



USER GUIDE

PARTICIPATION DATA ENTRY AND CHECKS

Step 1: Navigate to the participation data upload page



From the site list page, select the 'Participation' button on the right hand side.

Home / Data Entry / List

List

This is the list of all leisure centres linked to the user account with their operators, local authorities and DataHub and NLRf status.

Active Partnership	Local Authority	Operator	Management Type	Site Name	DataHub	NLRf	CLRF	Filled Survey 1 Count	Filled Survey 2 Count	£ Finance	Participation	£ Finance Last Month	Participation Last Month	Data Check	Actions
Demo CSP 66112	Demo La 7239	Demo Operator 2	Commercial Management	Demo Site 63157470	👍	👍	👎	-	-	-	-	-	-	👎	site passport £ finance participation
Demo CSP 66112	Demo La 7239	Demo Operator 2	Commercial Management	Demo Site 56265481	👍	👍	👎	-	-	-	-	-	-	👎	site passport £ finance participation
TOTALS								0	0	0 (0.00%)	0 (0.00%)	0 (0.00%)	0 (0.00%)	0	

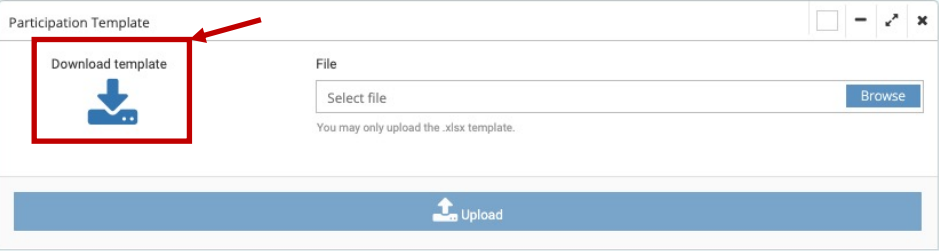
Showing 1 to 2 of 2 entries

If your site is integrated with DataHub, participation data is automatically fed into the Moving Communities platform, so skip to step 5.

Step 2: Download the data entry template

Select the 'Download template' button. This will download an excel sheet called 'participants_template'.

This data entry page enables operators and local authorities to add the throughput figures for their leisure centres broken down by the activity groups. If the site is integrated into the Data-Hub, the monthly figures will automatically appear in the table at the end of each month. If the site is not integrated into the Data-Hub, then the user can download the template from below, enter the figures and upload back into the platform. Please be aware that the template upload would overwrite all data already in the platform for the past months.



The screenshot shows a modal window titled 'Participation Template'. A red box highlights the 'Download template' button, which features a blue download icon. To the right of this button is a file upload section with a 'File' label, a 'Select file' input field, and a 'Browse' button. Below the input field, it states 'You may only upload the .xlsx template.' At the bottom of the modal is a large blue 'Upload' button with an upward arrow icon.

Participation

Category	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Select
Other	0	0	0	0	0	0	0	0	0	0	0	0	<input type="checkbox"/>
Outdoor activities	0	0	0	0	0	0	0	0	0	0	0	0	<input type="checkbox"/>
Sports Hall activities	0	0	0	0	0	0	0	0	0	0	0	0	<input type="checkbox"/>
Swimming activities	0	0	0	0	0	0	0	0	0	0	0	0	<input type="checkbox"/>
Swimming - lessons	0	0	0	0	0	0	0	0	0	0	0	0	<input type="checkbox"/>
Group Workout	0	0	0	0	1,082	1,844	1,840	2,243	2,209	0	0	0	<input type="checkbox"/>
Fitness (Gym) activities	474	0	0	3,076	4,644	4,795	4,296	3,482	3,625	0	0	0	<input type="checkbox"/>
TOTALS	474	0	0	3,076	5,726	6,639	6,136	5,725	5,834	0	0	0	TOTALS

Showing 1 to 7 of 7 entries

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Step 3: Fill in the participation template



Open the 'Site 1' tab and enter the relevant data in the template.

