

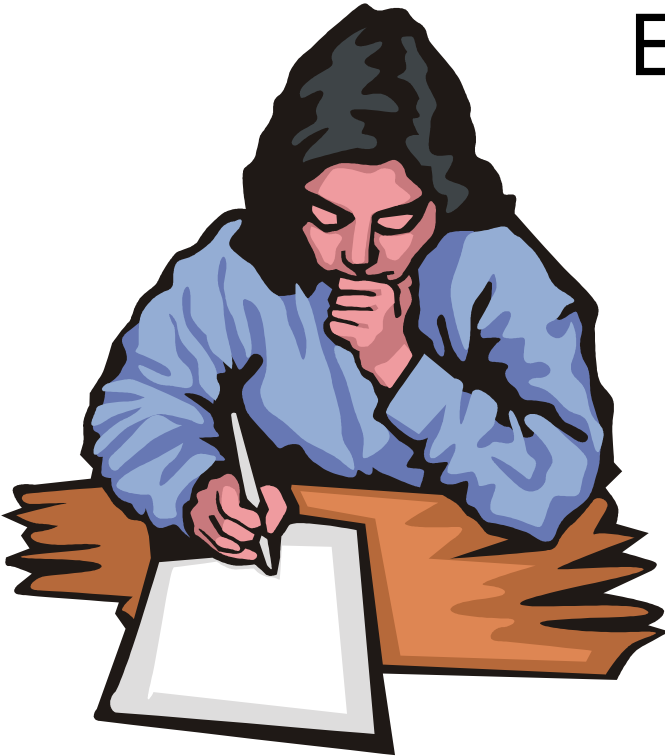
Sign in book

Everyone who comes in to the centre must first sign in – and place a tick against three to four basic questions about themselves



Registration form

1



Each time a new person attends you ask them to complete a registration form with personal details and simple questions

Database (& swipecard) system



All users register with a basic form which you enter into a database. Every time they come back you update the database manually or by swipecard.

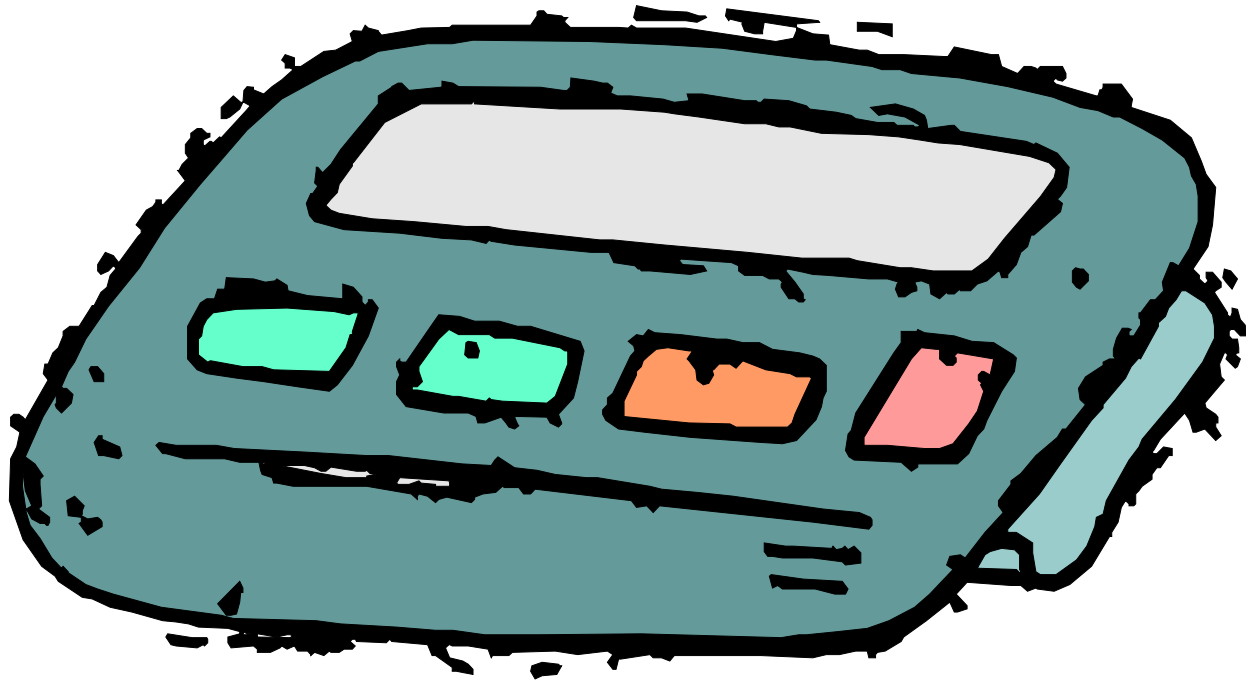
Register

For all classes your coach/organiser completes a manual register before beginning.



