.

Option 3 - Clubs who don't have someone on the Committee who already has a business account and are not prepared to apply and wait for free access, can purchase a 12-month licence to Microsoft 365 – options are included here -

- Microsoft 365 Business Basic (\$6.90/user per month)
- Microsoft 365 Business Standard (\$17.20/user per month)
- Microsoft 365 Business Premium (\$27.50/user per month)
- Microsoft 365 Apps for Enterprise - E1, E3, E5 (\$13.90/user per month)

Option 4 - The final option is for accessing Microsoft Forms via an existing Hotmail or outlook email address. This free option would only suit smaller clubs as the number of QR code entries is limited to 200. This therefore will require more regular downloading of data to ensure the number of entries never exceeds 200 – e.g. download data every 2-3 days to refresh.

### How long do records obtained via the QR code need to be retained?

Records obtained on the QR code should be downloaded regularly and securely stored for a period of 28 days. These may be required to be shared with DHHS for contact tracing. After 28 days they should be destroyed. Clubs may seek to download and refresh data weekly or fortnightly (and may need to do this more regularly if using the free access version with a maximum of 200 entries that can be obtained at any one time).

## QR CODE DEVELOPMENT FOR VENUE CHECK-IN/CHECK-OUT (STEP-BY-STEP GUIDE & EDITABLE POSTER)

In consultation with Cricket Australia and the various cricket bodies across Victoria (Victorian Sub-District Cricket Association (VSDCA), Victorian Metropolitan Cricket Union (VMCU) and Victorian Country Cricket League (VCCL)), Cricket Victoria has identified the preferred method for players, umpires, volunteers and spectators to register their attendance at a venue is by using a QR Code on a poster to check-in and check-out of the venue.

This system will allow for easy collection of data and will make it easier to store and access the relevant data should a COVID outbreak impact your club and the Department of Health and Human Services (DHHS) needs to be track who was in attendance, as outlined [here](#)

Cricket Victoria has created a 'generic' COVID Check-In/Check-Out Form using Microsoft Forms that Cricket Clubs and Associations can utilize.

If Clubs choose to use this generic Form, to ensure data security and privacy requirements are met, clubs must ensure the following:

1. Access to the generic Form on the Microsoft Forms platform must be via a new or existing (strongly) passworded club email account with the prior approval of the club secretary/committee for the purposes of generating the authorised QR Code Form and storing the resulting information.
2. No more than two club officials to know the account password and able to access the relevant club email account (and generating the QR Code Form) and resulting information.
3. First name and a mobile phone number is the only information to be collected.
4. Data captured from the COVID-19 QR Code must only be provided to DHHS should they require it for contact tracing purposes. Clubs must not use the information that is collected for marketing or any other purpose.
5. All data captured must be kept for 28 days and then destroyed.
6. Clubs should have up to two designated places for the QR Check In/Check Out to take place to ensure data security and that the correct QR code is being scanned (i.e. scorer's table, canteen, team manager, etc.). Secure the QR Code Forms when not in use and avoid any possibility of unauthorised Forms being displayed'
7. Clubs must inform their association of the person/s with access to the contact information, so that they can be contacted quickly if DHHS requires contact tracing information.

To access the generic Form, by clicking on the following link: <https://bit.ly/34B1b21>, your club agrees to meet the above data security and privacy requirements. **(NOTE: Any clubs that have already downloaded the form will need to do so again as the form layout has been updated due to data security and privacy requirements).**

While Cricket Victoria recommends the use of Microsoft Forms with the above data security and privacy measures in place, should your club wish to create their own form, there are several companies and platforms that can be used.

A Victorian-based company called Aurasafe (<https://www.aurasafe.com.au/>) offer a free solution that can be accessed by Sporting Clubs and Businesses as an alternative solution and manage all the data for you (including data management). N.B.: This Aurasafe option allows only for "check-in" not "check-out" – which is ok, but not as good. The preference is to record both check in and check out - but "check-in" is the minimum requirement.

Clubs may wish to utilize an alternate survey system to create the form but will need to note that the system needs to be able to create a QR Code. The alternative solution is to search for a generic QR Creator platform online, but these may require an account to be created to enable the Code to work properly.

Use of hard-copy forms is not recommended as this creates other considerations, such as ensuring:

- a club officer attends to this task for each club training session, match and activity;
- ensuring regular sanitisation of the pens used and the Check In/Check Out area; and
- ensuring secure possession/control of the register at all times to avoid unauthorised access to/use of data.

For any system chosen, the club must ensure appropriate data security and privacy (and, if relevant, biosecurity) measures are in place.

If your club wishes to use Microsoft Forms, below is the step-by-step guide on how to create a COVID Form from scratch. Don't panic it is not that hard!

1. Open Microsoft Forms (<https://bit.ly/34B1b21>) and click on 'Duplicate Form'.
2. Click on any questions to update/edit and edit questions (e.g. Ground locations /names).
3. At this point the form works are completed. To create the QR Code, click on the 'Share' button and under the 'Send and Collect Responses' section at the top make sure that the setting is on 'Anyone with the link can respond'. Once this is set, click on the diagram second from the left with three complete squares and an incomplete square in the bottom right-hand corner (this is the QR Code Creator). This will create a unique QR Code and simply click 'Download' to save the QR Code as a PNG Image file ready for you to insert your image into the relevant poster template.
4. To insert the QR Code, open the separate QR Poster Template (Microsoft Word). Insert the QR Code PNG image file you have just downloaded to fit perfectly inside the box.
5. To insert your club and/or Association logo/s into the QR Poster Template, simply insert the relevant logo on top of the 'Insert Logo Here' sections of the template.
6. Once this is done, you can print the poster(s) to have at the designated 'check-in/check-out' identified by your club. (Please refrain from displaying these posters in multiple locations to ensure data security)
7. It is recommended that the home club captures data for all attendees on match days as the contact tracing is more about who attended the facility on the day – not which club they are connected to. This will save chasing up opposition clubs for their information should it be needed by DHHS.
8. N.B.: Clubs MUST NOT use data captured for COVID-19 contact tracing for anything other than being able to provide a list of details to the DHHS should it be required. All data should be deleted after 28 days in line with DHHS and privacy requirements.

