Things to do

Start of the month

* download form from nusync
* run the code to generate attendance
* copy paste the names to google sheet (\*name the google sheet as DDMYY)

~ 1 week before trng

* send the attendance list to the participant (/send)
* if got withdrawals and ppl in waitlist, send the number of ppl to cover the slots
* If anyone sign up manually (i.e. msg captain or you) get their name, nusnet and tele handle for attendance tracking
* Remind abt 2-3 days before the trng day (/remind)

Day before trng

* Cut off time to confirm: 10pm
* Send trng list to the heads grp of those confirm

After trng

* Update attendance in excel sheet
* Copy bot attendance sheet to archive

Technical details

How to use the bot (/send, /remind, /viewsession)

* To send

1. /send
2. Select the date
3. Enter how many ppl to send

* To remind

1. /remind
2. Select date

* To view current status for attendance

1. /viewsession
2. Select date

How to use the code

1. Enter month
2. Enter number of trainings for that month
3. Enter the column which contain the tele handle (as shown in excel)
4. Enter the 1st column which contain the training (as shown in excel)
5. Copy paste the question (“Please select the training session(s) that you wish to attend and take note of the dates and timing. All trainings are conducted from 4-7pm. Maximum of 4 training slots to be selected. –“)
6. Ensure that the tele handles are ok
7. Save the csv file
8. Run the code

* Current setting for priority: normal fcfs, late > 66%, withdrawal > 80%, no show >50%, staff member (blacklist not in list)