Palm register

You use a class register system but with palm computers rather than paper records.



Footfall counter

You install an electronic footfall counter that counts the number of people who enter your premises. By occasional manual counts and surveys you develop a formula that converts the raw count into numbers and types of users.



Dictaphone log in

At the start of each group session the coach or organiser asks everyone to speak their name (and possibly some brief details) into a dictaphone. You get these typed up and entered into your records system later.



User survey

Instead of capturing information on all your users you run occasional surveys of all users on a single day. Using statistical formulae you ensure that your sample size is big enough to represent all users accurately.



Household survey

Each year you conduct a household survey of 1,000 households randomly selected from your target area. This enables you to find out about potential client/customer needs and interests, use of your centre/project and changes in participation levels.



Photography 1

You photograph each group before they start their activity.

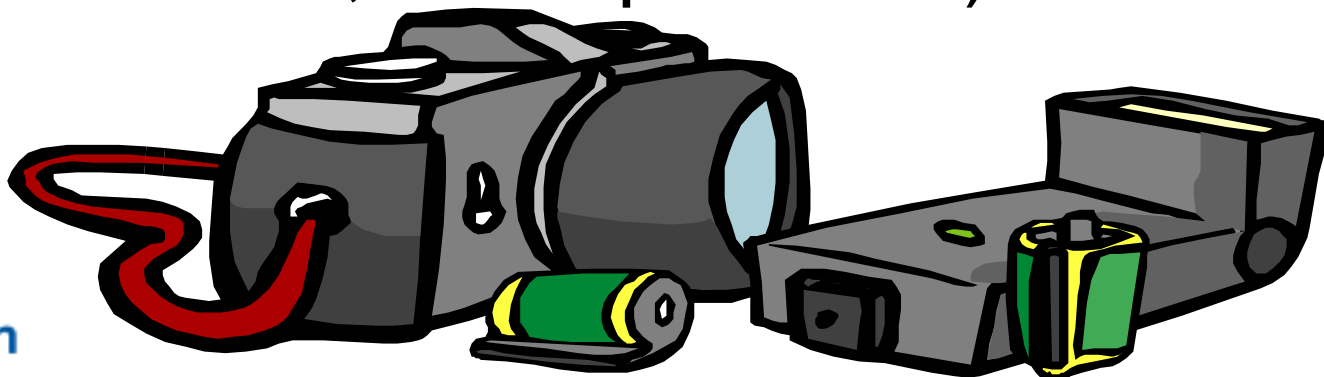
(Could use to track physical appearance of, say drug users or weight loss. Do before and after photos and celebrate improvements.)



Photography 2

You photograph each person before they start their activity and note down some basic information so you can keep a record with their photo.

(This will help activity leaders keep track of attendance informally – could be good for open access, skate parks etc)



Video & photo record

At the start of each activity you ask each new person to answer a few questions about themselves to video. You transcribe these and take a group photo of each subsequent session so you can track who attends.

At the end of the programme you ask everyone to answer a few more questions to video. (This takes a lot of time to transcribe.)



Rickter Scale

You conduct a one hour informal interview with each new participant using the Rickter Scale. This sets goals for each participant and records their starting point.

At the end of their programme you re-interview to check on movement and help them set new goals.



Video box

You set up a video box where users can record their views on your provision.



Observation and counting

On a regular basis you have an observer (with a clipboard!) who watches flows of participants and records these in a numerical format.



Sample interviews

You arrange to carry out a brief interview with a sample of your users on a regular basis. Using statistical theory you make sure that your sample is robust.



Prize draw surveys

You devise a simple survey form that is attractively presented. You place these wherever your users are. Users complete them to enter a regular prize draw that you publicise.



Computer survey

You set up a dedicated computer with a user survey on it in a prominent location. You encourage users to complete it – perhaps with a prize draw.



Web survey

When a new user attends you ask for basic details including their email address. You also ask for permission to contact them by email.

You then run regular or occasional web surveys – perhaps with an incentive.



Telephone survey



When a new user attends you ask for basic details including their telephone number. You also ask for permission to contact them by phone.

You then run regular or occasional telephone surveys – perhaps with an incentive.

Attendance sheet



When people first sign up for an activity get all details from them
Then produce a list of participants with a column for all future sessions.