

TRAKR – Official App for Aiki Kai Australia Training Attendance

Student Guide

What is TRAKR?

TRAKR is our official app to log training attendance of both your usual dojo training and special days, such as National Schools, TTCs or other training events. Connecting with your national Aiki Kai Australia membership, it allows you, your instructors, and the national organisation to track training days more easily and accurately, such as a tally of classes since your last grading.

This student guide will show screenshots from the web interface. Training videos are available for the mobile interface, however, since it is a web-based app, there are almost no differences in what you see in either interface. Either one will work and your training records will be in sync.

How do I access TRAKR?

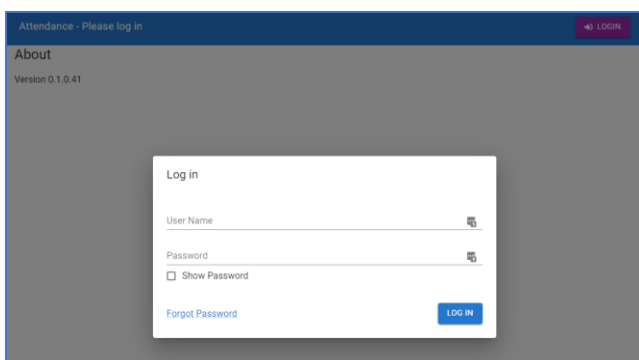
TRAKR is a web-based app, so you can use it on any computer or mobile device with internet access.

URL: <https://happy-sand-049ec7f00.azurestaticapps.net/about>

QR code:



On the login screen, enter your Aiki Kai Australia username and password. This is the same one that you use to view your profile on the national database (<https://www.aikido.org.au/>).




If you don't already have a username or password, you must set this up on the national website first.



Setting up your National Member Profile for TRAKR



1. Go to the National website: www.aikido.org.au
2. Click on the person icon  under the association name and follow the instructions on the screen.

You must use the same email address you used when you joined and add a secure password. TRAKR updates information from the national database about every 24 hours. If you are a new student, please wait at least this long for your record to be created before trying to log attendance.

When Can I Start Using TRAKR?

TRAKR will be available to all Aiki Kai Australia dojos from January 7, 2023 (Summer School).

As of this date, all attendance of dojo training, special events and schools are expected to be logged through TRAKR.

Note: Not all historical records will be imported into TRAKR. To make things simple, please assume any training records from *before* January 7, 2023 will be recorded in your dojo's usual method. Whether that's on paper, a spreadsheet that your instructor uses, even your own personal records – whatever method was used in your dojo before TRAKR is launched will be kept by your instructor and should be used for reference.

If in any doubt about your training record, please speak to your instructor.



Logging Training Attendance

First check with your dojo instructor whether:

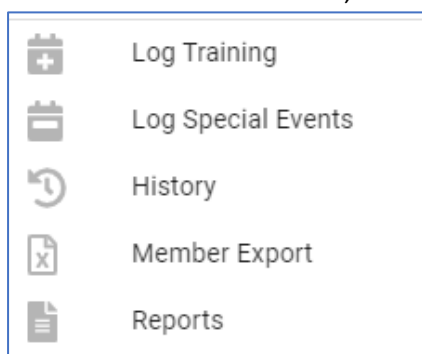
- You can log your own attendance OR
- They will log it for you

If you attend multiple classes/dojos, please check with each one, as they may choose to do things differently.

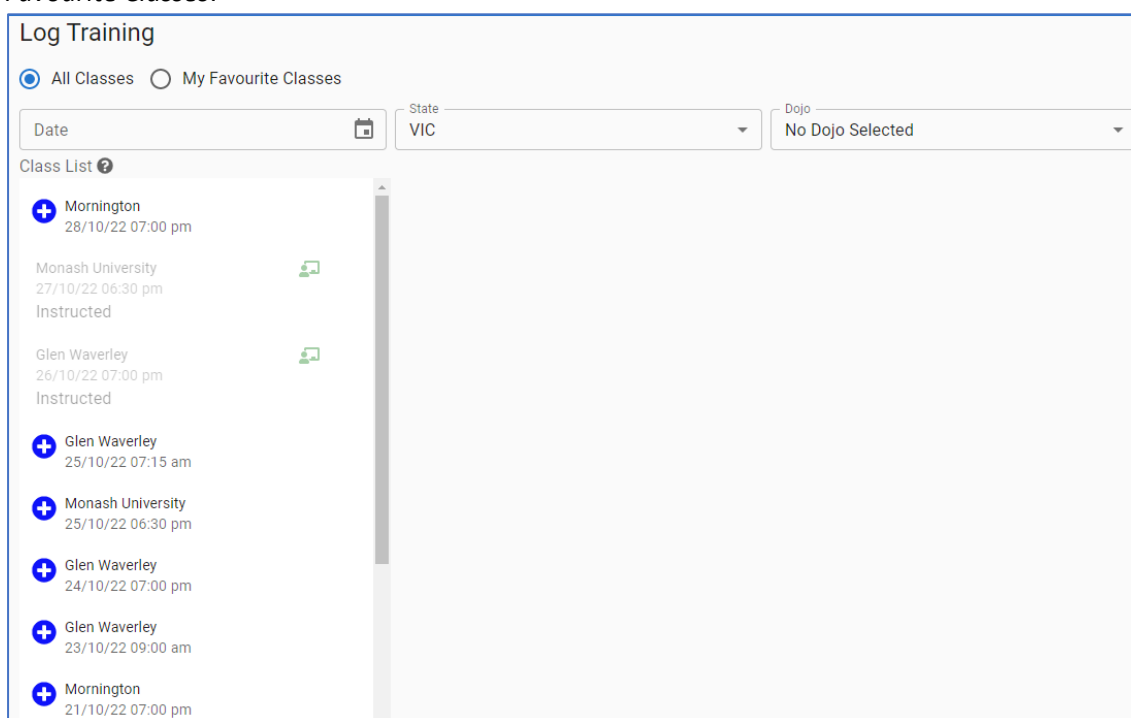
Regardless of who logs the attendance, you will still be able to view and download your training and grading records whenever you like.

