

TRAKR – Official App for Aiki Kai Australia

Training Attendance

Instructor Guide Appendix – Using TRAKR in Victoria

Throughout the instructor guide, several notes are made about decisions that could vary from state to state, or dojo to dojo. This appendix defines how Victoria will use TRAKR for dojo training, TTCs and special events that are hosted in Victoria.

These decisions are made by the State Area Representative. **Unless otherwise stated, all dojos in Victoria must adhere to the same usage of TRAKR.** We have many more dojos than other states and have an obligation to ensure our training information is accurately reflected on our website, social media and TRAKR. This will help ensure consistency for students who train at multiple dojos, attend special events, and greatly reduce the administrative load on our volunteers.

Any questions about, or proposed changes to these decisions must be requested from the State AR first before making them.

Effective Date: December 2022

Action	Victoria-Specific	Other States
Dojo training		
Allowing students to log their own attendance VS instructors to log	Dojos decide	Dojos decide
Add new/change/remove class	Only AR & TRAKR Admin	AR/TRAKR/Dojo
Add new/change/remove regular instructor	Only AR & TRAKR Admin	AR/TRAKR/Dojo
Add new/change other dojo settings (eg: suspend classes, payment method)	Only AR & TRAKR Admin	AR/TRAKR/Dojo
Add new/change temporary backup instructor	<ul style="list-style-type: none"> Short term (less than 1 month): Dojo does this, inform AR Long term (1 month+): Inform AR 	AR/TRAKR/Dojo may do this
Special Events (special days of training, TTCs, National Schools, etc)		
Add new/change/remove special event	Only with AR approval	Only with AR approval
Add new/change/remove special event in TRAKR	Only AR & TRAKR Admin	AR/TRAKR/Dojo
Nominate “instructors” to log/verify attendance for special events <ul style="list-style-type: none"> Note: in this case, “instructor” access is only for tracking purposes. It does not necessarily mean the person(s) who is leading or teaching on the day. 	Only AR & TRAKR Admin	AR/TRAKR/Dojo