Local Authority	
Leisure Provider	
Site Name/ID	

Type of Visit	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19
	Total Visits	Total Visits	Total Visits	Total Visits	Total Visits	Total Visits	Total Visits	Total Visits	Total Visits
	#	#	#	#	#	#	#	#	#
Fitness (Gym) activities									
Group Workout									
Swimming - lessons									
Swimming activities									
Sports Hall activities									
Outdoor activities									
Other									
Total	-	-	-	-	-	-	-	-	-

Tip: Check the 'Definitions' tab if you are unsure on what an activity type includes

Make sure all historical months are filled in when uploading the template as any previous data uploaded will be overwritten.


Step 4: Upload the template to Moving Communities



Select your completed participation template file and click the 'upload' button.

This data entry page enables operators and local authorities to add the throughput figures for their leisure centres broken down by the activity groups. If the site is integrated into the Data-Hub, the monthly figures will automatically appear in the table at the end of each month. If the site is not integrated into the Data-Hub, then the user can download the template from below, enter the figures and upload back into the platform. Please be aware that the template upload would overwrite all data already in the platform for the past months.

Participation Template

Download template 

File

You may only upload the .xlsx template.

Participation

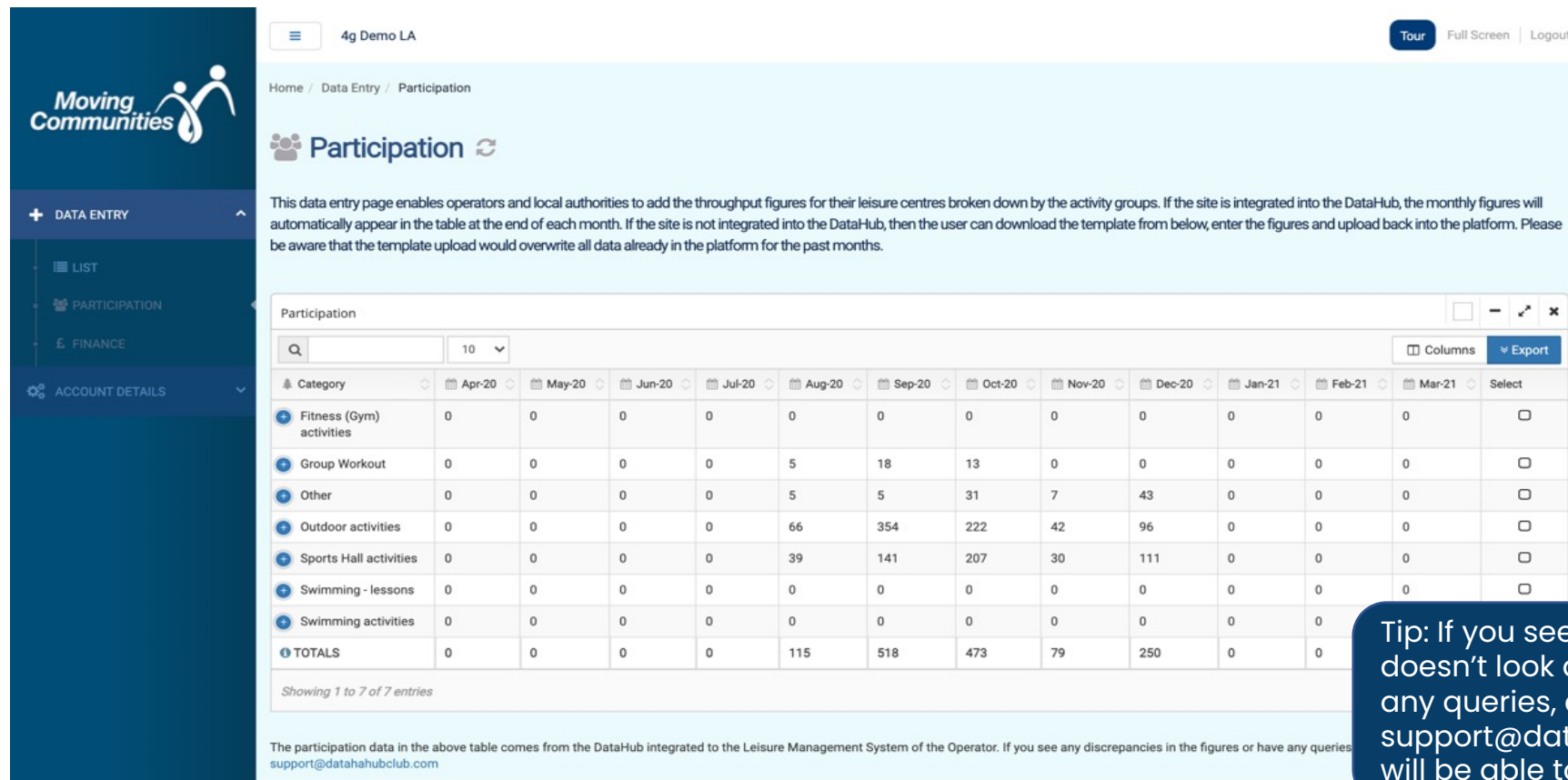
Category	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Select
Other	0	0	0	0	0	0	0	0	0	0	0	0	<input type="checkbox"/>
Outdoor activities	0	0	0	0	0	0	0	0	0	0	0	0	<input type="checkbox"/>
Sports Hall activities	0	0	0	0	0	0	0	0	0	0	0	0	<input type="checkbox"/>
Swimming activities	0	0	0	0	0	0	0	0	0	0	0	0	<input type="checkbox"/>
Swimming - lessons	0	0	0	0	0	0	0	0	0	0	0	0	<input type="checkbox"/>
Group Workout	0	0	0	0	1,082	1,844	1,840	2,243	2,209	0	0	0	<input type="checkbox"/>
Fitness (Gym) activities	474	0	0	3,076	4,644	4,795	4,296	3,482	3,625	0	0	0	<input type="checkbox"/>
TOTALS	474	0	0	3,076	5,726	6,639	6,136	5,725	5,834	0	0	0	TOTALS