Logging Normal Dojo Training

1. Log in to TRAKR.
2. Click the menu button , then click **Log Training**.



3. Click the class that you attended.
The most recent classes are displayed first. You can search and filter by date, state, dojo, or *My Favourite Classes*.



- If your attendance has already been tracked for the class, you will see it marked as **Approved**. In this case, you don't need to do anything else.
- If you don't see the class that you attended, talk to your instructor as they might need to set it up first.
- If you are training in another state (eg: travelling or have moved recently), choose the state from the **State** drop down list.

Important!

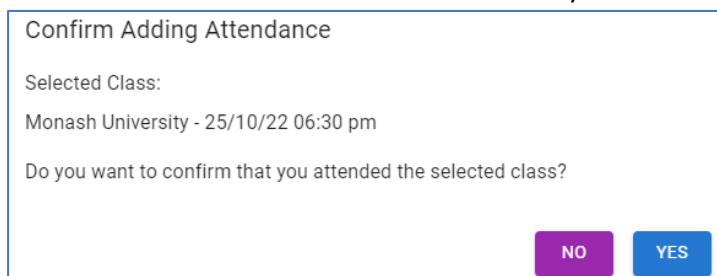
Students can only log training for the last week/7 days. If you need to log attendance outside of this time, ask your instructor. You cannot log attendance for a class in the future.

Note: *My Favourite Classes* displays classes where your instructor has marked you as a regular student. At launch, TRAKR does not have the ability to allow students to choose their own favourites. If you would like a specific class to be added to this list, please ask your instructor to do it for you.

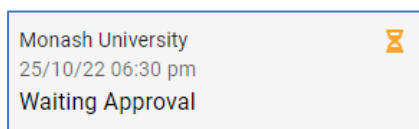
4. Select the class you attended.



5. Check the class details and click **Yes** to confirm your attendance, or **No** to go back to the list.



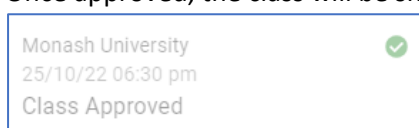
6. Your attendance will be marked as **Waiting Approval** by the instructor.



7. Your instructor will confirm your attendance or discuss further with you if necessary.

- If you were not able to pay for the class, you will see it as **Unpaid** in your record. This will be changed to **Approved** once you have settled the training feed. Unpaid classes will not count towards your training record until Approved.

8. Once approved, the class will be shown as **Approved** in your training record.

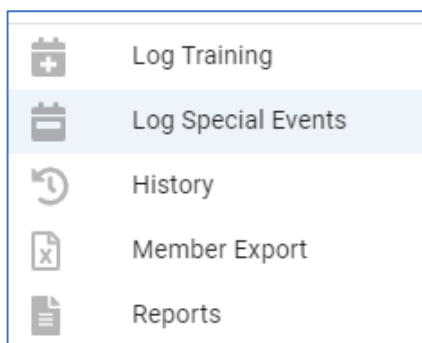


Note: You will not receive any notifications when a class is approved.



Logging Special Events Training

1. Follow the same process for normal dojo training, except select **Log Special Events** instead.

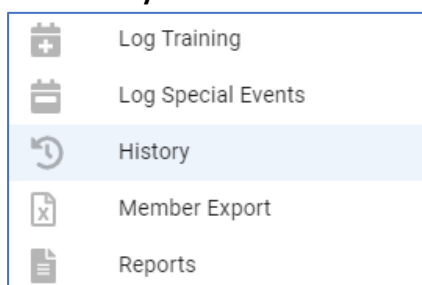


(View) History

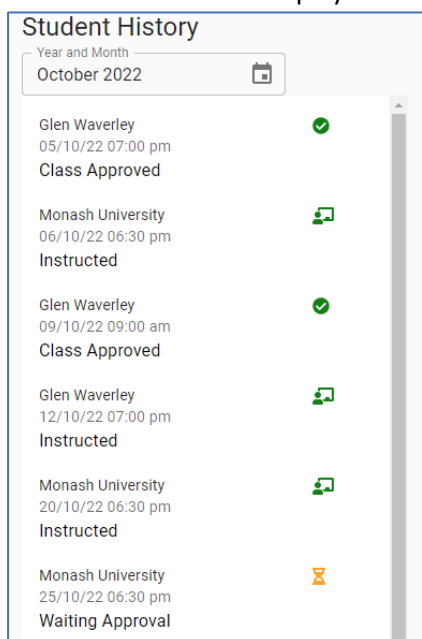
Your history allows you to see which classes you have attended, taught, or are pending approval for.

These records only include classes that have been entered into TRAKR. Historical records before TRAKR will not be loaded, so please take note if you need training numbers from before then.

1. Click **History**.



2. The current month is displayed.



3. Click the **Year and Month** field to view other months.

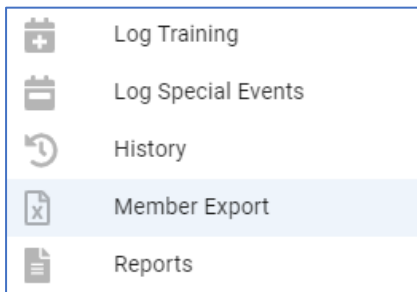


Member Export (Download Training Record)

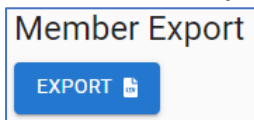
This allows you to download all your training records loaded into TRAKR as a CSV file. This file can be opened in spreadsheet programs such as Excel.

This is for your own use and does not need to be submitted.

1. Click **Member Export**.



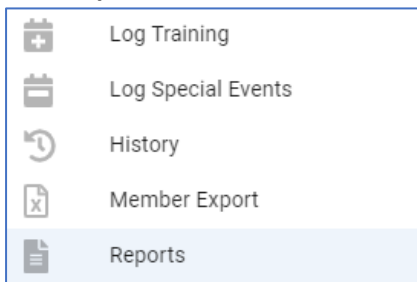
2. Under **Member Export**, click the **Export** button and choose where you wish to save the file to.



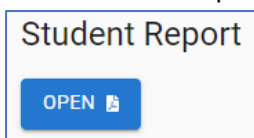
Student Report

This allows you to download your specific training record as a PDF file. **This is a count of the classes attended since your last grading, as per the records that Aiki Kai Australia entered in your history on the national database.** This file can be opened in web browsers or PDF readers such as Adobe Acrobat.

1. Click **Reports**.



2. Under Student Report, click the **Open** button. The PDF file will open.



3. Click the **Save** button to choose where you wish to save the file to.



Frequently Asked Questions

What if I don't have access to a computer or mobile device?

Instructors can help with recording your attendance for you. Just let them know at the end of class.

How do I add a class to My Favourite Classes?

This is controlled by your instructor. If you'd like to have a class added to this list, please ask the instructor to add your name to that specific class.

What happens if I attended training but could not pay on the day?

Log your attendance as usual. The instructor will confirm your attendance and follow up with you about payment later. TRAKR does not handle any payments.

What happens on special days?

Tracking attendance for special days is almost exactly the same as tracking dojo training. Just click the **Log Special Events** menu instead. Details on how to log training attendance should be included in the event information.

The event or class I attended isn't listed.

You can only log attendance up to a week (7 days) after the class. If it has been longer than that, you will not see the class in the app, and will have to ask your instructor to log it for you.

If you are training interstate, make sure you have the correct state selected in the Log Training screen.

Otherwise, please contact your instructor with the details and they will pass it on to the state TRAKR admin.

My personal data (number of training days, grading record, etc) is wrong.

If you believe your number of training days is incorrect for:

- Normal dojo training days: Please talk to your instructor or dojo representative first – remember TRAKR will not include days from before we started using it in 2022.
- TTCs/Special Days: Please contact your state Area Representative.
- National Schools: Please contact John Watson Sensei.

Can I update my membership or pay for classes through TRAKR?

TRAKR does not handle any payments. Please continue to pay for memberships and training as usual.

I see the following symbol against my name. What does this mean?

This symbol means your membership is not active. Please follow up directly with Aiki Kai Australia to resolve.

I can't log in to TRAKR.

- Username or password issues: try the **Forgot Password** link on the log in page
- Don't have username or password: create one on the Aiki Kai Australia webpage <https://www.aikido.org.au/>
- Technical or server issues: contact mail@aikido.org.au



How do I add TRAKR to my phone/tablet/mobile device?

Open [TRAKR](#) in a web browser using the device you want to use. You can then:

- Save the URL as a favourite or bookmark
- Add the URL to your home screen (see these [instructions for Chrome on Android and iOS](#))

Most other web browsers will have a similar feature that you can look up instructions for.

Note: There is no need to download anything from an app store (either Apple or Android). TRAKR is a web-based app, which means it's only available through the QR code or [URL provided in this guide](#) or on the Aiki Kai Australia website.

[My question isn't answered here.](#)

Speak to your instructor first. If they can't answer, they will consult with either your state's TRAKR admin, TTC or whoever else in the organisation can help.