Showing 1 to 7 of 7 entries

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Step 5: Check your participation figures

Use this page to check your participation data and ensure your figures are correct and up to date. This shows your selected site throughput by month, broken down by activity type.



4g Demo LA

Home / Data Entry / Participation

Participation

This data entry page enables operators and local authorities to add the throughput figures for their leisure centres broken down by the activity groups. If the site is integrated into the DataHub, the monthly figures will automatically appear in the table at the end of each month. If the site is not integrated into the DataHub, then the user can download the template from below, enter the figures and upload back into the platform. Please be aware that the template upload would overwrite all data already in the platform for the past months.

Category	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Select
Fitness (Gym) activities	0	0	0	0	0	0	0	0	0	0	0	0	<input type="checkbox"/>
Group Workout	0	0	0	0	5	18	13	0	0	0	0	0	<input type="checkbox"/>
Other	0	0	0	0	5	5	31	7	43	0	0	0	<input type="checkbox"/>
Outdoor activities	0	0	0	0	66	354	222	42	96	0	0	0	<input type="checkbox"/>
Sports Hall activities	0	0	0	0	39	141	207	30	111	0	0	0	<input type="checkbox"/>
Swimming - lessons	0	0	0	0	0	0	0	0	0	0	0	0	<input type="checkbox"/>
Swimming activities	0	0	0	0	0	0	0	0	0	0	0	0	<input type="checkbox"/>
TOTALS	0	0	0	0	115	518	473	79	250	0	0	0	

Showing 1 to 7 of 7 entries

The participation data in the above table comes from the DataHub integrated to the Leisure Management System of the Operator. If you see any discrepancies in the figures or have any queries support@datahubclub.com

Tip: If you see something that doesn't look quite right, or have any queries, contact support@datahubclub.com who will be able to assist